

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: TUESDAY, FEBRUARY 20, 2018 TIME: 7:00PM

AGENDA

- **6:30PM – NON PUBLIC SESSION IN ACCORDANCE WITH RSA 91-A:2, I (a) REGARDING STRATEGY OR NEGOTIATIONS WITH RESPECT TO COLLECTIVE BARGAINING – PROFESSIONAL MANAGEMENT ASSOCIATION, SCHOOL ADMINISTRATOR’S AND SCHOOL CUSTODIAL SUPERVISOR’S**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**

PRESENTATION

- 1. **Report Back Re: Revaluation Review – David Cornell**

- V. **ACCEPTANCE OF MINUTES – FEBRUARY 5, 2018**

- VI. **PUBLIC COMMENT SESSION**

- VII. **PUBLIC HEARING AND VOTES ON ORDINANCES AND/OR RESOLUTIONS**

- A. **PUBLIC HEARING RE: PROPOSED CAPITAL IMPROVEMENT PLAN (CIP) FY 2019-2024**

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

- B. **PUBLIC HEARING/SECOND READING OF ORDINANCE AMENDING CHAPTER 1, ARTICLE IX, SECTION 1.9 CONFLICT OF INTEREST/ELECTION CANDIDATE FINANCIAL DISCLOSURE – CHARTER AMENDMENT #1**

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

C. PUBLIC HEARING/SECOND READING OF ORDINANCE AMENDING CHAPTER 1, ARTICLE IX, SECTION 1.901 – CONFLICT OF INTEREST/MUNICIPAL OFFICIALS DISCLOSURE – CHARTER AMENDMENT #2

- PRESENTATION
- CITY COUNCIL QUESTIONS
- PUBLIC HEARING SPEAKERS
- ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS

VIII. APPROVAL OF GRANTS/DONATIONS

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

IX. CONSENT AGENDA

(ANTICIPATED ACTION - MOVE TO ADOPT CONSENT AGENDA)

- A. Letter from Ben Anderson, Prescott Park Arts Festival, requesting permission to hold the 6th Annual Memorial Bridge 5k on Sunday, October 7, 2018 ***(Anticipated action – move to refer to the City Manager with power)***
- B. Request for License to Install Projecting Sign from Thomas Lincoln, owner of The Clean Bedroom for property located at 142 Fleet Street ***(Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement 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 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***
- C. Letter from Mark A. McNabb requesting a license agreement for the installation of Bowsprit Sculpture to the exterior brick facade of Martingale ***(Anticipated action – move to authorize the City Manager to execute a license for the Martingale Bowsprit Sculpture, as presented)***

X. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Merle White, Anchor Taxi, regarding Taxi Ordinance Enforcement ***(Sample motion – move to accept and place the letter on file)***

XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

City Manager's Items Which Require Action:

1. Request for Approval of the One-Year Extension of the Current Collective Bargaining Agreement between the City of Portsmouth and the Portsmouth Supervisory Management Alliance
2. Request to Renew Seacoast Growers' Association (Farmers' Market) Proposed 2018 License Agreement
3. Request for Public Hearing Re: Elderly and Disabled Exemptions
4. Land and Easement Transfers Re: 30 Cate Street
5. Request to Re-zone Property Re: Clipper Traders
6. Trees and Greenery Trust
7. Municipal Transportation Improvements – RSA 261:153 VI

City Manager's Informational Items:

1. Events Listing

B. MAYOR BLALOCK

1. Appointments to be Voted:
 - Appointment of Janet Phelps to the Citizens Advisory Committee
 - Appointment of Thomas Watson to the Economic Development Commission
 - Appointment of Phyllis Eldridge to the Zoning Board of Adjustment - Alternate
2. Establish Round Table Conversation with Concerned Residents on PFAC's
3. City Council Rule #43 B. – Public Dialogue

C. ASSISTANT MAYOR LAZENBY

1. Proposed Amendment to City Council Rule 43

D. COUNCILOR ROBERTS

1. Parking and Traffic Safety Committee Meeting Action Sheet and Minutes of February 1, 2018 (***Sample motion – move to accept and approve the action sheet and minutes of the February 1, 2018 meeting***)

E. COUNCILOR DENTON

1. Renewable Energy Policy & Appendix C

F. COUNCILOR PERKINS

1. Former City Council Rule #47 – Appointments to Boards and Commissions

G. COUNCILOR BECKSTED

1. *Request Presentation Re: Great Bay Municipal Coalition meeting with EPA (***Sample motion – move to schedule a presentation for the City Council meeting of March 5th for staff to review the information provided by the Coalition to EPA***)

XII. MISCELLANEOUS/UNFINISHED BUSINESS

XIII. ADJOURNMENT

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

**Indicates Verbal Report*

INFORMATION ITEMS

1. 2017 Board and Commission Attendance Records

Memo

To: Portsmouth City Council

From: John P. Bohenko, City Manager

Date: February 15, 2018

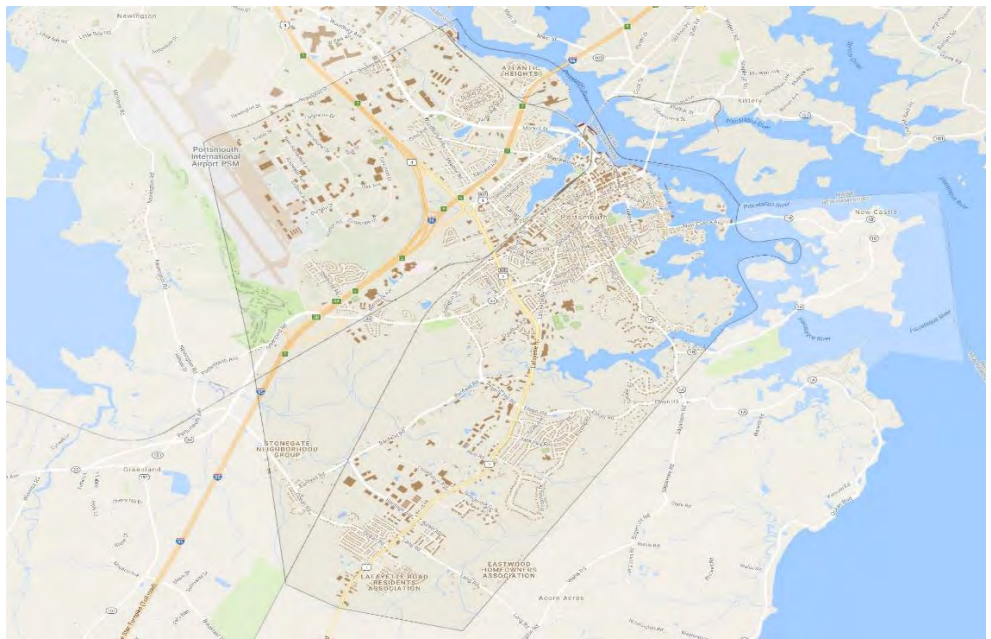
Re: Commercial and Residential Mass Appraisal Review Report

Attached is another copy of the Commercial and Residential Mass Appraisal Review Report you received in the November 20th, 2017 City Council Packet. This review was completed by Cornell Consultants, LLC on November 13, 2017 in response to the council's request to have a third party review the 2017 Revaluation.

Page 97 of the review states that the specifications and calibrations documented in both the residential and commercial Uniform Standards of Professional Appraisal Practice (USPAP) reports are reasonable and credible. Further, additional statistical testing performed by Cornell Consulting and documented within his report was used to measure the credibility of the Vision and Property Valuation Advisors revaluation results which further supports the credibility of the 2017 Revaluation for both commercial and residential properties.

This report will be posted on the City of Portsmouth Assessor's webpage.

COMMERCIAL AND RESIDENTIAL MASS APPRAISAL REVIEW REPORT



November 13,
2017

City of Portsmouth, NH, 2017 Mass Revaluation Review

Review Appraiser:

David M. Cornell, MAI, CAE, CNHA

NH License Number – NHCG-863

President, Cornell Consultants, LLC

Reports under Review: Vision Government Solutions
(Residential Reports) and Property Valuation Advisors
(Commercial Reports)

Contents

Letter of Transmittal 5
SALIENT FACTS 7
Date of this Review Report: 7
Client: 7
Effective Date of the Review Assignment..... 7
Effective Date of Value of Revaluations Under Review:..... 7
Date of Reports Under Review: 7
PVA and Vision Appraisers:..... 7
Appraisal Firms of Work Under Review:..... 8
Intended Use of the Review Assignment: 8
Intended Users of the Review Assignment:..... 8
Interest Valued: 8
Type of Value Estimated:..... 8
Type of Value Stated in the Vision and PVA Appraisal..... 9
Formats of Revaluation Reports Under Review: 10
Extraordinary Assumptions: 10
Hypothetical Conditions: 10
Scope of Work IN THE REVIEW OF THE VISION AND PVA REVALUATION REPORTS..... 10
Format of Review Reports: 11
Competency:..... 11
Property and Highest and Best Use- Explanation:..... 11
Property and Highest and Best Use - Vision Report: 12
Property and Highest and Best Use – PVA Report 12
OVERVIEW OF VALUATION MODELING (VISION AND PVA REVALUATION REPORTS) 12
PROCEDURE FOR REVIEWING MASS APPRAISALS 13
SPECIFICATION AND CALIBRATION REVIEW (VISION AND PVA REVALUATION REPORTS). 13
UNDERLYING ECONOMIC PRINCIPLES 13
Approaches to Value..... 14
Land/Site Valuation 15
SITE VALUATION - (VISION AND PVA REVALUATION REPORTS)..... 15
LAND VALUATION REVIEW (PVA AND VISION REVALUATION REPORTS)..... 16
Base Land Values 16
Land Analysis- Vision 16
Land Analysis- PVA 16
Land Analysis- Condos (Vision and PVA) 16
Adjustments Made to Base Land Values (Neighborhoods)..... 16

Adjustments Made to Base Land Values (Within Neighborhoods)	18
Adjustments Made to Base Land Values (Land Size)	20
Special Base Land Rates	21
Cost Approach- General Explanation.....	23
Improvement Valuation- Base Values	26
Building Base Valuation.....	26
Building Valuation (Building Base Rate Adjustment)	30
Model Specification of Data Attributes	51
Building Valuation (Building Size Adjustment).....	52
Extra Features	52
Depreciation.....	59
Summary of Depreciation	64
Cost Approach Conclusion	64
SALES COMPARISON APPROACH FOR IMPROVED PROPERTY	65
Sales Comparison Models (PVA and Vision Revaluation Reports)	66
INCOME APPROACH (PVA REVALUATION REPORT).....	66
Income Model Overview	67
INCOME VALUATION REVIEW OF PVA REVALUATION REPORT	68
Gross Income Base Rates	68
Income Adjustments	69
Size Adjustment	69
Location Adjustment.....	70
Use Adjustment	71
Vacancy	71
Expenses	72
Expense Adjustments.....	74
Capitalization Rate Tables.....	74
Summary of Income Approach- PVA	76
MODEL TESTING OF VISION AND PVA REVALUATION REPORTS	76
Coefficient of Dispersion	77
Price Related Differential	77
New Assessments vs Old Assessments	77
MODEL TESTING (VISION REPORT)	81
Price Related Differential.....	81
Residential Neighborhoods- Vision Report	81
Neighborhood Analysis Conclusion.....	83
Residential Property Style - Vision Report.....	83
Style Analysis Conclusion	84
Residential Property Neighborhood and Style - Vision Report	84

Neighborhood Combined with Style Analysis Conclusion	89
Grade	89
Grade Conclusion	89
Condition	89
Condition Conclusion	90
Year Built.....	90
Age Conclusion	90
Size	90
Size Conclusion.....	91
CONCLUSION OF MODEL TESTING- Vision Report	91
MODEL TESTING- PVA REPORT.....	91
Price Related Differential.....	91
Commercial Neighborhoods- PVA	92
Neighborhood Analysis Conclusion.....	92
Commercial Property Style- PVA Report	92
Style Analysis Conclusion	93
Commercial Property Neighborhood and Style - PVA Report.....	93
Neighborhood Combined with Style Analysis Conclusion	94
Grade- PVA Report.....	95
Grade Conclusion	95
Year Built- PVA Report.....	95
Age Conclusion	96
Size - PVA Report	96
Size Conclusion.....	96
CONCLUSION OF MODEL TESTING- PVA Report.....	96
CONCLUSION OF REVIEW OF VISION AND PVA REVALUATIONS	97
GENERAL ASSUMPTIONS AND LIMITING CONDITIONS.....	98
CERTIFICATION	100
Appraiser Qualifications David M. Cornell, MAI, CAE, MBA, CNHA	101
Appraisal License	104

Letter of Transmittal

November 13, 2017

2017 Mass Revaluation Review - City of Portsmouth, NH
Appraisal Review File #402

Rosann Maurice-Lentz
Assessor
1 Junkins Avenue
Portsmouth, NH 03801

RE: Review of Appraisals

Vision Government Solutions (All residential properties located in Portsmouth, NH)
Property Valuation Advisors (All commercial properties located in Portsmouth, NH)

Dear Rosann:

In accordance with your request, I have completed a review of the appraisal prepared by Vision Government Solutions (Vision) and Property Valuation Advisors (PVA). The purpose of this review is to evaluate the appraisals for compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), make sure the appraisals meet NH assessing standards and determine if the results of the work under review are credible for their intended use.

Consolidation of Data, Analysis and Conclusions in One Report

This report is a consolidated review of the Vision and PVA mass revaluation appraisals. The analysis of each mass appraisal report was conducted independently. Once the data and analyses were assembled, it was clear the findings should be consolidated in a single report. This results in a more concise document that is intended to simplify communication of the underlying concepts, better illustrate the findings and more efficiently report the analysis of the reports under review. Throughout the report, each major section is labeled with the name of the appraisal firm that section pertains to. If a section only contains one name, that section was not relevant to the other firm's revaluation effort.

I have developed an opinion as to the completeness of the reports under review, the adequacy and relevance of the data presented in the reports and the reasonableness of the conclusions. I have not developed my own opinion of value; this review should not be construed as an appraisal of the subject properties. I have not made a personal inspection of the above-referenced properties; this is a technical desk review.

The intended users of this appraisal are the Portsmouth Assessor and the Portsmouth City Council. There are no other intended users and no third parties are authorized to rely on this report without the

review appraiser's written permission. This letter must remain attached to the enclosed review report for the opinions set forth herein to be considered valid.

This is an Appraisal Review which is intended to comply with the appraisal review, development and reporting requirements set forth under Standard Rule 3 of the Uniform Standards of Professional Appraisal Practice (USPAP). Supporting documentation concerning the data, reasoning and analyses is retained in the review appraiser's file. The information in this report is specific to the needs of the client and for the intended use stated in this report.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

This is a retrospective review appraisal. It is assumed that all factual and financial data provided by the appraisers in the reports under review are accurate, unless otherwise stated. This is what USPAP refers to as an extraordinary assumption; if found to be incorrect, it could affect the review conclusions. This report cannot be understood properly without information contained in the Vision Government Solutions and Property Valuation Advisors mass appraisal reports and must be used in conjunction with their appraisal reports.

This appraisal review is qualified by certain definitions, assumptions and limiting conditions, and certifications that are set forth in the attached report.

Respectfully Submitted,

A handwritten signature in black ink that reads "David Cornell". The signature is written in a cursive, flowing style.

David Cornell, MAI, CAE, CNHA

Enclosure

Commercial and Residential Mass Appraisal Review Report

CITY OF PORTSMOUTH, NH, 2017 MASS REVALUATION REVIEW

SALIENT FACTS

Date of this Review Report:

November 13, 2017

Client:

Rosann Maurice-Lentz
Assessor
1 Junkins Avenue
Portsmouth, NH 03801

Effective Date of the Review Assignment:

November 13, 2017

Effective Date of Value of Revaluations Under Review:

Both the Vision Government Solutions (Vision) and Property Valuation Advisors (PVA) revaluations were effective April 1, 2017.

Date of Reports Under Review:

The date of the Vision report was October 12, 2017, and the date of the PVA report was August 15, 2017

PVA and Vision Appraisers:

Stephen Traub, ASA, CNHA, NHCG-350, is the sole signer of the commercial report completed by PVA.

J. Michael Tarello, Director of Appraisal and June Perry, Project Manager signed the revaluation report prepared by Vision.

Appraisal Firms of Work Under Review:

Mass Appraisal Residential Report:

Vision Government Solutions
44 Bearfoot Road
Northboro, MA 01532

Mass Appraisal Commercial Report

Property Valuation Advisors
63 Hill Street
Newburyport, MA 01950

Intended Use of the Review Assignment:

The purpose of this appraisal review report is to evaluate the appraisals for compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), ensure the results meet NH assessing standards, and to determine if the results of the work under review are credible for their intended use. The intended use of this review is to assist the client in understanding the quality and credibility of the work under review to ensure the 2017 reappraisals were completed in accordance with industry standard using sound mass appraisal techniques.

Intended Users of the Review Assignment:

The intended users of this appraisal review are Rosann Maurice-Lentz, Portsmouth Assessor and the Portsmouth City Council.

Interest Valued:

Fee simple estate for ad valorem taxation.

Fee simple estate¹. Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

Type of Value Estimated:

New Hampshire State Statutes provide important definitions and outlines the general framework of how assessors should appraise property in New Hampshire. RSA 75:1 outlines how to appraise property for assessment purposes. As can be seen by the definition below, except for a few types of properties, the law instructs assessors to appraise all properties at market value.

75:1 How Appraised. – The selectmen shall appraise open space land pursuant to RSA 79-A:5, open space land with conservation restrictions pursuant to RSA 79-B:3, land with discretionary easements pursuant to RSA 79-C:7, residences on commercial or industrial zoned land pursuant to RSA 75:11, earth and excavations pursuant to RSA 72-B, land

¹ *The Dictionary of Real Estate Appraisal*, 5th ed. Chicago: Appraisal Institute, 2010.

classified as land under qualifying farm structures pursuant to RSA 79-F, buildings and land appraised under RSA 79-G as qualifying historic buildings, qualifying chartered public school property appraised under RSA 79-H, residential rental property subject to a housing covenant under the low-income housing tax credit program pursuant to RSA 75:1-a, renewable generation facility property subject to a voluntary payment in lieu of taxes agreement under RSA 72:74 as determined under said agreement, telecommunications poles and conduits pursuant to RSA 72:8-c, and all other taxable property at its market value. Market value means the property's full and true value as the same would be appraised in payment of a just debt due from a solvent debtor. The selectmen shall receive and consider all evidence that may be submitted to them relative to the value of property, the value of which cannot be determined by personal examination.

RSA 75:1 is similar to a common definition of **market value** which is defined as "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a. The buyer and seller are typically motivated;
- b. Both parties are well informed or well advised, and acting in what they consider their own best interests;
- c. A reasonable time is allowed for exposure in the open market;
- d. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable, thereto; and
- e. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

Type of Value Stated in the Vision and PVA Appraisal

Both Vision and PVA reports quotes the value definition in RSA 75:1. Additionally, the report quotes the market value definition by NH Department of Revenue "600 rules" as a further explanation.

- (a) Is the most probable price, not the highest, lowest or average price;
 - (b) Is expressed in terms of money;
 - (c) Implies a reasonable time for exposure to the market;
 - (d) Implies that both buyer and seller are informed of the uses to which the property may be put;
 - (e) Assumes an arm's length transaction in the open market;
 - (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller;
- and

(g) Recognizes both the present use and the potential use of the property.²

Formats of Revaluation Reports Under Review:

The revaluation reports produced by PVA and Vision are considered mass valuation reports.

Extraordinary Assumptions:

An extraordinary assumption is defined as “an assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser’s opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.”³

Neither the PVA or Vision mass valuations reports were subject to extraordinary assumptions.

Hypothetical Conditions:

A hypothetical condition is defined by USPAP as *an assumption, which is contrary to what exists but is supposed for the purpose of analysis*⁴.

Neither the PVA or Vision mass valuations reports were subject to unusual hypothetical conditions.

This Review Appraisal Report does not include any hypothetical conditions.

SCOPE OF WORK IN THE REVIEW OF THE VISION AND PVA REVALUATION REPORTS

Scope of work defined: “The type and extent of research and analyses in an assignment.”⁵

Unless otherwise stated, in the preparation of this review analysis and reports, the review appraiser:

- Reviewed the entire mass appraisal reports provided by and Property Valuation Advisors PVA.
- Reviewed the revaluation contracts, and verified whether the terms of the contract were followed.
- Developed an opinion whether the data used in the analysis was appropriate, adequate, and internally consistent.
- Developed an opinion as to the appropriateness of the methods and techniques used in the revaluation.

² NH Department of Revenue, Property Appraisal Division, “600 Rules”; Rev 601.14

³ *The Dictionary of Real Estate Appraisal*, 5th ed. Chicago: Appraisal Institute, 2010.

⁴ Ibid

⁵ Ibid

-
- Developed an opinion as to the completeness, accuracy, relevance and reasonableness of the values and whether the opinions and conclusions expressed in the revaluation reports are credible and adequately supported.
 - Determined if the mass appraisals were completed in compliance with the version of USPAP in effect as of the date of the appraisal report under review.
 - Computed the following: the overall assessment ratio (which measures the overall ratio), Coefficient of Dispersion (which measures the accuracy of the new values), and the Price Related Differential (which measures if lower valued properties are assessed at the same level as higher valued properties), and determined if the statistics meet NH's Assessing Standards Board's (ASB) standards.
 - Analyzed sales by neighborhood, property type, size, year built, and construction grade to measure assessment consistency across Portsmouth.
 - Communicated my findings in a summary Review Appraisal Report which is intended to comply with the appraisal review, development and reporting requirements set forth under Standard Rule 3 of the Uniform Standards of Professional Appraisal Practice (USPAP).

The review appraiser has not done the following:

- Inspected the subject properties or any comparable sales.
- Conducted significant additional market research, beyond what is found in the reports under review
- Developed independent opinions of value of individual properties or the overall population.

Format of Review Reports:

This is a *Review Appraisal Report*, which is intended to comply with the reporting requirements set forth under Standards Rule 3-4, 3-5 and 3-6 of the Uniform Standards of Professional Appraisal Practice (USPAP) for an appraisal review report. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated previously.

Competency:

The appraiser has years of experience and is competent in the appraisal of residential, commercial, industrial, utility, mass appraisals, and special purpose properties, including the appraisal of numerous properties for ad valorem taxation purposes. My experience, background and education (see attached qualifications at the end of this report) qualifies me to review appraisals for the type of property being analyzed in this assignment.

Property and Highest and Best Use- Explanation:

Highest and best use may be defined as:

The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

In the analysis of pertinent data, four criteria are applied in the following order to develop adequate support for the appraiser's highest and best use determination:

- 1.) Legally permissible

-
- 2.) Physically possible
 - 3.) Financially feasible
 - 4.) Maximally productive

These criteria are generally considered sequentially; however, the tests of physical possibility and legal permissibility can be applied in either order, but they both must be applied before the tests of financial feasibility and maximum productivity.

The process for determining the highest and best use of a property has four main steps. The first two are applied in the analysis of highest and best use of the land or site as though vacant; the third and fourth steps are applied in the analysis of the highest and best use of the property as improved.

- 1.) Determine the highest and best use of the site as though vacant.
- 2.) Determine the ideal improvement for development of the site.
- 3.) Compare the ideal improvement and the existing improvement.
- 4.) Conclude whether the improvements should be maintained, renovated, converted, or demolished.

Property and Highest and Best Use - Vision Report:

The Vision report, on page 12, states that a property's existing use, in most cases, will reflect the highest and best use. In limited cases, the highest and best use differed from the existing use. These properties were valued based on their highest and best use using the above criteria.

Property and Highest and Best Use – PVA Report

PVA states on Page 8 of their report "in most cases the existing use is already at its highest and best use, and will be evaluated and assessed accordingly." In limited cases, the highest and best use differed from the existing use. These properties were valued based on their highest and best use using the above criteria.

Both reports met USPAP Standards for mass appraisal highest and best use analysis.

OVERVIEW OF VALUATION MODELING (VISION AND PVA REVALUATION REPORTS)

Unlike single property appraisals, where appraisers value one property at a time, assessors rely on valuation models to value groups of properties, utilizing computer assisted mass appraisal systems (CAMA). Valuation models utilize one or more of the valuation approaches to be discussed and often use statistics in developing and testing models. Well-designed models replicate the actions of buyers and sellers and produce accurate values.

Mass appraisal models have two primary categories: model specification and model calibration. Model specification determines what data elements to include in the model and model calibration assigns a value, or factor, to the data elements. Model specification starts with identifying the data elements that drive value. For example, the type of property, size, age, condition, location, neighborhood characteristics, water views and access, along with other property characteristics will typically

influence value. Through model specification, all features that drive value should be considered. After data is collected, the market is analyzed to determine the value contribution of each data element. This is referred to as model calibration. Naturally, the model can only be as accurate as the data collected. Missing or incorrect data will impact the reliability of the model.

In addition to the physical characteristics, income modeling requires a substantial amount of income and expense data for all types of properties located within the jurisdiction.

Accurate valuation modeling depends on 1) determining what data to collect, 2) accurately collecting data, 3) correctly analyzing how each characteristic influence value through model calibration 4) testing the model and as necessary 5) refining the model through recalibration by repeating steps 3 and 4.

Essentially, the goal of the model is to reasonably predict the market value of each property through assigning value (through calibration) to the relevant characteristics that drive value.

PROCEDURE FOR REVIEWING MASS APPRAISALS

The procedure for reviewing mass appraisals is summarized as follows:

1. The first step reviews the data elements included in the model. This is known as the appraiser's model specification.
2. The second step reviews the relative uniformity of the data elements that drive value⁶.
3. The third step reviews the general model calibration. Model calibration applies a value or factor to the relevant characteristics that drive value.
4. The fourth step tests the results of the model. Properly specified and calibrated models should produce values within State of New Hampshire and International Association of Assessing Officers (IAAO) Standards.

The first three steps are combined in the following section of the report.

SPECIFICATION AND CALIBRATION REVIEW (VISION AND PVA REVALUATION REPORTS)

UNDERLYING ECONOMIC PRINCIPLES

Mass Appraisal models estimate market values for a large group of properties. Like single property appraisals, a solid understanding of economic principles is essential to produce accurate mass appraisals. Understanding the underlying economic principles is also essential in reviewing mass appraisals.

⁶ Vision and PVA both signed "full statistical revaluation" contracts. Full statistical revaluation is the process of valuation of all property in the municipality using existing property data and limited data collection was required. Statistical valuation is a very common scope of revaluation assignments in New Hampshire.

Anticipation, supply and demand, balance, substitution and change are the central economic concepts and principles that influence value.

- The principle of anticipation is based on the expectation of future benefits provided by a property.
- The principle of supply and demand asserts that the price of real property varies directly, but not necessarily proportionately with demand. This principle also states price varies inversely, but not necessarily proportionately with supply.
- The principle of balance affirms that land value is created and sustained when contrasting, opposing, or interacting elements are in equilibrium.
- The principle of substitution is based on the premise a buyer will pay no more for a site than another that is equal.
- Change is a result of the cause and effect relationship among the forces that influence land value.

Approaches to Value

The three methods typically used to estimate the value of properties are briefly summarized as follows.

Residential property buyers typically rely on the sales comparison and cost approaches, with little consideration given to the income approach. Commercial buyers and sellers rely on all three approaches, but often prefer the income approach.

Cost Approach: In the cost approach, an estimated reproduction or replacement cost of the building and land improvements as of the date of the appraisal is developed together with an estimate of the losses in value that have taken place due to wear and tear, design and plan, or neighborhood influences. To the depreciated building cost estimate, entrepreneurial profit and the estimated value of the land are added. The total represents the value indicated by the cost approach.

Sales Comparison Approach: In the sales comparison approach, the subject property is compared with similar properties sold recently or for which listing prices or offering figures are known. Data for generally comparable properties are used and comparisons are made to demonstrate a probable price at which the subject property would be sold if offered on the market.

Income Capitalization Approach: In the income capitalization approach, the current rental income to the property is calculated with deductions for vacancy and collection loss and expenses. The prospective net operating income of the property is then estimated. To support this estimate, operating statements for the subject property in previous years and for comparable properties are reviewed along with available operating cost estimates. An applicable capitalization method and appropriate capitalization rates are developed and used in computations that lead to an indication of value.

In this section, a greater explanation of each approach is given and the relative strengths and weaknesses of each approach are analyzed.

Land/Site Valuation

The first step in the cost approach is to estimate the value of the site as though vacant. Site valuation is performed to derive a value of the underlying land associated with the subject property.

The following methods are commonly used in site valuation

1. Sales comparison
2. Allocation
3. Extraction
4. Income capitalization

Sales comparison is the most common technique for valuing the underlying site (as though vacant) and is the preferred method when comparable sales are available. To apply this method, data on sales of similar parcels of land is collected, analyzed, compared, and adjusted to provide a value indication for the site being appraised. Both Vision and PVA utilized sales comparison approaches in estimating land values.

The allocation method is based on the principle of balance and the related concept of contribution. Both affirm there is a normal, or typical ratio of site value to property value for specific categories of real estate in specific locations. The allocation method has its greatest benefit and accuracy when estimating the value of residential lots.

Market extraction is a technique in which site value is extracted from the sale price of an improved property by deducting the contributory value of the improvements, usually at their depreciated cost. The remaining value is the value of the site. The market extraction method is commonly used when few vacant land sales exist. Both Vision and PVA utilized market extraction in estimating land values.

The various income capitalization procedures used to estimate land or site values rely on information that is often difficult for an appraiser to obtain. Therefore, these techniques are generally not used as primary valuation techniques except in special situations such as subdivision development analysis.

SITE VALUATION - (VISION AND PVA REVALUATION REPORTS)

Both Vision and PVA utilized sales comparison approaches in estimating land values. To apply the sales comparison approach, the following steps and procedures are followed.

1. Research the market for recent sales of similar vacant lots.
2. Verify the data with one or more principals involved in the transactions for details regarding the sales.
3. Select the relevant unit(s) of comparison and apply adjustments to the sale prices of the comparable sales for significant differences with the subject.
4. Analyze the data and conclude the most probable market value of the subject site (as though vacant).

LAND VALUATION REVIEW (PVA AND VISION REVALUATION REPORTS)

In estimating market values, the value of the underlying land is added to the depreciated improvement values.

Base Land Values

Base land values were developed from market studies. Portsmouth is nearly fully developed and few vacant land sales exist. PVA and Vision had few sales to analyze and both relied on market extraction and sales comparison approaches

Land Analysis- Vision

To estimate land value, Vision analyzed the few available sales and primarily relied on a land residual technique. The land residual technique measures land value by deducting the value of improvements from total sale price. The “residual” is the land value once improvement value is deducted. Vision calculated the land residual from 145 sales. This analysis provided the basis for base land values and land adjustments.

Land Analysis- PVA

To estimate land value, PVA analyzed the available sales and relied on a land residual technique. PVA calculated the land residual from 21 sales. This analysis provided the basis for base land values and land adjustments. Jurisdictions usually have less commercial than residential sales.

If present and readily available, vacant land sales are preferred. However, when sales are few, the land residual technique produces credible value indications. The land residual is an acceptable technique and is used extensively in mass appraisal.

Land Analysis- Condos (Vision and PVA)

The exception to the above is condominiums. For condominiums, land is considered a common element and the contributory value of land is essentially part of the sale price and value of condominium units. There is not normally a separate land value for condominiums. This is an acceptable technique and is used extensively in mass appraisal. This applies to both the Vision and PVA appraisals.

Adjustments Made to Base Land Values (Neighborhoods)

The City of Portsmouth is a diverse city with a variety of neighborhoods. Some neighborhoods command higher prices compared with others. Neighborhoods are coded by numbers and letters. The neighborhood and its corresponding number can be found on the Neighborhood Map.

The following table lists each residential neighborhood. Please note next to each neighborhood code is a corresponding “adjustment factor.” The land adjustment factor is applied to the “base” land value to reflect the unique location and desirability of the neighborhood. The higher the adjustment, the more

desirable the neighborhood. Adjustments range (from the table on the previous page) from .80 to 2.90 (1.00 indicates no adjustment) from the base land value.

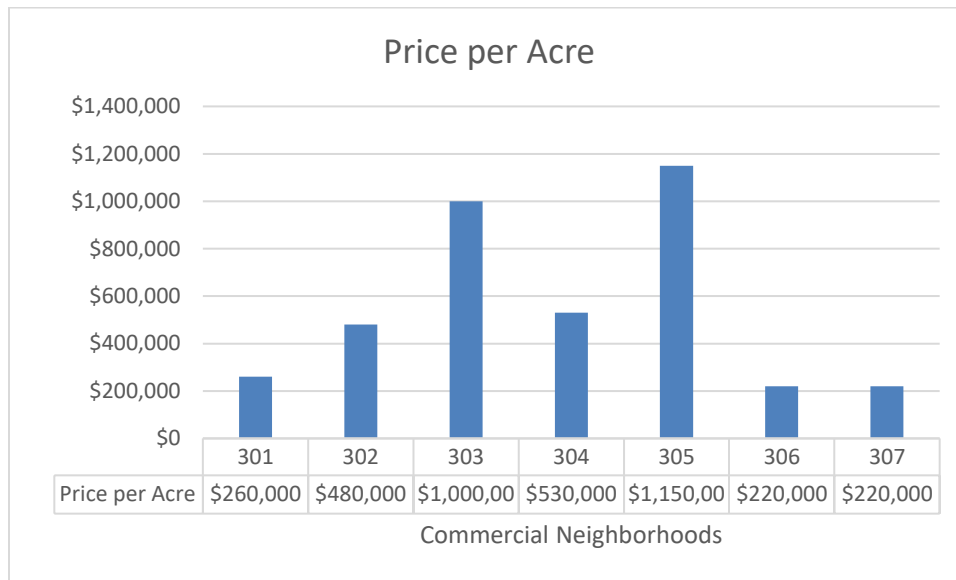
To illustrate, the 10,000 SF “base land value” is \$147,500. Neighborhood 109 was found to be more desirable compared with the average neighborhood, with higher prices found in 109. Considering the higher values in Neighborhood 109, the unit price is adjusted upward to \$368,750 ($\$147,500 \times 2.50 = \$368,750$). Conversely, Neighborhoods 118, 119, 121, and 132 are considered typical and their base rates are \$147,500 ($\$147,500 \times 1 = \$147,500$).

Neighborhood	Adjustment Factor	10,000 SF Lot	20,000 SF Lot	Notes
0	1.00	\$147,500	\$154,000	Not Used*
0001	1.00	\$147,500	\$154,000	
101	2.50	\$368,750	\$385,000	
102	2.50	\$368,750	\$385,000	
103	2.40	\$354,000	\$369,600	Not Used*
103A	2.90	\$427,750	\$446,600	
103B	2.50	\$368,750	\$385,000	
104	1.85	\$272,875	\$284,900	
105	1.80	\$265,500	\$277,200	
106	1.70	\$250,750	\$261,800	Not Used*
107	1.70	\$250,750	\$261,800	Not Used*
108	2.70	\$398,250	\$415,800	
109	2.50	\$368,750	\$385,000	
110	1.70	\$250,750	\$261,800	
111	2.05	\$302,375	\$315,700	
112	1.50	\$221,250	\$231,000	
113	2.40	\$354,000	\$369,600	
114	1.20	\$177,000	\$184,800	
115	1.20	\$177,000	\$184,800	
116	0.75	\$110,625	\$115,500	Not Used*
117	0.75	\$110,625	\$115,500	Not Used*
118	1.00	\$147,500	\$154,000	
119	1.00	\$147,500	\$154,000	
120	0.80	\$118,000	\$123,200	
121	1.00	\$147,500	\$154,000	
123	1.30	\$191,750	\$200,200	
124	1.20	\$177,000	\$184,800	
125	1.10	\$162,250	\$169,400	
127	1.10	\$162,250	\$169,400	
128	1.20	\$177,000	\$184,800	
129	1.20	\$177,000	\$184,800	
130	1.10	\$162,250	\$169,400	

Neighborhood	Adjustment Factor	10,000 SF Lot	20,000 SF Lot	Notes
131	1.70	\$250,750	\$261,800	
132	1.00	\$147,500	\$154,000	
133	1.10	\$162,250	\$169,400	
134	1.30	\$191,750	\$200,200	
* Indicates neighborhoods in the CAMA system but not currently used.				

The following table and chart shows the adjustment factors and base land values for each commercial neighborhood.

NHBD	Areas	Adjustment Factor	Price per Acre
301	Industrial and Tertiary Locations	0.260	\$260,000
302	Islington, Lafayette, Rte1, Bypass	0.480	\$480,000
303	Woodbury Ave.	1.000	\$1,000,000
304	DT Peripheral	0.530	\$530,000
305	Downtown	1.150	\$1,150,000
306	Tertiary Commercial Location	0.220	\$220,000
307	Pease (when applicable)	0.220	\$220,000



The base value conclusions and adjustment factors contained in both the Vision and PVA appraisals were found to be reasonable and well supported.

Adjustments Made to Base Land Values (Within Neighborhoods)

Location is one of the most important considerations in real estate valuation. Further refinements are necessary beyond the neighborhood level. For example, certain streets within a neighborhood can be

more desirable. Considerations for commercial property include traffic volume, amenities, street names and other significant differences.

The following table shows the Site Index for properties in Portsmouth. The factors vary, but again, the higher the influence factor, the more desirable the location. The most common factor is 1.00 (Site Index 1 and Site Index 2) which is applied to most properties. Properties with exceptional locations, largely waterfront, were adjusted upward with factors above 1.

Site Index	Description	Adjustment Factor	10,000 Lot	20,000 Lot
1	SITE INDEX 1	1.00	\$147,000	\$154,000
2	SITE INDEX 2	1.00	\$147,000	\$154,000
3	Down Town	1.25	\$183,750	\$192,500
4	304P	1.07	\$157,290	\$164,780
5	305P	1.25	\$183,750	\$192,500
6	301W	1.25	\$183,750	\$192,500
7	304W	1.32	\$194,040	\$203,280
8	305W	1.70	\$249,900	\$261,800
9	306W	4.50	\$661,500	\$693,000
A	Harbor South	2.75	\$404,250	\$423,500
B	Harbor North	1.75	\$257,250	\$269,500
C	South Mill Pnd	1.25	\$183,750	\$192,500
D	Nth Mill Pnd 1	1.45	\$213,150	\$223,300
E	Nth Mill Pnd 2	1.60	\$235,200	\$246,400
F	Pisc River 1	2.00	\$294,000	\$308,000
G	Pisc River 2	2.10	\$308,700	\$323,400
H	Pisc River 3	2.20	\$323,400	\$338,800
I	Sag Crk West	2.00	\$294,000	\$308,000
J	Sag Crk East	2.60	\$382,200	\$400,400
K	110 W	2.70	\$396,900	\$415,800
L	110 P	1.22	\$179,340	\$187,880
M	111 W	2.70	\$396,900	\$415,800
N	111 P	1.27	\$186,690	\$195,580
O	108 W	2.30	\$338,100	\$354,200
P	108 P	1.20	\$176,400	\$184,800
Q	113 W	1.75	\$257,250	\$269,500
R	113 P	1.25	\$183,750	\$192,500
S	127 W	1.20	\$176,400	\$184,800
T	127 P	1.06	\$155,820	\$163,240
U	128 W	1.10	\$161,700	\$169,400
V	OBS WV	1.05	\$154,350	\$161,700
W	WV	1.20	\$176,400	\$184,800
X	WV	1.20	\$176,400	\$184,800

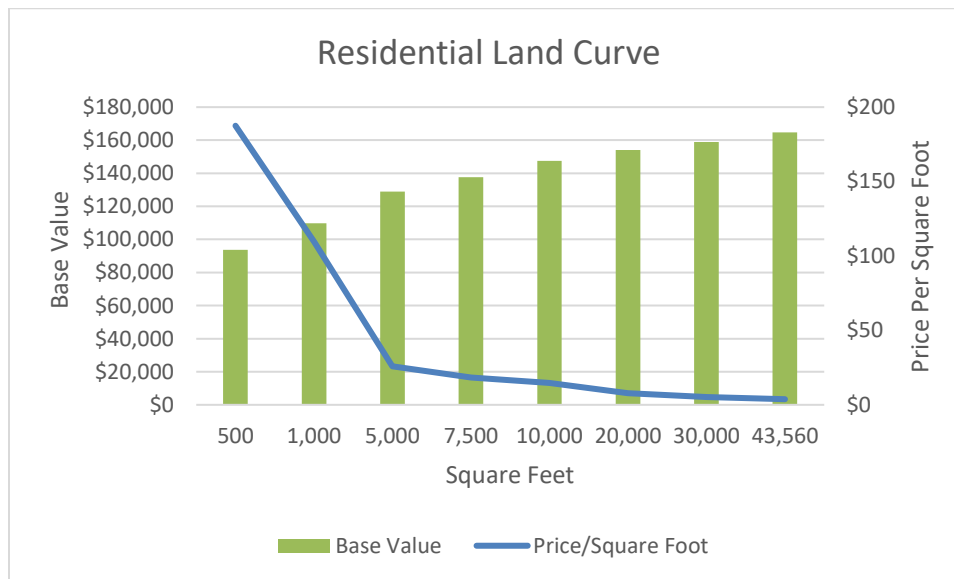
Site Index	Description	Adjustment Factor	10,000 Lot	20,000 Lot
Y	EXP WV	1.30	\$191,100	\$200,200
Z	131 P	1.11	\$163,170	\$170,940

Adjustments Made to Base Land Values (Land Size)

Larger parcels of land typically sell for lower unit prices (all else being the same). For example, a 10,000 square foot (SF) lot that is similar in all aspects (except size) compared with a 100,000 square foot lot would normally not sell for 10x the price.

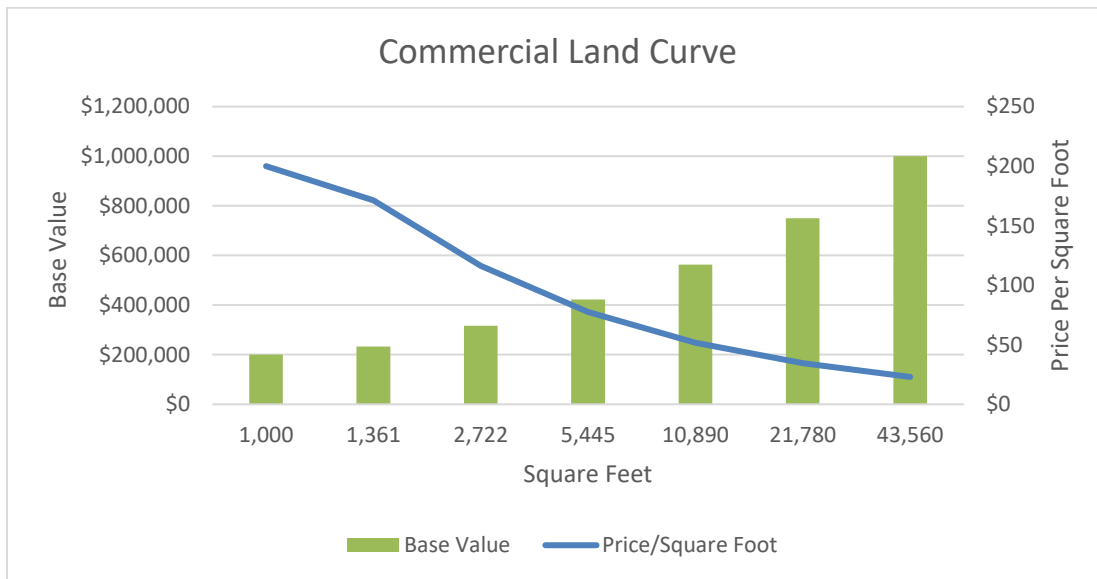
In the Vision report, an analysis was performed to capture the relationship between size and price. This is known as the “land curve.” The results of the study are shown on the following table and graph.

Square Feet	Price/Square Foot	Base Value
500	\$187.50	\$93,750
1000	\$109.80	\$109,800
5000	\$25.78	\$128,900
7500	\$18.36	\$137,700
10000	\$14.75	\$147,500
20000	\$7.70	\$154,000
30000	\$5.30	\$159,000
43560	\$3.78	\$164,657



In the PVA report, an analysis was performed to capture the relationship between size and price land curve). The results of the study are shown on the following table and graph.

Square Feet	Price/Square Foot	Base Value
1,000	\$200.00	\$200,000
1,361	\$171.21	\$233,017
2,722	\$116.24	\$316,405
5,445	\$77.48	\$421,879
10,890	\$51.65	\$562,469
21,780	\$34.44	\$750,103
43,560	\$22.96	\$1,000,138



Special Base Land Rates

Both Vision and PVA developed special base land rates for certain property types (example \$/dwelling unit). For example, the base land value of an average apartment (AP4) was found to be \$58,000 per dwelling unit. An average AP4 apartment with 4 units would have a land value of \$232,000.

Unit prices (example \$/dwelling unit) are impacted to a lesser degree by differences in size. PVA incorporates a modest size adjustment as units increase. The unit methodology is an acceptable technique that produces credible results. Below is a table showing the adjustments to the base land values.

Code	Unit Type	Description	Impact	Price Adjustment
719	Acre	NURSERIES	REPLACE	\$1,000
720	Acre	NONPRNECLD	REPLACE	\$30
722	Acre	NONPREWETLD	REPLACE	\$50

Code	Unit Type	Description	Impact	Price Adjustment
AP1	Building lot	VP APT	REPLACE	\$35,000
AP2	Building lot	PR APT	REPLACE	\$43,000
AP3	Building lot	FR APT	REPLACE	\$50,000
AP4	Building lot	AVG APT	REPLACE	\$58,000
AP5	Building lot	ABV AVG APT	REPLACE	\$66,000
AP6	Building lot	GD APT	REPLACE	\$77,000
AP7	Building lot	VG APT	REPLACE	\$93,000
AP8	Building lot	EX APT	REPLACE	\$103,000
APW	Building lot	APT WF	REPLACE	\$150,000
BL1	Building lot	Bldg. Lot 1	REPLACE	\$60,000
BL2		Excess Land	replace	\$0
CU1	Acre	FARMLAND	REPLACE	\$425
CU2	Acre	WHITE PINE W	REPLACE	\$83
CU3	Acre	HARDWOOD W	REPLACE	\$36
CU4	Acre	ALL OTHER W	REPLACE	\$25
CU5	Acre	UNPRODUCTIVE	REPLACE	\$20
CU6	Acre	WETLAND	REPLACE	\$20
CU7	Acre	WHITE PINE WO	REPLACE	\$138
CU8	Acre	HARDWOOD WO	REPLACE	\$59
CU9	Acre	ALLOTHER WO	REPLACE	\$43
FT	Front foot		REPLACE	\$4
HT1	Building lot	HOTEL/MOT PR	REPLACE	\$10,000
HT2	Building lot	HOTEL/MOT FR	REPLACE	\$14,000
HT3	Building lot	HOTEL/MOT AV	REPLACE	\$17,000
HT4	Building lot	HOTEL/MOT GD	REPLACE	\$22,000
HT5	Building lot	HOTEL/MOT VG	REPLACE	\$27,000
HT6	Building lot	HOTEL/MOT EX	REPLACE	\$33,000
MH1	Building lot	VP MH	REPLACE	\$25,000
MH2	Building lot	PR MH	REPLACE	\$28,000
MH3	Building lot	FR MH	REPLACE	\$33,000
MH4	Building lot	AV MH	REPLACE	\$38,000
MH5	Building lot	ABV AV MH	REPLACE	\$43,000
MH6	Building lot	GD MH	REPLACE	\$48,000
MH7	Building lot	VG MH	REPLACE	\$52,000
MH8	Building lot	EX MH	REPLACE	\$56,000
ROW	Other	Right of Way	Replace	\$4
SP	Other	Septic	ADJUST	-\$2,000
TP	Other	Topography	None	\$0
WF1	Waterfront		Replace	\$100
WF2	Waterfront		Replace	\$200
WF3	Waterfront		Replace	\$250

Code	Unit Type	Description	Impact	Price Adjustment
WF4	Waterfront		Replace	\$300

PVA also applied a factor, as shown on the table below, to apartment land values based on number of units.

	4 Units	5 Units	6 Units	7 Units	8 Units +
Factor	1.00	0.95	0.90	0.85	0.80
VP APT	\$35,000	\$33,250	\$31,500	\$29,750	\$28,000
PR APT	\$43,000	\$40,850	\$38,700	\$36,550	\$34,400
FR APT	\$50,000	\$47,500	\$45,000	\$42,500	\$40,000
AVG APT	\$58,000	\$55,100	\$52,200	\$49,300	\$46,400
ABV AVG APT	\$66,000	\$62,700	\$59,400	\$56,100	\$52,800
GD APT	\$77,000	\$73,150	\$69,300	\$65,450	\$61,600
VG APT	\$93,000	\$88,350	\$83,700	\$79,050	\$74,400
EX APT	\$103,000	\$97,850	\$92,700	\$87,550	\$82,400
APT WF	\$150,000	\$142,500	\$135,000	\$127,500	\$120,000

The land values are added to the depreciated improvement values and the result is market value estimates for improved properties.

Cost Approach- General Explanation

In the cost approach, the appraiser analyzes the cost of the subject improvements by comparison to the cost to develop similar or exact improvements as evidenced by the cost of construction of substitute properties with the same utility as the subject property. The estimate of cost is adjusted for market-extracted losses in value caused by the age, condition, and utility of the subject improvements or for location problems. Next, the land value is added. The sum of the value of the land and the improvements is adjusted for the property rights conveyed based on market comparisons.

The principle of substitution, the underlying rationale of this approach, holds that no prudent person will pay more for a property than the price of a site and the cost of constructing, without undue delay, an equally desirable and useful property.

In the cost approach, the cost to develop a similar property is compared with the property being appraised. The cost approach to value is most effective when the improvements are new or near new and the land value is well supported. If the existing improvements represent the highest and best use of the site and the building suffers from minor depreciation, the value provided by this approach is reliable. The approach is less reliable when the site value is not well supported or when the improvements are older and suffer from several forms of depreciation. The cost approach provides a reliable value indication for owner-occupied properties, proposed properties, special purpose properties and other properties not frequently exchanged in the market.

In the cost approach, the following steps are typically employed:

1. Estimate the value of the site as though vacant and available to be developed to its highest and best use.⁷
2. Determine which cost basis is most applicable to the assignment: reproduction cost or replacement cost.
3. Estimate the direct (hard) and indirect (soft) costs of the improvements as of the effective appraisal date.
4. Estimate the appropriate entrepreneurial profit or incentive from analysis of the market.
5. Add the estimated direct costs, indirect costs, and entrepreneurial profit or incentive to arrive at the total cost of the improvements.
6. Estimate the amount of depreciation in the structure and, if necessary, allocate it among the three major categories:
 - Physical deterioration
 - Functional obsolescence
 - External obsolescence
7. Deduct estimated depreciation from the total cost of the improvements to derive an estimate of their depreciated cost.
8. Estimate the contributory value of any site improvements that have not already been considered.
9. Add site value to the total depreciated cost of all the improvements to develop the market value of the property.
10. Adjust the value conclusion if any personal property (e.g., furniture, fixtures, and equipment) or intangible assets are included in the appraisal assignment. If necessary, this value, which reflects the value of the fee simple interest, may be adjusted for the property interest being appraised to arrive at the indicated value of the specified interest in the property.

Definitions of terms that may be used in the cost approach analysis include:⁸

Breakdown method. *A method of estimating depreciation in which the total diminution in the value of a property is estimated by analyzing and measuring each cause of depreciation (physical, functional, and external) separately.*

⁷ See the “Land/Site Valuation” for an explanation of site valuation.

⁸ SOURCE: Dictionary of Real Estate Appraisal, 5th Addition, Appraisal Institute, Chicago, Illinois 2015

Cost approach. *A set of procedures through which a value indication is derived for the fee simple estate by estimating the current cost to construct a reproduction of (or replacement for) the existing structure, including an entrepreneurial incentive or profit; deducting depreciation from the total cost; and adding the estimated land value. Adjustments may then be made to the indicated value of the fee simple estate in the subject property to reflect the value of the property interest being appraised.*

Curable functional obsolescence. *An element of depreciation; a curable defect caused by a flaw in the structure, materials, or design, which can be practically and economically corrected.*

Curable physical deterioration. *A form of physical deterioration that can be practically and economically corrected as of the date of appraisal; excludes vandalism and damage, which are curable conditions but are not accounted for in an estimate of replacement cost or reproduction cost.*

Depreciation. *In appraisal, a loss in property value from any cause; the difference between the cost of an improvement on the effective date of the appraisal and the market value of the improvement on the same date.*

Direct costs. *Expenditures for the labor and materials used in the construction of improvements; also called hard costs.*

Economic age-life method. *A method of estimating depreciation in which the ratio between the effective age of a building and its total economic life is applied to the current cost of the improvements to obtain a lump-sum deduction; also known as the age-life method.*

Economic life. *The period over which improvements to real estate contribute to property value.*

Entrepreneurial incentive. *The amount an entrepreneur expects to receive for his or her contribution to a project. Entrepreneurial incentive may be distinguished from entrepreneurial profit (often called developer's profit) in that it is the expectation of future profit as opposed to the profit actually earned on a development or improvement. The amount of entrepreneurial incentive required for a project represents the economic reward sufficient to motivate an entrepreneur to accept the risk of the project and to invest the time and money necessary in seeing the project through to completion.*

External obsolescence. *A type of depreciation; a diminution in value caused by negative external influences and generally incurable on the part of the owner, landlord, or tenant. The external influence may be either temporary or permanent.*

Functional obsolescence. *The impairment of functional capacity of improvements according to market tastes and standards.*

Incurable functional obsolescence. *An element of depreciation; a defect caused by a deficiency or superadequacy in the structure, materials, or design that cannot be practically or economically corrected as of the effective date of the appraisal.*

Incurable physical deterioration. *A form of physical deterioration that cannot be practically or economically corrected as of the effective date of appraisal.*

Indirect costs. *Expenditures or allowances for items other than labor and materials that are necessary for construction, but are not typically part of the construction contract. Indirect costs may include administrative costs; professional fees; financing costs and the interest paid on construction loans; taxes and the builder's or developer's all-risk insurance during construction; and marketing, sales, and lease-up costs incurred to achieve occupancy or sale. Also called soft costs.*

Physical deterioration. *The wear and tear that begins when a building is completed and placed into service.*

Physical life. *An estimate of how old a building or improvement will be when it is worn out. 2. The total period a building lasts or is expected to last as opposed to its economic life.*

Quantity survey method. *A cost-estimating method in which the quantity and quality of all materials used and all categories of labor required are estimated and unit cost figures are applied to arrive at a total cost estimate for labor and materials.*

Reproduction cost. *The estimated cost to construct, at current prices as of the effective date of the appraisal, an exact duplicate or replica of the building being appraised, using the same materials, construction standards, design, layout, and quality of workmanship and embodying all the deficiencies, superadequacies, and obsolescence of the subject building.*

Unit-in-place method. *A cost-estimating method in which total building cost is estimated by adding together the unit costs for the various building components as installed; also called the segregated cost method.*

Useful life. *The period of time over which a structure or a component of a property may reasonably be expected to perform the function for which it was designed.*

Improvement Valuation- Base Values

When valuing improvements in mass appraisals, it's typical to estimate base rates using elements of both the cost and sales comparison approach. The sales comparison approach is used to assist in the calibration and testing of the cost model.

Building Base Valuation

To value the contribution of building improvements, "building base rates" were developed for each property type. Base rates were estimated by analyzing sales data in the local market and cost data from the Marshall Valuation Service, a national cost estimating service. Building base rates were developed by Vision for residential properties including residential condominiums. Commercial base rates were developed by PVA for commercial, industrial, and the commercial condominium properties.

The base residential rates, developed by Vision, are found on the table below.

Style	Style Description	Base Rate	Depreciation Table
1	Ranch	\$96	4
2	Split-Level	\$106	4
3	Colonial	\$101	4
4	Cape Cod	\$106	4
5	Bungalow	\$108	4
6	Conventional	\$108	4
7	Modern/Contemp	\$106	4
8	Raised Ranch	\$106	4
9	2 Unit	\$108	4
10	Duplex	\$108	4
105	Townhouse/Row	\$107	4
106	Gambrel	\$109	4
107	Garrison	\$101	4
108	Saltbox	\$101	4
109	Log	\$108	4
11	3 Unit	\$122	4
20	Mobile Home	\$65	4
20D	Double Wide MH	\$78	4
36	Camp	\$95	4
3A	Old Style Colonial	\$126	4
55	Condominium	\$198	4
56	Condo Office	\$116	4
60	Victorian	\$110	4
63	Antique	\$115	4
76	Mortuary/Cemet	\$115	4
89	Other Municip	\$155	4
90	Retail Condo	\$96	4
94	Outbuildings	\$0	4
95	Garage/Office	\$79	4
98	Indust Condo	\$57	4
99	Vacant Land	\$0	4

The base condominium rates are found on the table below. As noted below, the “Company” column indicates the company that developed the value.

Style	Style Description	Base Rate	Depreciation Table	Company
120	House Conv 1FL	\$198	4	Vision
121	House Conv 1FL+	\$198	4	Vision
122	Townhouse End	\$198	4	Vision
123	Garden End	\$198	4	Vision
124	Townhouse Int	\$198	4	Vision

125	Garden Int	\$198	4	Vision
129	Townhouse/Row	\$198	4	Vision
210	Hanger Condo	\$53	4	PVA
211	COMM CONDO	\$83	4	PVA
55	Condominium	\$198	4	PVA
56	Condo Office	\$116	4	PVA
5C	Condo Bank	\$171	4	PVA
90	Retail Condo	\$96	4	PVA
98	Indust Condo	\$57	4	PVA

The base commercial rates developed by PVA are found on the table below.

Style	Style Description	Base Rate	Depreciation Table
12	Commercial	\$87	4
13	Department Str	\$72	4
14	Apartments	\$102	4
15	Shop Center RE	\$111	4
16	Shop Center LO	\$104	4
17	Store	\$96	4
18	Office Bldg	\$135	4
19	Profess. Bldg	\$146	4
20	Mobile Home	\$72	4
200	Retail/Office	\$105	4
201	Food Stand	\$82	4
202	Parking Garage	\$55	4
203	Conv Store	\$106	4
204	Day Care	\$124	4
205	Retail/Office/Apt	\$104	4
206	Self Storage	\$37	4
207	Cultural Facility	\$127	4
208		\$110	4
21	Fast Food Rest	\$149	4
210		\$53	4
211		\$83	4
23	Finan Inst.	\$173	4
25	Service Shop	\$66	4
26	Serv Sta 2-bay	\$145	4
27	Auto Sales Rpr	\$101	4
29	Nursing Home	\$156	4
30	Restaurant	\$138	4
31	Branch Bank	\$171	4
32	Theaters Encl.	\$113	4
33	Nightclub/Bar	\$100	4

Style	Style Description	Base Rate	Depreciation Table
38	Country Club	\$145	4
39	Inn	\$104	4
40	Light Indust	\$60	4
41	Research/Devel	\$80	4
43	Car Wash	\$100	4
47	Cold Storage	\$76	4
48	Whse-Indust	\$51	4
49	Serv Sta 3-Bay	\$145	4
4C	Comml whse	\$51	4
51	Indust. Office	\$113	4
52	Pre-Eng Mfg	\$47	4
53	Pre-Eng Warehs	\$39	4
54	Health Club	\$98	4
56	Condo Office	\$116	4
57	Library	\$155	4
59	Fire Station	\$144	4
61	Dry Cln/Laundr	\$93	4
64	Tennis Club	\$56	4
65	Skating Arena	\$85	4
66	Hotel	\$152	4
67	Coin-op CarWsh	\$71	4
69	Truck Terminal	\$64	4
70	Dormitory	\$129	4
71	Churches	\$147	4
72	School/College	\$128	4
73	Hospitals-Priv	\$159	4
74	Home for Aged	\$142	4
75	Gas Mart	\$174	4
76	Mortuary/Cemet	\$115	4
77	Clubs/Lodges	\$107	4
78	Airport Hangar	\$53	4
79	Telephone Bldg	\$158	4
80	Retail/Apartment	\$103	4
82	Auditorium	\$136	4
83	Schools-Public	\$145	4
85	Hospital	\$234	4
87	Other State	\$155	4
88	Other Federal	\$155	4
89	Other Municip	\$155	4
90	Retail Condo	\$96	4
91	Fast Food	\$84	4

Style	Style Description	Base Rate	Depreciation Table
92	Court House	\$155	4
95	Garage/Office	\$79	4
96	Office/Warehsh	\$61	4
97	High Rise Apt	\$120	4
98	Indust Condo	\$57	4

Building Valuation (Building Base Rate Adjustment)

There are many different factors contributing to market value and a wide array of adjustments are applied to building base rates. Both qualitative and quantitative adjustments are applied.

The model specification identifies what data characteristics that influence value are collected. For example, a typical house has carpet flooring. The base rate of a house with marble floors would be adjusted upward for this superior feature compared with the average carpeted house. Once these items that influence value are identified and collected (model specification), a value or factor (model calibration) is then applied to each attribute.

Below is a complete list of all property attributes for both residential and commercial properties. The “Residential” codes were set by Vision and the “Commercial” codes were set by PVA.

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	AC Type:	01	None
RESIDENTIAL	AC Type:	02	Heat Pump
RESIDENTIAL	AC Type:	03	Central
RESIDENTIAL	AC Type:	04	Unit/AC
RESIDENTIAL	AC Type:	05	Vapor Cooler
RESIDENTIAL	AC Type:	06	
RESIDENTIAL	Bath Style:	1	Avg Quality
RESIDENTIAL	Bath Style:	2	Above Avg Qual
RESIDENTIAL	Bath Style:	3	Below Avg Qual
RESIDENTIAL	Bath Style:	4	Good Quality
RESIDENTIAL	Bath Style:	5	Fair
RESIDENTIAL	CNS_BATHRM_STYLE2	1	Avg Quality
RESIDENTIAL	CNS_BATHRM_STYLE2	2	Above Avg Qual
RESIDENTIAL	CNS_BATHRM_STYLE2	3	Below Avg Qual
RESIDENTIAL	CNS_BATHRM_STYLE2	4	Good Quality
RESIDENTIAL	CNS_BATHRM_STYLE2	5	Fair
RESIDENTIAL	CNS_BATHRM_STYLE3	1	Avg Quality
RESIDENTIAL	CNS_BATHRM_STYLE3	2	Above Avg Qual
RESIDENTIAL	CNS_BATHRM_STYLE3	3	Below Avg Qual
RESIDENTIAL	CNS_BATHRM_STYLE3	4	Good Quality
RESIDENTIAL	CNS_BATHRM_STYLE3	5	Fair

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	CNS_KITCHEN_STYLE2	1	Avg Quality
RESIDENTIAL	CNS_KITCHEN_STYLE2	2	Above Avg Qual
RESIDENTIAL	CNS_KITCHEN_STYLE2	3	Below Avg Qual
RESIDENTIAL	CNS_KITCHEN_STYLE2	4	Good Quality
RESIDENTIAL	CNS_KITCHEN_STYLE2	5	Fair
RESIDENTIAL	CNS_KITCHEN_STYLE3	1	Avg Quality
RESIDENTIAL	CNS_KITCHEN_STYLE3	2	Above Avg Qual
RESIDENTIAL	CNS_KITCHEN_STYLE3	3	Below Avg Qual
RESIDENTIAL	CNS_KITCHEN_STYLE3	4	Good Quality
RESIDENTIAL	CNS_KITCHEN_STYLE3	5	Fair
RESIDENTIAL	CNS_USRFLD_100	A	
RESIDENTIAL	CNS_USRFLD_100	B	
RESIDENTIAL	CNS_USRFLD_100	C	
RESIDENTIAL	CNS_USRFLD_100	D	
RESIDENTIAL	Exterior Wall 1	01	Minimum
RESIDENTIAL	Exterior Wall 1	02	Comp./Wall Brd
RESIDENTIAL	Exterior Wall 1	03	Below Average
RESIDENTIAL	Exterior Wall 1	04	Single Siding
RESIDENTIAL	Exterior Wall 1	05	Average
RESIDENTIAL	Exterior Wall 1	06	Board & Batten
RESIDENTIAL	Exterior Wall 1	07	Asbest Shingle
RESIDENTIAL	Exterior Wall 1	08	Wood on Sheath
RESIDENTIAL	Exterior Wall 1	09	Logs
RESIDENTIAL	Exterior Wall 1	10	Cement Fiber
RESIDENTIAL	Exterior Wall 1	11	Clapboard
RESIDENTIAL	Exterior Wall 1	12	Cedar or Redwd
RESIDENTIAL	Exterior Wall 1	13	Pre-Fab Wood
RESIDENTIAL	Exterior Wall 1	14	Wood Shingle
RESIDENTIAL	Exterior Wall 1	15	Concr/Cinder
RESIDENTIAL	Exterior Wall 1	16	Stucco on Wood
RESIDENTIAL	Exterior Wall 1	17	Stucco/Masonry
RESIDENTIAL	Exterior Wall 1	18	Asphalt
RESIDENTIAL	Exterior Wall 1	19	Brick/Stne Ven
RESIDENTIAL	Exterior Wall 1	20	Brick/Masonry
RESIDENTIAL	Exterior Wall 1	21	Stone/Masonry
RESIDENTIAL	Exterior Wall 1	22	Precast Panel
RESIDENTIAL	Exterior Wall 1	23	Pre-cast Concr
RESIDENTIAL	Exterior Wall 1	24	Reinforc Concr
RESIDENTIAL	Exterior Wall 1	25	Vinyl Siding
RESIDENTIAL	Exterior Wall 1	26	Aluminum Sidng
RESIDENTIAL	Exterior Wall 1	27	Pre-finsh Metl

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	Exterior Wall 1	28	Glass/Thermo.
RESIDENTIAL	Exterior Wall 1	29	Vinyl Shingle
RESIDENTIAL	Exterior Wall 1	30	Stone Veneer
RESIDENTIAL	Exterior Wall 2	01	Minimum
RESIDENTIAL	Exterior Wall 2	02	Comp./Wall Brd
RESIDENTIAL	Exterior Wall 2	03	Below Average
RESIDENTIAL	Exterior Wall 2	04	Single Siding
RESIDENTIAL	Exterior Wall 2	05	Average
RESIDENTIAL	Exterior Wall 2	06	Board & Batten
RESIDENTIAL	Exterior Wall 2	07	Asbest Shingle
RESIDENTIAL	Exterior Wall 2	08	Wood on Sheath
RESIDENTIAL	Exterior Wall 2	09	Logs
RESIDENTIAL	Exterior Wall 2	10	Cement Fiber
RESIDENTIAL	Exterior Wall 2	11	Clapboard
RESIDENTIAL	Exterior Wall 2	12	Cedar or Redwd
RESIDENTIAL	Exterior Wall 2	13	Pre-Fab Wood
RESIDENTIAL	Exterior Wall 2	14	Wood Shingle
RESIDENTIAL	Exterior Wall 2	15	Concr/Cinder
RESIDENTIAL	Exterior Wall 2	16	Stucco on Wood
RESIDENTIAL	Exterior Wall 2	17	Stucco/Masonry
RESIDENTIAL	Exterior Wall 2	18	Asphalt
RESIDENTIAL	Exterior Wall 2	19	Brick/Stne Ven
RESIDENTIAL	Exterior Wall 2	20	Brick/Masonry
RESIDENTIAL	Exterior Wall 2	21	Stone/Masonry
RESIDENTIAL	Exterior Wall 2	22	Precast Panel
RESIDENTIAL	Exterior Wall 2	23	Pre-cast Concr
RESIDENTIAL	Exterior Wall 2	24	Reinforc Concr
RESIDENTIAL	Exterior Wall 2	25	Vinyl Siding
RESIDENTIAL	Exterior Wall 2	26	Aluminum Sidng
RESIDENTIAL	Exterior Wall 2	27	Pre-finsh Metl
RESIDENTIAL	Exterior Wall 2	28	Glass/Thermo.
RESIDENTIAL	Exterior Wall 2	29	Vinyl Shingle
RESIDENTIAL	Exterior Wall 2	30	Stone Veneer
RESIDENTIAL	Grade:	A	A
RESIDENTIAL	Grade:	A+	A+
RESIDENTIAL	Grade:	A-	A-
RESIDENTIAL	Grade:	B	B
RESIDENTIAL	Grade:	B+	B+
RESIDENTIAL	Grade:	B-	B-
RESIDENTIAL	Grade:	C	C
RESIDENTIAL	Grade:	C+	C+

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	Grade:	C-	C-
RESIDENTIAL	Grade:	D	D
RESIDENTIAL	Grade:	D+	D+
RESIDENTIAL	Grade:	D-	D-
RESIDENTIAL	Grade:	E	E
RESIDENTIAL	Grade:	X	X
RESIDENTIAL	Grade:	X+	X+
RESIDENTIAL	Grade:	X-	X-
RESIDENTIAL	Heat Fuel	00	None
RESIDENTIAL	Heat Fuel	01	Coal or Wood
RESIDENTIAL	Heat Fuel	02	Oil
RESIDENTIAL	Heat Fuel	03	Gas
RESIDENTIAL	Heat Fuel	04	Electric
RESIDENTIAL	Heat Fuel	05	Solar Assisted
RESIDENTIAL	Heat Fuel	06	Geo Thermal
RESIDENTIAL	Heat Type:	01	None
RESIDENTIAL	Heat Type:	02	Warm Air
RESIDENTIAL	Heat Type:	03	Electric
RESIDENTIAL	Heat Type:	04	Hot Water
RESIDENTIAL	Heat Type:	05	Steam
RESIDENTIAL	Heat Type:	06	Wall Unit
RESIDENTIAL	Heat Type:	07	Baseboard
RESIDENTIAL	Heat Type:	08	Solar
RESIDENTIAL	Heat Type:	09	Radiant
RESIDENTIAL	Heat Type:	10	Hot Air-no Duc
RESIDENTIAL	Interior Flr 1	01	Dirt/None
RESIDENTIAL	Interior Flr 1	02	Minimum/Plywd
RESIDENTIAL	Interior Flr 1	03	Concr-Finished
RESIDENTIAL	Interior Flr 1	04	Concr Abv Grad
RESIDENTIAL	Interior Flr 1	05	Vinyl/Asphalt
RESIDENTIAL	Interior Flr 1	06	Inlaid Sht Gds
RESIDENTIAL	Interior Flr 1	07	Cork Tile
RESIDENTIAL	Interior Flr 1	08	Average
RESIDENTIAL	Interior Flr 1	09	Pine/Soft Wood
RESIDENTIAL	Interior Flr 1	10	Terrazzo Monol
RESIDENTIAL	Interior Flr 1	11	Ceram Clay Til
RESIDENTIAL	Interior Flr 1	12	Hardwood
RESIDENTIAL	Interior Flr 1	13	Parquet
RESIDENTIAL	Interior Flr 1	14	Carpet
RESIDENTIAL	Interior Flr 1	15	Quarry Tile
RESIDENTIAL	Interior Flr 1	16	Terrazzo Epoxy

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	Interior Flr 1	17	Precast Concr
RESIDENTIAL	Interior Flr 1	18	Slate
RESIDENTIAL	Interior Flr 1	19	Marble
RESIDENTIAL	Interior Flr 1	20	Laminate Wood
RESIDENTIAL	Interior Flr 2	01	Dirt/None
RESIDENTIAL	Interior Flr 2	02	Minimum/Plywd
RESIDENTIAL	Interior Flr 2	03	Concr-Finished
RESIDENTIAL	Interior Flr 2	04	Concr Abv Grad
RESIDENTIAL	Interior Flr 2	05	Vinyl/Asphalt
RESIDENTIAL	Interior Flr 2	06	Inlaid Sht Gds
RESIDENTIAL	Interior Flr 2	07	Cork Tile
RESIDENTIAL	Interior Flr 2	08	Average
RESIDENTIAL	Interior Flr 2	09	Pine/Soft Wood
RESIDENTIAL	Interior Flr 2	10	Terrazzo Monol
RESIDENTIAL	Interior Flr 2	11	Ceram Clay Til
RESIDENTIAL	Interior Flr 2	12	Hardwood
RESIDENTIAL	Interior Flr 2	13	Parquet
RESIDENTIAL	Interior Flr 2	14	Carpet
RESIDENTIAL	Interior Flr 2	15	Quarry Tile
RESIDENTIAL	Interior Flr 2	16	Terrazzo Epoxy
RESIDENTIAL	Interior Flr 2	17	Precast Concr
RESIDENTIAL	Interior Flr 2	18	Slate
RESIDENTIAL	Interior Flr 2	19	Marble
RESIDENTIAL	Interior Flr 2	20	Laminate Wood
RESIDENTIAL	Interior Wall 1	01	Minim/Masonry
RESIDENTIAL	Interior Wall 1	02	Wall Brd/Wood
RESIDENTIAL	Interior Wall 1	03	Plastered
RESIDENTIAL	Interior Wall 1	04	Plywood Panel
RESIDENTIAL	Interior Wall 1	05	Drywall/Sheet
RESIDENTIAL	Interior Wall 1	06	Cust Wd Panel
RESIDENTIAL	Interior Wall 1	07	K Pine/A Wd
RESIDENTIAL	Interior Wall 2	01	Minim/Masonry
RESIDENTIAL	Interior Wall 2	02	Wall Brd/Wood
RESIDENTIAL	Interior Wall 2	03	Plastered
RESIDENTIAL	Interior Wall 2	04	Plywood Panel
RESIDENTIAL	Interior Wall 2	05	Drywall/Sheet
RESIDENTIAL	Interior Wall 2	06	Cust Wd Panel
RESIDENTIAL	Interior Wall 2	07	K Pine/A Wd
RESIDENTIAL	Kitchen Gr	A	
RESIDENTIAL	Kitchen Gr	B	
RESIDENTIAL	Kitchen Gr	C	

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	Kitchen Gr	D	
RESIDENTIAL	Kitchen Style:	1	Avg Quality
RESIDENTIAL	Kitchen Style:	2	Above Avg Qual
RESIDENTIAL	Kitchen Style:	3	Below Avg Qual
RESIDENTIAL	Kitchen Style:	4	Good Quality
RESIDENTIAL	Kitchen Style:	5	Fair
RESIDENTIAL	Metal Fireplaces	01	None
RESIDENTIAL	Metal Fireplaces	02	Heat Pump
RESIDENTIAL	Metal Fireplaces	03	Central
RESIDENTIAL	Metal Fireplaces	04	Unit/AC
RESIDENTIAL	Metal Fireplaces	05	Vapor Cooler
RESIDENTIAL	Metal Fireplaces	06	
RESIDENTIAL	Roof Cover	01	Metal/Tin
RESIDENTIAL	Roof Cover	02	Rolled Compos
RESIDENTIAL	Roof Cover	03	Asph/F Gls/Cmp
RESIDENTIAL	Roof Cover	04	Tar&Grvl/Rubbr
RESIDENTIAL	Roof Cover	05	Corrugated Asb
RESIDENTIAL	Roof Cover	06	Asbestos Shing
RESIDENTIAL	Roof Cover	07	Concrete Tile
RESIDENTIAL	Roof Cover	08	Clay Tile
RESIDENTIAL	Roof Cover	09	Enam Mtl Shing
RESIDENTIAL	Roof Cover	10	Wood Shingle
RESIDENTIAL	Roof Cover	11	Slate
RESIDENTIAL	Roof Structure:	01	Flat
RESIDENTIAL	Roof Structure:	02	Shed
RESIDENTIAL	Roof Structure:	03	Gable/Hip
RESIDENTIAL	Roof Structure:	04	Wood Truss
RESIDENTIAL	Roof Structure:	05	Salt Box
RESIDENTIAL	Roof Structure:	06	Mansard
RESIDENTIAL	Roof Structure:	07	Gambrel
RESIDENTIAL	Roof Structure:	08	Irregular
RESIDENTIAL	Roof Structure:	09	Rigid Frm/BJst
RESIDENTIAL	Roof Structure:	10	Steel Frm/Trus
RESIDENTIAL	Roof Structure:	11	Bowstring Trus
RESIDENTIAL	Roof Structure:	12	Reinforc Concr
RESIDENTIAL	Roof Structure:	13	Prestres Concr
RESIDENTIAL	Total Bedrooms:	00	
RESIDENTIAL	Total Bedrooms:	01	1 Bedroom
RESIDENTIAL	Total Bedrooms:	02	2 Bedrooms
RESIDENTIAL	Total Bedrooms:	03	3 Bedrooms
RESIDENTIAL	Total Bedrooms:	04	4 Bedrooms

Building Type	Attribute	Valid Code	Description
RESIDENTIAL	Total Bedrooms:	05	5 Bedrooms
RESIDENTIAL	Total Bedrooms:	06	6 Bedrooms
RESIDENTIAL	Total Bedrooms:	07	7 Bedrooms
RESIDENTIAL	Total Bedrooms:	08	8 Bedrooms
RESIDENTIAL	Total Bedrooms:	09	9+ Bedrooms
COMMERCIAL	AC Type	01	None
COMMERCIAL	AC Type	02	Heat Pump
COMMERCIAL	AC Type	03	Central
COMMERCIAL	AC Type	04	Unit/AC
COMMERCIAL	AC Type	05	Vapor Cooler
COMMERCIAL	AC Type	06	
COMMERCIAL	Baths/Plumbing	00	NONE
COMMERCIAL	Baths/Plumbing	01	LIGHT
COMMERCIAL	Baths/Plumbing	02	AVERAGE
COMMERCIAL	Baths/Plumbing	03	ABOVE AVERAGE
COMMERCIAL	Baths/Plumbing	04	EXTENSIVE
COMMERCIAL	CNS_STRUCT_CLASS	01	Ranch
COMMERCIAL	CNS_STRUCT_CLASS	02	Split-Level
COMMERCIAL	CNS_STRUCT_CLASS	03	Colonial
COMMERCIAL	CNS_STRUCT_CLASS	04	Cape Cod
COMMERCIAL	CNS_STRUCT_CLASS	05	Bungalow
COMMERCIAL	CNS_STRUCT_CLASS	06	Conventional
COMMERCIAL	CNS_STRUCT_CLASS	07	Modern/Contemp
COMMERCIAL	CNS_STRUCT_CLASS	08	Raised Ranch
COMMERCIAL	CNS_STRUCT_CLASS	09	Family Flat
COMMERCIAL	CNS_STRUCT_CLASS	10	Family Duplex
COMMERCIAL	CNS_STRUCT_CLASS	11	Family Conver.
COMMERCIAL	CNS_STRUCT_CLASS	12	Commercial
COMMERCIAL	CNS_STRUCT_CLASS	13	Department Str
COMMERCIAL	CNS_STRUCT_CLASS	14	Apartments
COMMERCIAL	CNS_STRUCT_CLASS	15	Shop Center RE
COMMERCIAL	CNS_STRUCT_CLASS	16	Shop Center LO
COMMERCIAL	CNS_STRUCT_CLASS	17	Store
COMMERCIAL	CNS_STRUCT_CLASS	18	Office Bldg
COMMERCIAL	CNS_STRUCT_CLASS	19	Profess. Bldg
COMMERCIAL	CNS_STRUCT_CLASS	20	Mobile Home
COMMERCIAL	CNS_STRUCT_CLASS	200	Retail/Office
COMMERCIAL	CNS_STRUCT_CLASS	201	Food Stand
COMMERCIAL	CNS_STRUCT_CLASS	202	Parking Garage
COMMERCIAL	CNS_STRUCT_CLASS	203	Conv Store
COMMERCIAL	CNS_STRUCT_CLASS	204	Day Care

Building Type	Attribute	Valid Code	Description
COMMERCIAL	CNS_STRUCT_CLASS	205	Ret/Off/Apt
COMMERCIAL	CNS_STRUCT_CLASS	206	Self Strge
COMMERCIAL	CNS_STRUCT_CLASS	207	Cultrl Facilit
COMMERCIAL	CNS_STRUCT_CLASS	208	Office/Apt
COMMERCIAL	CNS_STRUCT_CLASS	21	Fast Food Rest
COMMERCIAL	CNS_STRUCT_CLASS	210	Hangar Condo
COMMERCIAL	CNS_STRUCT_CLASS	211	Comm Condo
COMMERCIAL	CNS_STRUCT_CLASS	22	Supermarket
COMMERCIAL	CNS_STRUCT_CLASS	23	Finan Inst.
COMMERCIAL	CNS_STRUCT_CLASS	24	Ins Co Reg Off
COMMERCIAL	CNS_STRUCT_CLASS	25	Service Shop
COMMERCIAL	CNS_STRUCT_CLASS	26	Serv Sta 2-bay
COMMERCIAL	CNS_STRUCT_CLASS	27	Auto Sales Rpr
COMMERCIAL	CNS_STRUCT_CLASS	28	Funeral Home
COMMERCIAL	CNS_STRUCT_CLASS	29	Nursing Home
COMMERCIAL	CNS_STRUCT_CLASS	30	Restaurant
COMMERCIAL	CNS_STRUCT_CLASS	31	Branch Bank
COMMERCIAL	CNS_STRUCT_CLASS	32	Theaters Encl.
COMMERCIAL	CNS_STRUCT_CLASS	33	Nightclub/Bar
COMMERCIAL	CNS_STRUCT_CLASS	34	Bowling/Arena
COMMERCIAL	CNS_STRUCT_CLASS	35	Bakery
COMMERCIAL	CNS_STRUCT_CLASS	36	Camp
COMMERCIAL	CNS_STRUCT_CLASS	37	Quonset Bldg
COMMERCIAL	CNS_STRUCT_CLASS	38	Country Club
COMMERCIAL	CNS_STRUCT_CLASS	39	Motel
COMMERCIAL	CNS_STRUCT_CLASS	40	Light Indust
COMMERCIAL	CNS_STRUCT_CLASS	41	Research/Devel
COMMERCIAL	CNS_STRUCT_CLASS	42	Heavy Indust
COMMERCIAL	CNS_STRUCT_CLASS	43	Car Wash
COMMERCIAL	CNS_STRUCT_CLASS	44	Packing Plant
COMMERCIAL	CNS_STRUCT_CLASS	45	Brewery/Winery
COMMERCIAL	CNS_STRUCT_CLASS	46	Food Process
COMMERCIAL	CNS_STRUCT_CLASS	47	Cold Storage
COMMERCIAL	CNS_STRUCT_CLASS	48	Whse-Indust
COMMERCIAL	CNS_STRUCT_CLASS	49	Serv Sta 3-Bay
COMMERCIAL	CNS_STRUCT_CLASS	4C	Comml Whse
COMMERCIAL	CNS_STRUCT_CLASS	50	Serv Sta 1-Bay
COMMERCIAL	CNS_STRUCT_CLASS	51	Indust. Office
COMMERCIAL	CNS_STRUCT_CLASS	52	Pre-Eng Mfg
COMMERCIAL	CNS_STRUCT_CLASS	53	Pre-Eng Warehs
COMMERCIAL	CNS_STRUCT_CLASS	54	Health Club

Building Type	Attribute	Valid Code	Description
COMMERCIAL	CNS_STRUCT_CLASS	55	Condominium
COMMERCIAL	CNS_STRUCT_CLASS	56	Condo Office
COMMERCIAL	CNS_STRUCT_CLASS	57	Library
COMMERCIAL	CNS_STRUCT_CLASS	58	City/Town Hall
COMMERCIAL	CNS_STRUCT_CLASS	59	Fire Station
COMMERCIAL	CNS_STRUCT_CLASS	5C	Condo Bank
COMMERCIAL	CNS_STRUCT_CLASS	60	Victorian
COMMERCIAL	CNS_STRUCT_CLASS	61	Dry Cln/Laundr
COMMERCIAL	CNS_STRUCT_CLASS	62	Furn Showroom
COMMERCIAL	CNS_STRUCT_CLASS	63	Antique
COMMERCIAL	CNS_STRUCT_CLASS	64	Tennis Club
COMMERCIAL	CNS_STRUCT_CLASS	65	Skating Arena
COMMERCIAL	CNS_STRUCT_CLASS	66	Hotel
COMMERCIAL	CNS_STRUCT_CLASS	67	Coin-op CarWsh
COMMERCIAL	CNS_STRUCT_CLASS	68	Dairy/Feed Lot
COMMERCIAL	CNS_STRUCT_CLASS	69	Truck Terminal
COMMERCIAL	CNS_STRUCT_CLASS	70	Dormitory
COMMERCIAL	CNS_STRUCT_CLASS	71	Churches
COMMERCIAL	CNS_STRUCT_CLASS	72	School/College
COMMERCIAL	CNS_STRUCT_CLASS	73	Hospitals-Priv
COMMERCIAL	CNS_STRUCT_CLASS	74	Home for Aged
COMMERCIAL	CNS_STRUCT_CLASS	75	Gas Mart
COMMERCIAL	CNS_STRUCT_CLASS	76	Mortuary/Cemet
COMMERCIAL	CNS_STRUCT_CLASS	77	Clubs/Lodges
COMMERCIAL	CNS_STRUCT_CLASS	78	Airport Hangar
COMMERCIAL	CNS_STRUCT_CLASS	79	Telephone Bldg
COMMERCIAL	CNS_STRUCT_CLASS	80	Stores/Apt Com
COMMERCIAL	CNS_STRUCT_CLASS	81	Military
COMMERCIAL	CNS_STRUCT_CLASS	82	Auditorium
COMMERCIAL	CNS_STRUCT_CLASS	83	Schools-Public
COMMERCIAL	CNS_STRUCT_CLASS	84	Colleges
COMMERCIAL	CNS_STRUCT_CLASS	85	Hospital
COMMERCIAL	CNS_STRUCT_CLASS	86	Other Country
COMMERCIAL	CNS_STRUCT_CLASS	87	Other State
COMMERCIAL	CNS_STRUCT_CLASS	88	Other Federal
COMMERCIAL	CNS_STRUCT_CLASS	89	Other Municip
COMMERCIAL	CNS_STRUCT_CLASS	90	Retail Condo
COMMERCIAL	CNS_STRUCT_CLASS	91	Fast Food
COMMERCIAL	CNS_STRUCT_CLASS	92	Court House
COMMERCIAL	CNS_STRUCT_CLASS	93	Petroleum/Gas
COMMERCIAL	CNS_STRUCT_CLASS	94	Outbuildings

Building Type	Attribute	Valid Code	Description
COMMERCIAL	CNS_STRUCT_CLASS	95	Garage/Office
COMMERCIAL	CNS_STRUCT_CLASS	96	Office/Warehs
COMMERCIAL	CNS_STRUCT_CLASS	97	High Rise Apt
COMMERCIAL	CNS_STRUCT_CLASS	98	Indust Condo
COMMERCIAL	CNS_STRUCT_CLASS	99	Vacant Land
COMMERCIAL	Ceiling/Wall	00	NONE
COMMERCIAL	Ceiling/Wall	01	SUSP-CEIL ONLY
COMMERCIAL	Ceiling/Wall	02	CEILING ONLY
COMMERCIAL	Ceiling/Wall	03	SUS-CEIL/MN WL
COMMERCIAL	Ceiling/Wall	04	CEIL & MIN WL
COMMERCIAL	Ceiling/Wall	05	SUS-CEIL & WL
COMMERCIAL	Ceiling/Wall	06	CEIL & WALLS
COMMERCIAL	Ceiling/Wall	07	-DESCRIPTION-
COMMERCIAL	Exterior Wall 1	01	Minimum
COMMERCIAL	Exterior Wall 1	02	Comp./Wall Brd
COMMERCIAL	Exterior Wall 1	03	Below Average
COMMERCIAL	Exterior Wall 1	04	Single Siding
COMMERCIAL	Exterior Wall 1	05	Average
COMMERCIAL	Exterior Wall 1	06	Board & Batten
COMMERCIAL	Exterior Wall 1	07	Asbest Shingle
COMMERCIAL	Exterior Wall 1	08	Wood on Sheath
COMMERCIAL	Exterior Wall 1	09	Logs
COMMERCIAL	Exterior Wall 1	10	Cement Fiber
COMMERCIAL	Exterior Wall 1	11	Clapboard
COMMERCIAL	Exterior Wall 1	12	Cedar or Redwd
COMMERCIAL	Exterior Wall 1	13	Pre-Fab Wood
COMMERCIAL	Exterior Wall 1	14	Wood Shingle
COMMERCIAL	Exterior Wall 1	15	Concr/Cinder
COMMERCIAL	Exterior Wall 1	16	Stucco on Wood
COMMERCIAL	Exterior Wall 1	17	Stucco/Masonry
COMMERCIAL	Exterior Wall 1	18	Asphalt
COMMERCIAL	Exterior Wall 1	19	Brick/Stne Ven
COMMERCIAL	Exterior Wall 1	20	Brick/Masonry
COMMERCIAL	Exterior Wall 1	21	Stone/Masonry
COMMERCIAL	Exterior Wall 1	22	Precast Panel
COMMERCIAL	Exterior Wall 1	23	Pre-cast Concr
COMMERCIAL	Exterior Wall 1	24	Reinforc Concr
COMMERCIAL	Exterior Wall 1	25	Vinyl Siding
COMMERCIAL	Exterior Wall 1	26	Aluminum Sidng
COMMERCIAL	Exterior Wall 1	27	Pre-finsh Metl
COMMERCIAL	Exterior Wall 1	28	Glass/Thermo.

Building Type	Attribute	Valid Code	Description
COMMERCIAL	Exterior Wall 1	29	Vinyl Shingle
COMMERCIAL	Exterior Wall 1	30	Stone Veneer
COMMERCIAL	Exterior Wall 2	01	Minimum
COMMERCIAL	Exterior Wall 2	02	Comp./Wall Brd
COMMERCIAL	Exterior Wall 2	03	Below Average
COMMERCIAL	Exterior Wall 2	04	Single Siding
COMMERCIAL	Exterior Wall 2	05	Average
COMMERCIAL	Exterior Wall 2	06	Board & Batten
COMMERCIAL	Exterior Wall 2	07	Asbest Shingle
COMMERCIAL	Exterior Wall 2	08	Wood on Sheath
COMMERCIAL	Exterior Wall 2	09	Logs
COMMERCIAL	Exterior Wall 2	10	Cement Fiber
COMMERCIAL	Exterior Wall 2	11	Clapboard
COMMERCIAL	Exterior Wall 2	12	Cedar or Redwd
COMMERCIAL	Exterior Wall 2	13	Pre-Fab Wood
COMMERCIAL	Exterior Wall 2	14	Wood Shingle
COMMERCIAL	Exterior Wall 2	15	Concr/Cinder
COMMERCIAL	Exterior Wall 2	16	Stucco on Wood
COMMERCIAL	Exterior Wall 2	17	Stucco/Masonry
COMMERCIAL	Exterior Wall 2	18	Asphalt
COMMERCIAL	Exterior Wall 2	19	Brick/Stne Ven
COMMERCIAL	Exterior Wall 2	20	Brick/Masonry
COMMERCIAL	Exterior Wall 2	21	Stone/Masonry
COMMERCIAL	Exterior Wall 2	22	Precast Panel
COMMERCIAL	Exterior Wall 2	23	Pre-cast Concr
COMMERCIAL	Exterior Wall 2	24	Reinforc Concr
COMMERCIAL	Exterior Wall 2	25	Vinyl Siding
COMMERCIAL	Exterior Wall 2	26	Aluminum Sidng
COMMERCIAL	Exterior Wall 2	27	Pre-finsh Metl
COMMERCIAL	Exterior Wall 2	28	Glass/Thermo.
COMMERCIAL	Exterior Wall 2	29	Vinyl Shingle
COMMERCIAL	Exterior Wall 2	30	Stone Veneer
COMMERCIAL	Frame Type	01	NONE
COMMERCIAL	Frame Type	02	WOOD FRAME
COMMERCIAL	Frame Type	03	MASONRY
COMMERCIAL	Frame Type	04	REINF. CONCR
COMMERCIAL	Frame Type	05	STEEL
COMMERCIAL	Frame Type	06	FIREPRF STEEL
COMMERCIAL	Frame Type	07	SPECIAL
COMMERCIAL	Grade	A	A
COMMERCIAL	Grade	A+	A+

Building Type	Attribute	Valid Code	Description
COMMERCIAL	Grade	A-	A
COMMERCIAL	Grade	B	B
COMMERCIAL	Grade	B+	B+
COMMERCIAL	Grade	B-	B-
COMMERCIAL	Grade	C	C
COMMERCIAL	Grade	C+	C+
COMMERCIAL	Grade	C-	C-
COMMERCIAL	Grade	D	D
COMMERCIAL	Grade	D+	D+
COMMERCIAL	Grade	D-	D-
COMMERCIAL	Heat/AC	00	NONE
COMMERCIAL	Heat/AC	01	HEAT/AC PKGS
COMMERCIAL	Heat/AC	02	HEAT/AC SPLIT
COMMERCIAL	Heating Fuel	01	Coal or Wood
COMMERCIAL	Heating Fuel	02	Oil
COMMERCIAL	Heating Fuel	03	Gas
COMMERCIAL	Heating Fuel	04	Electric
COMMERCIAL	Heating Fuel	05	Solar Assisted
COMMERCIAL	Heating Type	01	None
COMMERCIAL	Heating Type	02	Floor Furnace
COMMERCIAL	Heating Type	03	Hot Air-no Duc
COMMERCIAL	Heating Type	04	Forced Air-Duc
COMMERCIAL	Heating Type	05	Hot Water
COMMERCIAL	Heating Type	06	Steam
COMMERCIAL	Heating Type	07	Electr Basebrd
COMMERCIAL	Heating Type	08	Radiant
COMMERCIAL	Interior Floor 1	01	Dirt/None
COMMERCIAL	Interior Floor 1	02	Minimum/Plywd
COMMERCIAL	Interior Floor 1	03	Concr-Finished
COMMERCIAL	Interior Floor 1	04	Concr Abv Grad
COMMERCIAL	Interior Floor 1	05	Vinyl/Asphalt
COMMERCIAL	Interior Floor 1	06	Inlaid Sht Gds
COMMERCIAL	Interior Floor 1	07	Cork Tile
COMMERCIAL	Interior Floor 1	08	Average
COMMERCIAL	Interior Floor 1	09	Pine/Soft Wood
COMMERCIAL	Interior Floor 1	10	Terrazzo Monol
COMMERCIAL	Interior Floor 1	11	Ceram Clay Til
COMMERCIAL	Interior Floor 1	12	Hardwood
COMMERCIAL	Interior Floor 1	13	Parquet
COMMERCIAL	Interior Floor 1	14	Carpet
COMMERCIAL	Interior Floor 1	15	Quarry Tile

Building Type	Attribute	Valid Code	Description
COMMERCIAL	Interior Floor 1	16	Terrazzo Epoxy
COMMERCIAL	Interior Floor 1	17	Precast Concr
COMMERCIAL	Interior Floor 1	18	Slate
COMMERCIAL	Interior Floor 1	19	Marble
COMMERCIAL	Interior Floor 2	01	Dirt/None
COMMERCIAL	Interior Floor 2	02	Minimum/Plywd
COMMERCIAL	Interior Floor 2	03	Concr-Finished
COMMERCIAL	Interior Floor 2	04	Concr Abv Grad
COMMERCIAL	Interior Floor 2	05	Vinyl/Asphalt
COMMERCIAL	Interior Floor 2	06	Inlaid Sht Gds
COMMERCIAL	Interior Floor 2	07	Cork Tile
COMMERCIAL	Interior Floor 2	08	Average
COMMERCIAL	Interior Floor 2	09	Pine/Soft Wood
COMMERCIAL	Interior Floor 2	10	Terrazzo Monol
COMMERCIAL	Interior Floor 2	11	Ceram Clay Til
COMMERCIAL	Interior Floor 2	12	Hardwood
COMMERCIAL	Interior Floor 2	13	Parquet
COMMERCIAL	Interior Floor 2	14	Carpet
COMMERCIAL	Interior Floor 2	15	Quarry Tile
COMMERCIAL	Interior Floor 2	16	Terrazzo Epoxy
COMMERCIAL	Interior Floor 2	17	Precast Concr
COMMERCIAL	Interior Floor 2	18	Slate
COMMERCIAL	Interior Floor 2	19	Marble
COMMERCIAL	Interior Wall 1	01	Minim/Masonry
COMMERCIAL	Interior Wall 1	02	Wall Brd/Wood
COMMERCIAL	Interior Wall 1	03	Plastered
COMMERCIAL	Interior Wall 1	04	Plywood Panel
COMMERCIAL	Interior Wall 1	05	Drywall/Sheet
COMMERCIAL	Interior Wall 1	06	Cust Wd Panel
COMMERCIAL	Interior Wall 1	07	K PINE/A WD
COMMERCIAL	Interior Wall 2	01	Minim/Masonry
COMMERCIAL	Interior Wall 2	02	Wall Brd/Wood
COMMERCIAL	Interior Wall 2	03	Plastered
COMMERCIAL	Interior Wall 2	04	Plywood Panel
COMMERCIAL	Interior Wall 2	05	Drywall/Sheet
COMMERCIAL	Interior Wall 2	06	Cust Wd Panel
COMMERCIAL	Interior Wall 2	07	K PINE/A WD
COMMERCIAL	Kitchen Grd	01	Average
COMMERCIAL	Kitchen Grd	02	Above Avg
COMMERCIAL	Kitchen Grd	03	Excellent
COMMERCIAL	Roof Cover	01	Metal/Tin

Building Type	Attribute	Valid Code	Description
COMMERCIAL	Roof Cover	02	Rolled Compos
COMMERCIAL	Roof Cover	03	Asph/F GlS/Cmp
COMMERCIAL	Roof Cover	04	T & Grvl/Rubbr
COMMERCIAL	Roof Cover	05	Corrugated Asb
COMMERCIAL	Roof Cover	06	Asbestos Shing
COMMERCIAL	Roof Cover	07	Concrete Tile
COMMERCIAL	Roof Cover	08	Clay Tile
COMMERCIAL	Roof Cover	09	Enam Mtl Shing
COMMERCIAL	Roof Cover	10	Wood Shingle
COMMERCIAL	Roof Cover	11	Slate
COMMERCIAL	Roof Structure	01	Flat
COMMERCIAL	Roof Structure	02	Shed
COMMERCIAL	Roof Structure	03	Gable/Hip
COMMERCIAL	Roof Structure	04	Wood Truss
COMMERCIAL	Roof Structure	05	Salt Box
COMMERCIAL	Roof Structure	06	Mansard
COMMERCIAL	Roof Structure	07	Gambrel
COMMERCIAL	Roof Structure	08	Irregular
COMMERCIAL	Roof Structure	09	Rigid Frm/BJst
COMMERCIAL	Roof Structure	10	Steel Frm/Trus
COMMERCIAL	Roof Structure	11	Bowstring Trus
COMMERCIAL	Roof Structure	12	Reinforc Concr
COMMERCIAL	Roof Structure	13	Prestres Concr
COMMERCIAL	Rooms/Prtns	01	LIGHT
COMMERCIAL	Rooms/Prtns	02	AVERAGE
COMMERCIAL	Rooms/Prtns	03	ABOVE AVERAGE
CONDO UNIT	AC Type:	01	None
CONDO UNIT	AC Type:	02	Heat Pump
CONDO UNIT	AC Type:	03	Central
CONDO UNIT	AC Type:	04	Unit/AC
CONDO UNIT	AC Type:	05	Vapor Cooler
CONDO UNIT	AC Type:	06	
CONDO UNIT	Bath Style:	1	Avg Quality
CONDO UNIT	Bath Style:	2	Above Avg Qual
CONDO UNIT	Bath Style:	3	Below Avg Qual
CONDO UNIT	Bath Style:	4	Good Quality
CONDO UNIT	Bath Style:	5	Fair
CONDO UNIT	CNS_BATHRM_STYLE2	1	Avg Quality
CONDO UNIT	CNS_BATHRM_STYLE2	2	Above Avg Qual
CONDO UNIT	CNS_BATHRM_STYLE2	3	Below Avg Qual
CONDO UNIT	CNS_BATHRM_STYLE2	4	Good Quality

Building Type	Attribute	Valid Code	Description
CONDO UNIT	CNS_BATHRM_STYLE2	5	Fair
CONDO UNIT	CNS_BATHRM_STYLE3	1	Avg Quality
CONDO UNIT	CNS_BATHRM_STYLE3	2	Above Avg Qual
CONDO UNIT	CNS_BATHRM_STYLE3	3	Below Avg Qual
CONDO UNIT	CNS_BATHRM_STYLE3	4	Good Quality
CONDO UNIT	CNS_BATHRM_STYLE3	5	Fair
CONDO UNIT	CNS_CONDO_FLR	00	BASEMENT
CONDO UNIT	CNS_CONDO_FLR	01	FIRST FLOOR
CONDO UNIT	CNS_CONDO_FLR	02	SECOND FLOOR
CONDO UNIT	CNS_CONDO_FLR	03	THIRD FLOOR
CONDO UNIT	CNS_CONDO_FLR	04	FOURTH FLOOR
CONDO UNIT	CNS_CONDO_FLR	05	FIFTH FLOOR
CONDO UNIT	CNS_PARK_OWN	T	Typical
CONDO UNIT	CNS_PARK_TANDEM	01	None
CONDO UNIT	CNS_PARK_TANDEM	02	Heat Pump
CONDO UNIT	CNS_PARK_TANDEM	03	Central
CONDO UNIT	CNS_PARK_TANDEM	04	Unit/AC
CONDO UNIT	CNS_PARK_TANDEM	05	Vapor Cooler
CONDO UNIT	CNS_PARK_TANDEM	06	
CONDO UNIT	CNS_UNIT_LOCN	00	BASEMENT
CONDO UNIT	CNS_UNIT_LOCN	01	FIRST FLOOR
CONDO UNIT	CNS_UNIT_LOCN	02	SECOND FLOOR
CONDO UNIT	CNS_UNIT_LOCN	03	THIRD FLOOR
CONDO UNIT	CNS_UNIT_LOCN	04	FOURTH FLOOR
CONDO UNIT	CNS_UNIT_LOCN	05	FIFTH FLOOR
CONDO UNIT	Grade	A	A
CONDO UNIT	Grade	A+	A+
CONDO UNIT	Grade	A-	A-
CONDO UNIT	Grade	B	B
CONDO UNIT	Grade	B+	B+
CONDO UNIT	Grade	B-	B-
CONDO UNIT	Grade	C	C
CONDO UNIT	Grade	C+	C+
CONDO UNIT	Grade	C-	C-
CONDO UNIT	Grade	D	D
CONDO UNIT	Grade	D+	D+
CONDO UNIT	Grade	D-	D-
CONDO UNIT	Grade	E	E
CONDO UNIT	Grade	X	X
CONDO UNIT	Grade	X+	X+
CONDO UNIT	Grade	X-	X-

Building Type	Attribute	Valid Code	Description
CONDO UNIT	Heat Fuel:	00	None
CONDO UNIT	Heat Fuel:	01	Coal or Wood
CONDO UNIT	Heat Fuel:	02	Oil
CONDO UNIT	Heat Fuel:	03	Gas
CONDO UNIT	Heat Fuel:	04	Electric
CONDO UNIT	Heat Fuel:	05	Solar Assisted
CONDO UNIT	Heat Fuel:	06	Geo Thermal
CONDO UNIT	Heat Type:	01	None
CONDO UNIT	Heat Type:	02	Warm Air
CONDO UNIT	Heat Type:	03	Electric
CONDO UNIT	Heat Type:	04	Hot Water
CONDO UNIT	Heat Type:	05	Steam
CONDO UNIT	Heat Type:	06	Wall Unit
CONDO UNIT	Heat Type:	07	Baseboard
CONDO UNIT	Heat Type:	08	Solar
CONDO UNIT	Heat Type:	09	Radiant
CONDO UNIT	Heat Type:	10	Hot Air-no Duc
CONDO UNIT	Interior Floor 1	01	Dirt/None
CONDO UNIT	Interior Floor 1	02	Minimum/Plywd
CONDO UNIT	Interior Floor 1	03	Concr-Finished
CONDO UNIT	Interior Floor 1	04	Concr Abv Grad
CONDO UNIT	Interior Floor 1	05	Vinyl/Asphalt
CONDO UNIT	Interior Floor 1	06	Inlaid Sht Gds
CONDO UNIT	Interior Floor 1	07	Cork Tile
CONDO UNIT	Interior Floor 1	08	Average
CONDO UNIT	Interior Floor 1	09	Pine/Soft Wood
CONDO UNIT	Interior Floor 1	10	Terrazzo Monol
CONDO UNIT	Interior Floor 1	11	Ceram Clay Til
CONDO UNIT	Interior Floor 1	12	Hardwood
CONDO UNIT	Interior Floor 1	13	Parquet
CONDO UNIT	Interior Floor 1	14	Carpet
CONDO UNIT	Interior Floor 1	15	Quarry Tile
CONDO UNIT	Interior Floor 1	16	Terrazzo Epoxy
CONDO UNIT	Interior Floor 1	17	Precast Concr
CONDO UNIT	Interior Floor 1	18	Slate
CONDO UNIT	Interior Floor 1	19	Marble
CONDO UNIT	Interior Floor 1	20	Laminate Wood
CONDO UNIT	Interior Floor 2	01	Dirt/None
CONDO UNIT	Interior Floor 2	02	Minimum/Plywd
CONDO UNIT	Interior Floor 2	03	Concr-Finished
CONDO UNIT	Interior Floor 2	04	Concr Abv Grad

Building Type	Attribute	Valid Code	Description
CONDO UNIT	Interior Floor 2	05	Vinyl/Asphalt
CONDO UNIT	Interior Floor 2	06	Inlaid Sht Gds
CONDO UNIT	Interior Floor 2	07	Cork Tile
CONDO UNIT	Interior Floor 2	08	Average
CONDO UNIT	Interior Floor 2	09	Pine/Soft Wood
CONDO UNIT	Interior Floor 2	10	Terrazzo Monol
CONDO UNIT	Interior Floor 2	11	Ceram Clay Til
CONDO UNIT	Interior Floor 2	12	Hardwood
CONDO UNIT	Interior Floor 2	13	Parquet
CONDO UNIT	Interior Floor 2	14	Carpet
CONDO UNIT	Interior Floor 2	15	Quarry Tile
CONDO UNIT	Interior Floor 2	16	Terrazzo Epoxy
CONDO UNIT	Interior Floor 2	17	Precast Concr
CONDO UNIT	Interior Floor 2	18	Slate
CONDO UNIT	Interior Floor 2	19	Marble
CONDO UNIT	Interior Floor 2	20	Laminate Wood
CONDO UNIT	Interior Wall 1:	01	Minim/Masonry
CONDO UNIT	Interior Wall 1:	02	Wall Brd/Wood
CONDO UNIT	Interior Wall 1:	03	Plastered
CONDO UNIT	Interior Wall 1:	04	Plywood Panel
CONDO UNIT	Interior Wall 1:	05	Drywall/Sheet
CONDO UNIT	Interior Wall 1:	06	Cust Wd Panel
CONDO UNIT	Interior Wall 1:	07	K Pine/A Wd
CONDO UNIT	Interior Wall 2:	01	Minim/Masonry
CONDO UNIT	Interior Wall 2:	02	Wall Brd/Wood
CONDO UNIT	Interior Wall 2:	03	Plastered
CONDO UNIT	Interior Wall 2:	04	Plywood Panel
CONDO UNIT	Interior Wall 2:	05	Drywall/Sheet
CONDO UNIT	Interior Wall 2:	06	Cust Wd Panel
CONDO UNIT	Interior Wall 2:	07	K Pine/A Wd
CONDO UNIT	Kitchen Grd	01	Average
CONDO UNIT	Kitchen Grd	02	Above Avg
CONDO UNIT	Kitchen Grd	03	Excellent
CONDO UNIT	Kitchen Style:	1	Avg Quality
CONDO UNIT	Kitchen Style:	2	Above Avg Qual
CONDO UNIT	Kitchen Style:	3	Below Avg Qual
CONDO UNIT	Kitchen Style:	4	Good Quality
CONDO UNIT	Kitchen Style:	5	Fair
CONDO UNIT	MTL Openings	T	Typical1
CONDO UNIT	Ttl Bathrms:	.1	1 Half
CONDO UNIT	Ttl Bathrms:	.2	2 Half baths

Building Type	Attribute	Valid Code	Description
CONDO UNIT	Ttl Bathrms:	.5	1 Half
CONDO UNIT	Ttl Bathrms:	0	
CONDO UNIT	Ttl Bathrms:	0.5	1 Half
CONDO UNIT	Ttl Bathrms:	1	1 Full
CONDO UNIT	Ttl Bathrms:	1.1	1 Full 1 Half
CONDO UNIT	Ttl Bathrms:	1.2	1 Full 2 Half
CONDO UNIT	Ttl Bathrms:	1.3	1 Full 3 Half
CONDO UNIT	Ttl Bathrms:	1.4	1 Full 4 Half
CONDO UNIT	Ttl Bathrms:	1.5	1 Full 1 Half
CONDO UNIT	Ttl Bathrms:	2	2 Full
CONDO UNIT	Ttl Bathrms:	2.1	2 Full 1 Half
CONDO UNIT	Ttl Bathrms:	2.2	2 Full 2 Half
CONDO UNIT	Ttl Bathrms:	2.3	2 Full 3 Half
CONDO UNIT	Ttl Bathrms:	2.4	2 Full 4 Half
CONDO UNIT	Ttl Bathrms:	2.5	2 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	3	3 Full
CONDO UNIT	Ttl Bathrms:	3.1	3 Full 1 Half
CONDO UNIT	Ttl Bathrms:	3.2	3 Full 2 Half
CONDO UNIT	Ttl Bathrms:	3.3	3 Full 3 Half
CONDO UNIT	Ttl Bathrms:	3.4	3 Full 4 Half
CONDO UNIT	Ttl Bathrms:	3.5	3 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	4	4 Full
CONDO UNIT	Ttl Bathrms:	4.1	4 Full 1 Half
CONDO UNIT	Ttl Bathrms:	4.2	4 Full 2 Half
CONDO UNIT	Ttl Bathrms:	4.3	4 Full 3 Half
CONDO UNIT	Ttl Bathrms:	4.4	4 Full 4 Half
CONDO UNIT	Ttl Bathrms:	4.5	4 1/2 Bthrms
CONDO UNIT	Ttl Bathrms:	5	5 Full
CONDO UNIT	Ttl Bathrms:	5.1	5 Full 1 Half
CONDO UNIT	Ttl Bathrms:	5.2	5 Full 2 Half
CONDO UNIT	Ttl Bathrms:	5.3	5 Full 3 Half
CONDO UNIT	Ttl Bathrms:	5.4	5 Full 4 Half
CONDO UNIT	Ttl Bathrms:	5.5	5 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	6	6 Full
CONDO UNIT	Ttl Bathrms:	6.1	6 Full 1 Half
CONDO UNIT	Ttl Bathrms:	6.2	6 Full 2 Half
CONDO UNIT	Ttl Bathrms:	6.3	6 Full 3 Half
CONDO UNIT	Ttl Bathrms:	6.4	6 Full 4 Half
CONDO UNIT	Ttl Bathrms:	6.5	6 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	7	7 Full
CONDO UNIT	Ttl Bathrms:	7.1	7 Full 1 Half

Building Type	Attribute	Valid Code	Description
CONDO UNIT	Ttl Bathrms:	7.2	7 Full 2 Half
CONDO UNIT	Ttl Bathrms:	7.3	7 Full 3 Half
CONDO UNIT	Ttl Bathrms:	7.4	7 Full 4 Half
CONDO UNIT	Ttl Bathrms:	7.5	7 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	8	8 Full
CONDO UNIT	Ttl Bathrms:	8.1	8 Full 1 Half
CONDO UNIT	Ttl Bathrms:	8.2	8 Full 2 Half
CONDO UNIT	Ttl Bathrms:	8.3	8 Full 3 Half
CONDO UNIT	Ttl Bathrms:	8.4	8 Full 4 Half
CONDO UNIT	Ttl Bathrms:	8.5	8 1/2 Bathrms
CONDO UNIT	Ttl Bathrms:	9	9 + Bathrooms
CONDO UNIT	Ttl Bedrms:	00	
CONDO UNIT	Ttl Bedrms:	01	1 Bedroom
CONDO UNIT	Ttl Bedrms:	02	2 Bedrooms
CONDO UNIT	Ttl Bedrms:	03	3 Bedrooms
CONDO UNIT	Ttl Bedrms:	04	4 Bedrooms
CONDO UNIT	Ttl Bedrms:	05	5 Bedrooms
CONDO UNIT	Ttl Bedrms:	06	6 Bedrooms
CONDO UNIT	Ttl Bedrms:	07	7 Bedrooms
CONDO UNIT	Ttl Bedrms:	08	8 Bedrooms
CONDO UNIT	Ttl Bedrms:	09	9+ Bedrooms
CONDO MAIN	Exterior Wall 1:	01	Minimum
CONDO MAIN	Exterior Wall 1:	02	Comp./Wall Brd
CONDO MAIN	Exterior Wall 1:	03	Below Average
CONDO MAIN	Exterior Wall 1:	04	Single Siding
CONDO MAIN	Exterior Wall 1:	05	Average
CONDO MAIN	Exterior Wall 1:	06	Board & Batten
CONDO MAIN	Exterior Wall 1:	07	Asbest Shingle
CONDO MAIN	Exterior Wall 1:	08	Wood on Sheath
CONDO MAIN	Exterior Wall 1:	09	Logs
CONDO MAIN	Exterior Wall 1:	10	Cement Fiber
CONDO MAIN	Exterior Wall 1:	11	Clapboard
CONDO MAIN	Exterior Wall 1:	12	Cedar or Redwd
CONDO MAIN	Exterior Wall 1:	13	Pre-Fab Wood
CONDO MAIN	Exterior Wall 1:	14	Wood Shingle
CONDO MAIN	Exterior Wall 1:	15	Concr/Cinder
CONDO MAIN	Exterior Wall 1:	16	Stucco on Wood
CONDO MAIN	Exterior Wall 1:	17	Stucco/Masonry
CONDO MAIN	Exterior Wall 1:	18	Asphalt
CONDO MAIN	Exterior Wall 1:	19	Brick/Stne Ven
CONDO MAIN	Exterior Wall 1:	20	Brick/Masonry

Building Type	Attribute	Valid Code	Description
CONDO MAIN	Exterior Wall 1:	21	Stone/Masonry
CONDO MAIN	Exterior Wall 1:	22	Precast Panel
CONDO MAIN	Exterior Wall 1:	23	Pre-cast Concr
CONDO MAIN	Exterior Wall 1:	24	Reinforc Concr
CONDO MAIN	Exterior Wall 1:	25	Vinyl Siding
CONDO MAIN	Exterior Wall 1:	26	Aluminum Sidng
CONDO MAIN	Exterior Wall 1:	27	Pre-finsh Metl
CONDO MAIN	Exterior Wall 1:	28	Glass/Thermo.
CONDO MAIN	Exterior Wall 1:	29	Vinyl Shingle
CONDO MAIN	Exterior Wall 1:	30	Stone Veneer
CONDO MAIN	Exterior Wall 2:	01	Minimum
CONDO MAIN	Exterior Wall 2:	02	Comp./Wall Brd
CONDO MAIN	Exterior Wall 2:	03	Below Average
CONDO MAIN	Exterior Wall 2:	04	Single Siding
CONDO MAIN	Exterior Wall 2:	05	Average
CONDO MAIN	Exterior Wall 2:	06	Board & Batten
CONDO MAIN	Exterior Wall 2:	07	Asbest Shingle
CONDO MAIN	Exterior Wall 2:	08	Wood on Sheath
CONDO MAIN	Exterior Wall 2:	09	Logs
CONDO MAIN	Exterior Wall 2:	10	Cement Fiber
CONDO MAIN	Exterior Wall 2:	11	Clapboard
CONDO MAIN	Exterior Wall 2:	12	Cedar or Redwd
CONDO MAIN	Exterior Wall 2:	13	Pre-Fab Wood
CONDO MAIN	Exterior Wall 2:	14	Wood Shingle
CONDO MAIN	Exterior Wall 2:	15	Concr/Cinder
CONDO MAIN	Exterior Wall 2:	16	Stucco on Wood
CONDO MAIN	Exterior Wall 2:	17	Stucco/Masonry
CONDO MAIN	Exterior Wall 2:	18	Asphalt
CONDO MAIN	Exterior Wall 2:	19	Brick/Stne Ven
CONDO MAIN	Exterior Wall 2:	20	Brick/Masonry
CONDO MAIN	Exterior Wall 2:	21	Stone/Masonry
CONDO MAIN	Exterior Wall 2:	22	Precast Panel
CONDO MAIN	Exterior Wall 2:	23	Pre-cast Concr
CONDO MAIN	Exterior Wall 2:	24	Reinforc Concr
CONDO MAIN	Exterior Wall 2:	25	Vinyl Siding
CONDO MAIN	Exterior Wall 2:	26	Aluminum Sidng
CONDO MAIN	Exterior Wall 2:	27	Pre-finsh Metl
CONDO MAIN	Exterior Wall 2:	28	Glass/Thermo.
CONDO MAIN	Exterior Wall 2:	29	Vinyl Shingle
CONDO MAIN	Exterior Wall 2:	30	Stone Veneer
CONDO MAIN	Foundation	1	

Building Type	Attribute	Valid Code	Description
CONDO MAIN	Foundation	2	
CONDO MAIN	Foundation	3	
CONDO MAIN	Foundation	4	
CONDO MAIN	Foundation	5	
CONDO MAIN	Foundation	6	
CONDO MAIN	Foundation	7	
CONDO MAIN	Foundation	8	
CONDO MAIN	Foundation	9	
CONDO MAIN	Grade	A	A
CONDO MAIN	Grade	A+	A+
CONDO MAIN	Grade	A-	A-
CONDO MAIN	Grade	B	B
CONDO MAIN	Grade	B+	B+
CONDO MAIN	Grade	B-	B-
CONDO MAIN	Grade	C	C
CONDO MAIN	Grade	C+	C+
CONDO MAIN	Grade	C-	C-
CONDO MAIN	Grade	D	D
CONDO MAIN	Grade	D+	D+
CONDO MAIN	Grade	D-	D-
CONDO MAIN	Grade	E	E
CONDO MAIN	Grade	X	X
CONDO MAIN	Grade	X+	X+
CONDO MAIN	Grade	X-	X-
CONDO MAIN	Roof Cover	01	Metal/Tin
CONDO MAIN	Roof Cover	02	Rolled Compos
CONDO MAIN	Roof Cover	03	Asph/F GlS/Cmp
CONDO MAIN	Roof Cover	04	Tar&Grvl/Rubbr
CONDO MAIN	Roof Cover	05	Corrugated Asb
CONDO MAIN	Roof Cover	06	Asbestos Shing
CONDO MAIN	Roof Cover	07	Concrete Tile
CONDO MAIN	Roof Cover	08	Clay Tile
CONDO MAIN	Roof Cover	09	Enam Mtl Shing
CONDO MAIN	Roof Cover	10	Wood Shingle
CONDO MAIN	Roof Cover	11	Slate
CONDO MAIN	Roof Structure	01	Flat
CONDO MAIN	Roof Structure	02	Shed
CONDO MAIN	Roof Structure	03	Gable/Hip
CONDO MAIN	Roof Structure	04	Wood Truss
CONDO MAIN	Roof Structure	05	Salt Box
CONDO MAIN	Roof Structure	06	Mansard

Building Type	Attribute	Valid Code	Description
CONDO MAIN	Roof Structure	07	Gambrel
CONDO MAIN	Roof Structure	08	Irregular
CONDO MAIN	Roof Structure	09	Rigid Frm/BJst
CONDO MAIN	Roof Structure	10	Steel Frm/Trus
CONDO MAIN	Roof Structure	11	Bowstring Trus
CONDO MAIN	Roof Structure	12	Reinforc Concr
CONDO MAIN	Roof Structure	13	Prestres Concr
CONDO MAIN	Xtra Field 1:	01	Average
CONDO MAIN	Xtra Field 1:	02	Above Avg
CONDO MAIN	Xtra Field 1:	03	Excellent

Model Specification of Data Attributes

The above table shows the data attributes collected (model specification). Each of these items are assigned a unique value (model calibration) in the system. For example, there is market value difference between average construction (C) compared with A+ construction quality. A typical house is considered average with no adjustment. However, a custom-built house utilizing excellent quality materials and workmanship would require an upward adjustment to the base rate for superior grade. For example, an adjustment of 1.1 (an increase of 110% above the base rate) is applied to a grade “A+” property. Both Vision and PVA use 12 to 16 categories, depending on the property type, for grades.

Below is a sample of all property adjustments made for “Grade.”

Description	Code	Description2	Adjustments
GRADE	E	E	-0.5
GRADE	D-	D-	-0.3
GRADE	D	D	-0.25
GRADE	D+	D+	-0.15
GRADE	C-	C-	-0.1
GRADE	C	C	0
GRADE	C+	C+	0.1
GRADE	B-	B-	0.2
GRADE	B	B	0.35
GRADE	B+	B+	0.5
GRADE	A-	A-	0.7
GRADE	A	A	0.9
GRADE	A+	A+	1.1
GRADE	X-	X-	1.35
GRADE	X	X	1.6
GRADE	X+	X+	1.9

The overall adjustments for each property type in both the Vision and PVA appraisal are reasonable.

Building Valuation (Building Size Adjustment)

Larger buildings typically sell for lower unit prices (all else being the same). For example, a 10,000 SF house that is similar in all aspects (except size) compared with a 1,000 SF house would normally not sell for 10x the price.

In reviewing the CAMA software, the “building curve” adjustments are reasonable in both the Vision and PVA reports.

Extra Features

Extra features include items such as elevators, fireplaces and sprinklers. They are listed on the following chart. Extra features are added to the base value resulting from a count of such items or \$/SF contribution. Extra features are added to the base value and depreciated at the overall depreciation rate.

The following extra feature values were developed for residential and commercial properties.

Code	Description	Unit Type	Unit Price
A/C	AIR CONDITION	S.F	\$2.65
ATM	AUTOMATIC TELLER	UNITS	\$35,000.00
BAL	BALCONY	S.F.	\$30.00
BL1	BOWLING LANE1	UNITS	\$5,000.00
BL2	BOWLING LANE2	UNITS	\$5,000.00
BOX	SAFE DEPOSIT	UNITS	\$87.00
CAN1	CANOPY AVG	S.F.	\$18.00
CAN2	CANOPY GOOD	S.F.	\$28.00
CAN3	CANOPY EXCEL	S.F.	\$36.00
CLR1	COOLER	S.F.	\$26.00
CLR2	FREEZER TEMPS	S.F.	\$35.00
CR1	COMPUTER FLOOR	S.F.	\$10.00
DUW1	DRIVE-UP WINDW	UNITS	\$7,000.00
DUW2	WIDE BAY	UNITS	\$10,700.00
DUW3	W/PNEU TUBE	UNITS	\$20,400.00
DUW4	W/REM SCR&TUBE	UNITS	\$41,000.00
ELV1	ELEVATOR PASS	STOPS	\$13,300.00
ELV2	ELEVATOR FRGHT	STOPS	\$10,200.00
ENT	ENCLOSED ENTRY	S.F.	\$31.00
FBLA	FINISHED BSMNT	S.F.	\$32.00
FCP	CARPORT	S.F.	\$13.00
FEP	ENCLOSED PORCH	S.F.	\$27.00

Code	Description	Unit Type	Unit Price
FES	FIRE ESCAPE	UNITS	\$1,225.00
FGR1	GARAGE-AVG	S.F.	\$31.00
FGR2	GARAGE-GOOD	S.F.	\$42.00
FOP	OPEN PORCH	S.F.	\$24.00
FPL	GAS FIREPLACE	UNITS	\$2,100.00
FPL1	FIREPLACE 1 OPN	UNITS	\$4,100.00
FPL2	FIREPLACE 2 OPN	UNITS	\$4,600.00
FSP	SCREENED PORCH	S.F.	\$18.00
GEN	GENERATOR	UNITS	\$0.00
GIR1	GIRDERS LT 12"	L.F.	\$38.00
GIR2	GIRDERS 13"-18	L.F.	\$47.00
GIR3	GIRDERS 19"-24	L.F.	\$82.00
GIR4	GRDRS OVER 24"	L.F.	\$125.00
HARTH	HEARTH	UNITS	\$640.00
HTB	HOTTUB	UNITS	\$5,200.00
KIT	EXTRA KITCHEN	UNITS	\$4,000.00
LD1	LOAD DOCK ST/CC	S.F.	\$56.00
LD2	LOAD DOCK WOOD	S.F.	\$45.00
LD4	TRUCK WELLS	UNITS	\$5,600.00
LDL1	LOAD LEVELERS	UNITS	\$3,900.00
LDL2	W/MAN FLIP OUT	UNITS	\$1,225.00
LFT1	LIFT-LIGHT	UNITS	\$5,600.00
LFT2	LIFT-HEAVY	UNITS	\$9,000.00
LT13	FLOOD LIGHT ATT	UNITS	\$360.00
MEZ1	MEZZANINE-UNF	S.F.	\$13.00
MEZ2	FINISHED	S.F.	\$21.00
MEZ3	W/PARTITIONS	S.F.	\$34.00
NDP	NITE DEPOSIT	UNITS	\$7,300.00
OD1	OVERHEAD DOOR	UNITS	\$2,150.00
OD2	OVHD DOOR MOTOR	UNITS	\$4,300.00
PCT	PADDLEBALL CRT	S.F.	\$5.00
REC	REC ROOM	S.F.	\$25.00
RNG	INDOOR RANGE	S.F.	\$137.30
RQT	RACQUETBALL	UNITS	\$35,300.00
SF1	STORE FRONT WD	S.F.	\$56.00
SF2	STORE FRONT AVG	S.F.	\$56.00
SNA	SAUNA	UNITS	\$3,900.00
SOLR	SOLAR	WATTS	\$0.00
SPL7	INDOOR POOL	S.F.	\$40.00
SPR1	SPRINKLERS-WET	S.F.	\$1.75
SPR2	WET/CONCEALED	S.F.	\$2.05

Code	Description	Unit Type	Unit Price
SPR3	DRY	S.F.	\$2.05
STK1	CHIMNEY STK BR	UNITS	\$1,500.00
STK2	CHIMNEY STK MT	UNITS	\$600.00
TER	TERRACE	S.F.	\$30.00
TS1	TRUCK SCALE	UNITS	\$26,000.00
TS2	TRUCK SCALE	UNITS	\$26,000.00
VLT1	VAULT-AVG	S.F.	\$117.00
VLT2	VAULT-GOOD	S.F.	\$148.00
VLT3	VAULT-EXCELLNT	S.F.	\$189.00
VLT4	VAULT- RECORD	S.F.	\$71.00
WDK1	WOOD DECK	S.F.	\$13.00
WHL	WHIRLPOOL	UNITS	\$3,700.00

Outbuildings

Outbuildings include items such as garages, pools, service station fuel tanks and site lighting fixtures. They are listed on the following chart. Outbuildings are added to the base value resulting from a count of such items, linear foot (LF) of square foot (SF) contribution. Outbuildings are individually depreciated.

The following outbuilding values were developed for both residential and commercial properties.

Code	Description	Unit Type	Unit Price
ANT1	ANTENNA	UNITS	\$39,000.00
AP1	FENCE CHAIN	L.F.	\$5.65
AP2	FENCE PICKET	L.F.	\$5.65
AP3	FENCE STOCKADE	L.F.	\$5.65
AP4	FENCE POST	L.F.	\$0.55
AP6	FENCE STONE	L.F.	\$16.00
AP7	FENCE WRGHT IRON	L.F.	\$52.00
ATM	ATM DETACHED	UNITS	\$35,000.00
BB1	BILLBOARD	S.F.	\$86.00
BB2	SIGN	S.F.	\$41.00
BD1	BOAT DOCK WOOD	S.F.	\$43.00
BHS1	CMM BTH HSE AV	S.F.	\$29.00
BHS2	CMM BTH HSE GD	S.F.	\$39.00
BHS3	CMM BTH HSE PR	S.F.	\$23.00
BIN1	BINS	S.F.	\$21.00
BIN2	AGRICULTURAL	S.F.	\$16.00
BK1	BULK HEAD	L.F.	\$337.00
BOT1	BOATHOUSE	S.F.	\$142.00
BOT2	BOATHOUSE W/FIN RM	S.F.	\$175.00
BRN0	BARN	S.F.	\$24.00

Code	Description	Unit Type	Unit Price
BRN1	BARN - 1 STORY	S.F.	\$24.00
BRN2	1 STORY W/BSMT	S.F.	\$27.00
BRN3	1 STORY W/LOFT	S.F.	\$32.00
BRN4	1 STY LFT&BSMT	S.F.	\$35.00
BRN5	2 STORY	S.F.	\$36.00
BRN6	2 STY W/BSMT	S.F.	\$38.00
BRN7	TOBACCO BARN	S.F.	\$16.00
BRN8	POLE BARN	S.F.	\$14.00
BRN9	BARN	S.F.	\$24.00
BTH1	BATH HOUSE/CAB	S.F.	\$36.00
BTH2	W/PLUMBING	S.F.	\$69.00
CAB1	CABIN-MINIMAL	S.F.	\$47.00
CAB2	W/PLUMBING ETC	S.F.	\$56.00
CAN1	CANOPY AVG	S.F.	\$13.00
CAN2	CANOPY GOOD	S.F.	\$28.00
CAN3	CANOPY EXCEL	S.F.	\$36.00
CMTW	COMM. TOWER	UNITS	\$214,000.00
CON	CONDUIT	L.F.	\$0.00
CRN	CORN CRIB	S.F.	\$19.00
CTA	CELL TOWER ARRAY	UNITS	\$150,000.00
CTCL	CELL COLOCATOR	UNITS	\$240,000.00
CTF	CELL TOWER FRAME	L.F.	\$2,500.00
CTM	CELL TOWER MONOPOLE	L.F.	\$2,800.00
DCK1	DOCKS-RES TYPE	S.F.	\$35.00
DCK2	COM TYPE	S.F.	\$68.00
DNT1	DRIVE-IN THTR AVG	SPEAKERS	\$970.00
DNT2	DRIVE-IN THTR GD	SPEAKERS	\$1,325.00
FCP	CARPORT	S.F.	\$13.00
FEP	ENCLOSED PORCH	S.F.	\$30.00
FF4	CONC APRON	L.F.	\$16.00
FGR1	GARAGE-AVE	S.F.	\$31.00
FGR2	GARAGE-GOOD	S.F.	\$42.00
FGR3	GARAGE-POOR	S.F.	\$18.00
FGR4	GAR W/LFT AVE	S.F.	\$41.00
FGR5	W/LOFT GOOD	S.F.	\$52.00
FGR6	W/LOFT-POOR	S.F.	\$28.00
FGR7	GARAGE W FIN RM	S.F.	\$75.00
FGR8	GARAGE W/APT	S.F.	\$75.00
FN1	FENCE-4' CHAIN	L.F.	\$12.25
FN10	W/O TOP RL-10'	L.F.	\$20.50
FN2	FENCE-5' CHAIN	L.F.	\$13.25

Code	Description	Unit Type	Unit Price
FN3	FENCE-6' CHAIN	L.F.	\$16.30
FN4	FENCE-8' CHAIN	L.F.	\$22.50
FN5	FENCE-10'CHAIN	L.F.	\$27.00
FN6	W/O TOP RL-4'	L.F.	\$11.25
FN7	W/O TOP RL-5'	L.F.	\$12.25
FN8	W/O TOP RL-6'	L.F.	\$15.30
FN9	W/O TOP RL-8'	L.F.	\$18.50
FNDT	FOUNDATION	S.F.	\$20.00
FOP	OPEN PORCH	S.F.	\$26.00
FSP	SCREENED PORCH	S.F.	\$28.00
GAZ	GAZEBO	S.F.	\$43.00
GHS1	GUEST HSE W/O PLUMB	S.F.	\$75.00
GHS2	GUEST HSE W/ PLUMB	S.F.	\$100.00
GRN1	GREEN HOUSE-RS	S.F.	\$17.00
GRN2	COMM GLASS	S.F.	\$10.20
GRN3	COMM PLASTIC	S.F.	\$4.10
HOG	HOG HOUSE	S.F.	\$8.20
HOLE	GOLF	UNITS	\$31,000.00
IMP	IMPLEMENT SHED	S.F.	\$13.25
KEN1	KENNEL-AVG	S.F.	\$47.00
KEN2	KENNEL-GOOD	S.F.	\$88.00
KF1	KIOSK	S.F.	\$153.00
KSK1	KIOSK-SERV STA	S.F.	\$153.00
KSK2	PHOTO BOOTH	S.F.	\$153.00
LNT	LEAN-TO	S.F.	\$9.00
LT1	LIGHTS-IN W/PL	UNITS	\$1,125.00
LT10	W/DOUBLE LIGHT	UNITS	\$3,160.00
LT11	W/TRIPLE LIGHT	UNITS	\$4,300.00
LT12	W/FOUR LIGHTS	UNITS	\$5,600.00
LT2	W/DOUBLE LIGHT	UNITS	\$1,750.00
LT3	W/TRIPLE LIGHT	UNITS	\$2,250.00
LT4	W/FOUR LIGHTS	UNITS	\$2,900.00
LT5	MERC VAP/FLU	UNITS	\$1,630.00
LT6	W/DOUBLE LIGHT	UNITS	\$2,250.00
LT7	W/TRIPLE LIGHT	UNITS	\$3,100.00
LT8	W/FOUR LIGHTS	UNITS	\$4,100.00
LT9	HGH PRE-SOD PL	UNITS	\$2,150.00
MHP1	MOB HM SITE V CHEAP	UNITS	\$2,900.00
MHP2	MOB HM SITE CHEAP	UNITS	\$3,500.00
MHP3	MOB HM SITE LO COST	UNITS	\$6,200.00
MHP4	MOB HM SITE AVG	UNITS	\$9,000.00

Code	Description	Unit Type	Unit Price
MHP5	MOB HM SITE ABV AVG	UNITS	\$10,250.00
MHP6	MOB HM SITE GOOD	UNITS	\$13,300.00
MHP7	MOB HM PK EXCLNT	UNITS	\$17,500.00
MLK	MILK HOUSE	S.F.	\$34.00
PAT1	PATIO-AVG	S.F.	\$7.00
PAT2	PATIO-GOOD	S.F.	\$13.00
PAV1	PAVING-ASPHALT	S.F.	\$1.75
PAV2	PAVING-CONC	S.F.	\$2.75
PC2	PAVING HEAVY	UNITS	\$1.10
PC3	PAVING SLAB	UNITS	\$1.10
PE1	COMMERCIAL WHARF	L.F.	\$125.00
PG1	PARKING GARAGE UND	UNITS	\$80.00
PGAS	GAS PIPELINE 30"	L.F.	\$546.00
PKS	ADDTL PARKING SPC	UNITS	\$25,000.00
PLT1	PLTRY HSE 1 ST	S.F.	\$13.25
PLT2	PLTRY HSE 2 ST	S.F.	\$16.30
PLT3	PLTRY HSE 3 ST	S.F.	\$18.40
PM1	GAS PUMP SINGLE	UNITS	\$8,600.00
PM2	GAS PUMP SIN/CARD	UNITS	\$12,300.00
PM3	GAS PUMP MULTI	UNITS	\$13,300.00
PM4	GAS PUMP MULTI/CARD	UNITS	\$16,400.00
PMP1	PUMP-SING HSE	UNITS	\$6,200.00
PMP2	W/BLENDING	UNITS	\$6,800.00
PMP3	ELECTRONIC	UNITS	\$8,600.00
PMP4	DOUBLE HOSE	UNITS	\$12,300.00
PMP5	W/BLENDING	UNITS	\$12,500.00
PMP6	ELECTRONIC	UNITS	\$12,500.00
PMP7	3 HOSE	UNITS	\$13,300.00
PMP8	6 HOSE	UNITS	\$21,000.00
PT1	COM BRICK PATIO	S.F.	\$12.00
PT3	PATIO CONCRETE	S.F.	\$9.00
RAR	RIDING ARENA	S.F.	\$18.00
RCL	ROOT CELLAR	S.F.	\$8.00
RD1	BOAT DOCK LT	UNITS	\$40.00
RD2	BOAT DOCK MED	UNITS	\$70.00
RD3	BOAT DOCK HVY	UNITS	\$100.00
RD4	CC DOCK	S.F.	\$150.00
RL1	STUDIO	S.F.	\$50.00
RM1	MOBILE SINGLE WIDE	S.F.	\$50.00
RR1	TRACK RAILROAD	L.F.	\$62.00
RS1	UTIL BLDG FRAME	S.F.	\$65.00

Code	Description	Unit Type	Unit Price
RS2	UTIL BLDG STEEL	S.F.	\$85.00
RS3	UTIL BLDG MASON	S.F.	\$100.00
SC1	COMM SWIM POOL	S.F.	\$52.00
SCL1	SCALES-MECHAN	TONS	\$775.00
SCL2	SCALES-ELECT	TONS	\$1,025.00
SGN1	SIGN-1 SD W/M	S.F.&HGT	\$29.00
SGN2	DOUBLE SIDED	S.F.&HGT	\$47.00
SGN3	W/INT LIGHTS	S.F.&HGT	\$100.00
SGN4	W/MOTOR & LTS	S.F.&HGT	\$110.00
SH1	COM SHED FRAME	S.F.	\$21.00
SH2	COM SHED ALUM	S.F.	\$9.00
SH3	COM SHED METAL	S.F.	\$7.00
SH4	COM SHED QUONSE	S.F.	\$28.00
SH5	COM LUM SHED 2S	S.F.	\$8.25
SHD1	SHED FRAME	S.F.	\$13.00
SHD2	W/LIGHTS ETC	S.F.	\$21.00
SHD3	METAL	S.F.	\$11.00
SHP1	WORK SHOP AVE	S.F.	\$27.00
SHP2	WORK SHOP GOOD	S.F.	\$32.00
SHP3	WORK SHOP POOR	S.F.	\$22.00
SHP4	W/IMPROV AGE	S.F.	\$31.00
SHP5	W/IMPROV GOOD	S.F.	\$34.00
SHP6	W/IMPROV POOR	S.F.	\$25.00
SL1	SL1	UNITS	\$10,000.00
SLO1	SILO-WD OR CNC	DIAXHT	\$22.00
SLO2	PORCELAN	DIAXHT	\$52.00
SLO3	CONCRETE TRNCH	DIAXHT	\$8.50
SM2	MH ADDITION	S.F.	\$50.00
SM4	SKIRTING	L.F.	\$10.00
SPL1	POOL-INGR CONC	S.F.	\$55.00
SPL2	POOL-INGR VN/P	S.F.	\$48.00
SPL3	POOL-INGR GUNI	S.F.	\$68.00
SPL4	POOL AGR ROUND	DIAMETER	\$0.00
SPL5	POOL AGR OVAL	LENGTH	\$0.00
SPL6	POOL AGR RECT	S.F.	\$0.00
STB1	STABLE	S.F.	\$21.00
STB2	W/IMPROVEMENTS	S.F.	\$37.00
TEL1	TELEPHONE POLES 100	UNITS	\$0.00
TEL2	TELEPHONE POLES 50	UNITS	\$0.00
TEN	TENNIS COURT	S.F.	\$4.90
TN1	COM TANK ELV STEEL	UNITS	\$8.00

Code	Description	Unit Type	Unit Price
TN2	COM TANK STEEL-PETR	BBLs	\$16.00
TN4	COM TANK CONCRETE	UNITS	\$3.25
TN5	COM TANK STEEL PRE	UNITS	\$3.25
TN7	COM TANK UNGRD ST	GALS	\$4.50
TNK1	TANK-UNDERGRND	GALS	\$9.25
TNK2	3000-10000 GAL	GALS	\$4.60
TNK3	GT-10,000	GALS	\$4.00
TNK4	COMPRESSED AIR	GALS	\$5.20
TNK5	ELEVATED TANK	GALS	\$10.25
TOT	TOTALIZER	UNITS	\$1,835.00
TR1	COM TANK UNGRD FB	UNITS	\$2.65
TT1	COM TOWER RADIO	L.F.	\$410.00
TT2	COM TOWER MICRO	L.F.	\$220.00
TT3	COM TOWER TV	L.F.	\$410.00
VC1	COM VACUUM	UNITS	\$565.00
WDK1	WOOD DECK	S.F.	\$13.00
XY7	MISC/SOUND VALUE	UNITS	\$1.00

Depreciation

Depreciation is a loss in property value from any cause; the difference between the cost new of an improvement on the effective date of the appraisal and the market value of the improvement on the same date. There are three major categories of depreciation:

- Physical deterioration
- Functional obsolescence
- External obsolescence

Review of the Vision tables revealed residential and residential condominium depreciation rates were typical for properties constructed up to 2006. From 2007 to 2017, the depreciation table assigns the same level of depreciation, regardless of the property's condition. For example, a property built in 2007 in very poor (VP) condition will receive the same depreciation (9%) as a property in excellent (EX) condition (9%).

While technically an error in the model, the error does not impact values for several reasons. First, a search revealed no properties constructed from 2007 to the present were assigned depreciation codes below average (AV). Also, newer properties are not normally assigned condition codes above average (AV).

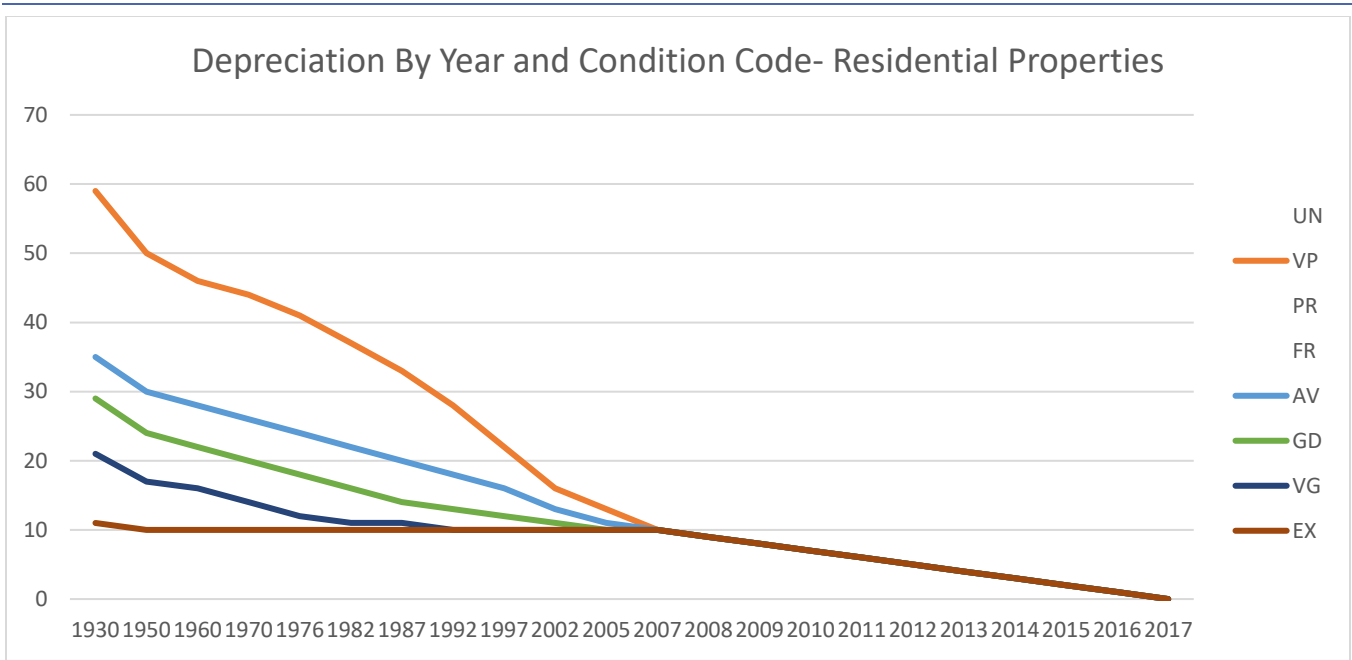
The same issue was discovered in the depreciation rates for mobile homes from 2011 to the present. Again, because no properties in this age group were assigned conditions below average (AV), the impact is null.

It is recommended these tables be updated to accommodate the rare occurrence of newer properties entered into the system with conditions other than average.

The following table illustrates the various rates of depreciation based on age and condition. The table shows how inferior condition correlates to higher rates of depreciation.

Year Built	Condition- Residential & Residential Condos							
	UN	VP	PR	FR	AV	GD	VG	EX
1930	59	59	49	41	35	29	21	11
1950	50	50	43	36	30	24	17	10
1960	46	46	40	34	28	22	16	10
1970	44	44	38	32	26	20	14	10
1976	41	41	36	30	24	18	12	10
1982	37	37	33	28	22	16	11	10
1987	33	33	30	26	20	14	11	10
1992	28	28	26	23	18	13	10	10
1997	22	22	21	20	16	12	10	10
2002	16	16	16	15	13	11	10	10
2005	13	13	13	12	11	10	10	10
2007	10	10	10	10	10	10	10	10
2008	9	9	9	9	9	9	9	9
2009	8	8	8	8	8	8	8	8
2010	7	7	7	7	7	7	7	7
2011	6	6	6	6	6	6	6	6
2012	5	5	5	5	5	5	5	5
2013	4	4	4	4	4	4	4	4
2014	3	3	3	3	3	3	3	3
2015	2	2	2	2	2	2	2	2
2016	1	1	1	1	1	1	1	1
2017	0	0	0	0	0	0	0	0

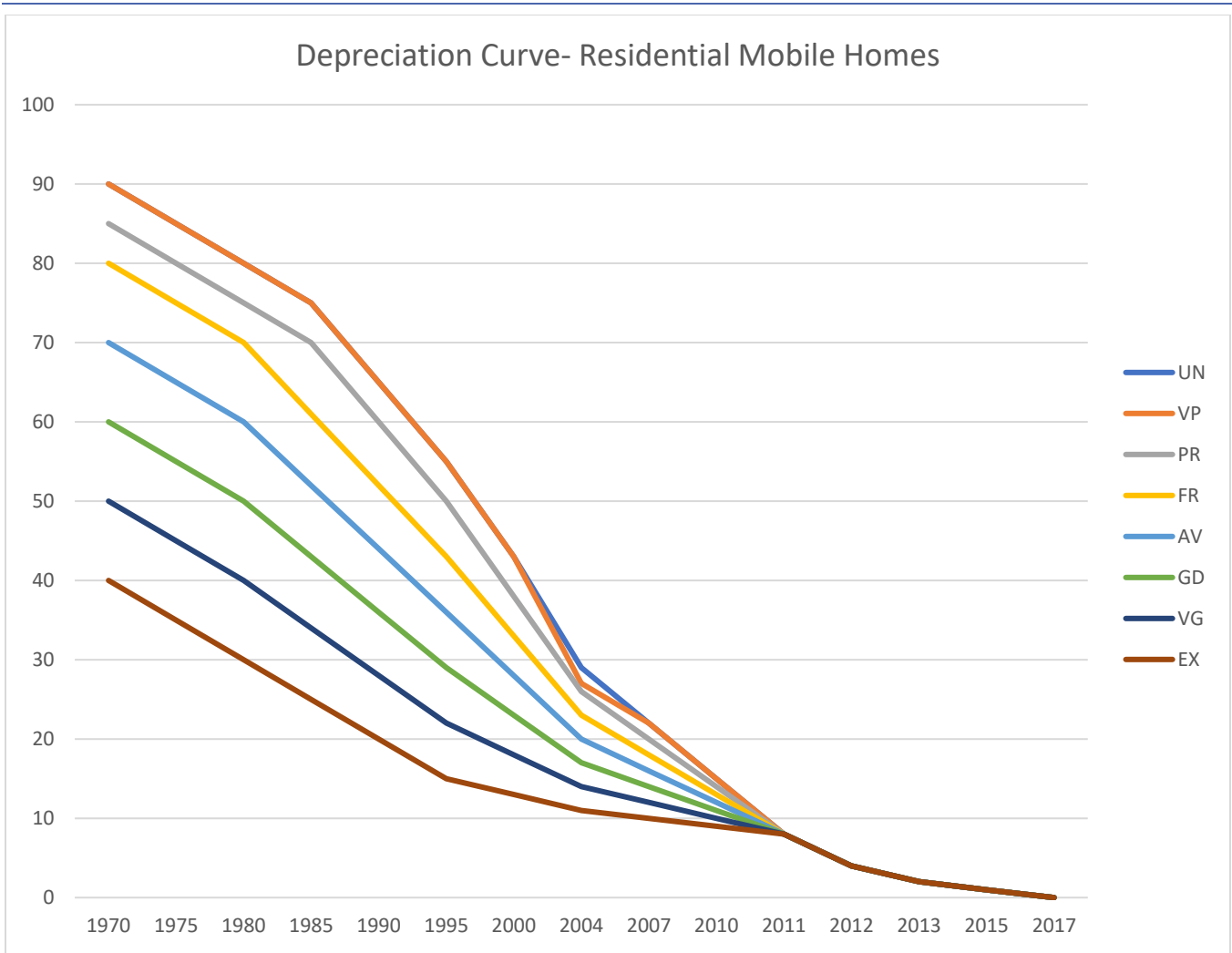
The chart below illustrates the depreciation curve.



The next table shows depreciation rates for mobile homes.

Year Built	Condition							
	UN	VP	PR	FR	AV	GD	VG	EX
1970	90	90	85	80	70	60	50	40
1975	85	85	80	75	65	55	45	35
1980	80	80	75	70	60	50	40	30
1985	75	75	70	61	52	43	34	25
1990	65	65	60	52	44	36	28	20
1995	55	55	50	43	36	29	22	15
2000	43	43	38	33	28	23	18	13
2004	29	27	26	23	20	17	14	11
2007	22	22	20	18	16	14	12	10
2010	15	15	14	13	12	11	10	9
2011	8	8	8	8	8	8	8	8
2012	4	4	4	4	4	4	4	4
2013	2	2	2	2	2	2	2	2
2015	1	1	1	1	1	1	1	1
2017	0	0	0	0	0	0	0	0

The chart below illustrates the depreciation curve for mobile homes. Mobile homes depreciate faster and have steeper depreciation curves.

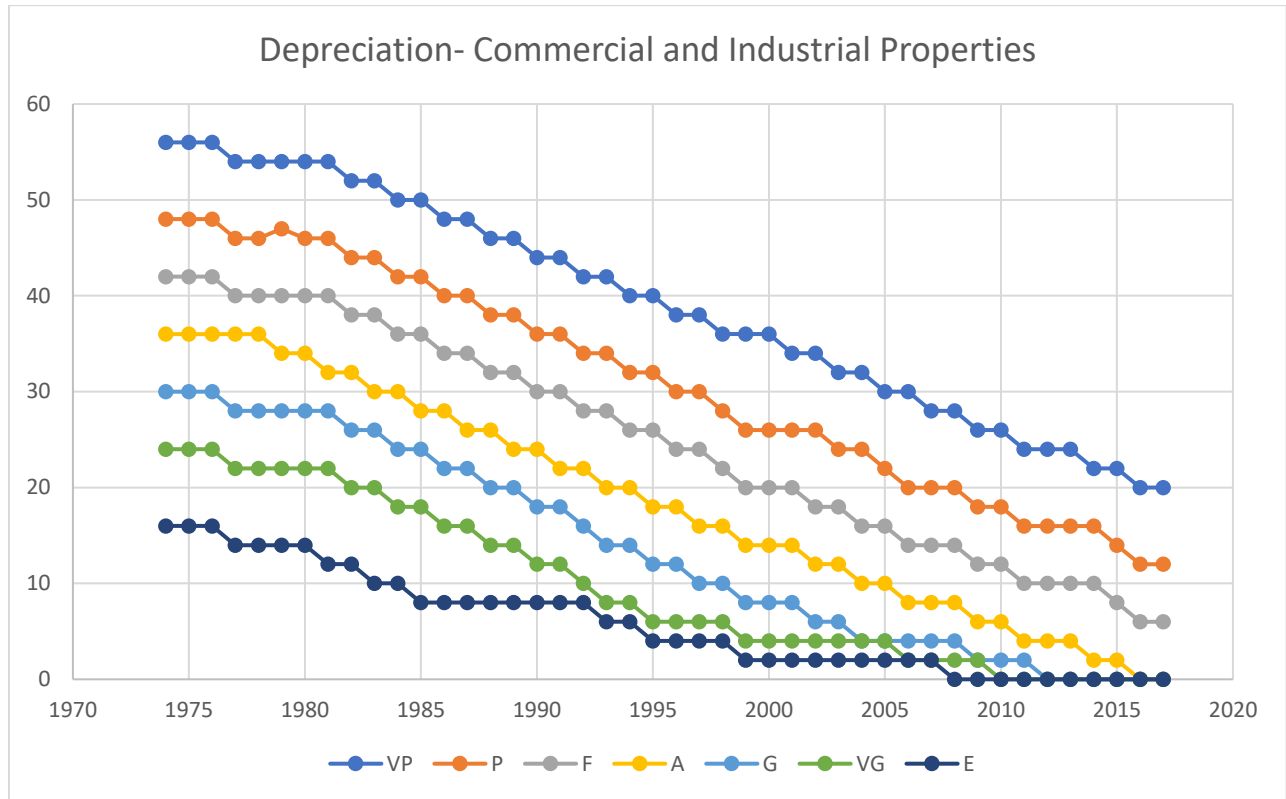


This next table illustrates the depreciation rates for commercial and industrial properties (PVA report).

Year Built	Condition						
	VP	P	F	A	G	VG	E
1974	56	48	42	36	30	24	16
1975	56	48	42	36	30	24	16
1976	56	48	42	36	30	24	16
1977	54	46	40	36	28	22	14
1978	54	46	40	36	28	22	14
1979	54	47	40	34	28	22	14
1980	54	46	40	34	28	22	14
1981	54	46	40	32	28	22	12
1982	52	44	38	32	26	20	12
1983	52	44	38	30	26	20	10
1984	50	42	36	30	24	18	10

Year Built	Condition						
	VP	P	F	A	G	VG	E
1985	50	42	36	28	24	18	8
1986	48	40	34	28	22	16	8
1987	48	40	34	26	22	16	8
1988	46	38	32	26	20	14	8
1989	46	38	32	24	20	14	8
1990	44	36	30	24	18	12	8
1991	44	36	30	22	18	12	8
1992	42	34	28	22	16	10	8
1993	42	34	28	20	14	8	6
1994	40	32	26	20	14	8	6
1995	40	32	26	18	12	6	4
1996	38	30	24	18	12	6	4
1997	38	30	24	16	10	6	4
1998	36	28	22	16	10	6	4
1999	36	26	20	14	8	4	2
2000	36	26	20	14	8	4	2
2001	34	26	20	14	8	4	2
2002	34	26	18	12	6	4	2
2003	32	24	18	12	6	4	2
2004	32	24	16	10	4	4	2
2005	30	22	16	10	4	4	2
2006	30	20	14	8	4	2	2
2007	28	20	14	8	4	2	2
2008	28	20	14	8	4	2	0
2009	26	18	12	6	2	2	0
2010	26	18	12	6	2	0	0
2011	24	16	10	4	2	0	0
2012	24	16	10	4	0	0	0
2013	24	16	10	4	0	0	0
2014	22	16	10	2	0	0	0
2015	22	14	8	2	0	0	0
2016	20	12	6	0	0	0	0
2017	20	12	6	0	0	0	0

The graph below illustrates the depreciation curve for commercial and industrial properties.



Summary of Depreciation

In appraising, depreciation is a loss in property value from any cause. It is determined by taking the difference between the cost new of an improvement on the effective date of the appraisal and the market value of the improvement on the same date. Both Vision and PVA used actual age and condition in assigning depreciation to each individual property. Except for the Vision report for properties built after 2007, which did not affect any properties, the depreciation curves for both Vision and PVA appear reasonable.

Cost Approach Conclusion

As was previously discussed, both Vision and PVA established base rates for improvements. The base rates for those improvements were then refined based on the individual characteristics of each property. Additional features and outbuilding contributions to value were added. Depreciation was deducted from the refined improvement costs. The last step in the cost approach required land values to be added to the depreciated improvement values.

SALES COMPARISON APPROACH FOR IMPROVED PROPERTY

The sales comparison approach is defined as:

Sales comparison approach. *The process of deriving a value indication for the subject property by comparing sales of similar properties to the property being appraised, identifying appropriate units of comparison, and making adjustments to the sale prices (or unit prices, as appropriate) of the comparable properties based on relevant, market-derived elements of comparison. The sales comparison approach may be used to value improved properties, vacant land, or land being considered as though vacant when an adequate supply of comparable sales is available.*

The elements of comparison are defined as:

Elements of comparison. *The characteristics or attributes of properties and transactions that cause the prices of real property to vary; include real property rights conveyed, financing terms, conditions of sale, expenditures made immediately after purchase, market conditions, location, physical characteristics, and other characteristics such as economic characteristics, use, and non-realty components of value.*

In the sales comparison approach, the value of a property is estimated by comparing it with similar, recently sold properties in the surrounding or competing area. Inherent in this approach is the principle of substitution, which holds that when a property is replaceable in the market, its value tends to be set by the cost of acquiring an equally desirable substitute property, assuming no costly delay is encountered in making the substitution.

Through the analysis of sales of verified arm's-length transactions, market value and price trends are identified. The sales utilized are comparable to the subject in physical, functional, and economic characteristics. The basic procedure is as follows:

1. Identify the most recent relevant sales from which to select and analyze truly comparable sales, with consideration given to the date of sale.
2. Identify any changes in economic conditions between the date of sale and the date of value.
3. Calculate the cash equivalent price for any sale that includes favorable financing.
4. Reduce the sale price to a unit of comparison such as the sale price per square foot or sale price per unit.
5. Make appropriate adjustments to the prices of the comparable sale properties for differences in the relevant elements of comparison.
6. Interpret the results to derive a value indication from the sales comparison approach.

Sales Comparison Models (PVA and Vision Revaluation Reports)

While sales were used to calibrate the cost and income models, an independent sales comparison model was not developed by either PVA or Vision. This is typical in mass valuation in New Hampshire due to the limited number of sales. Few, if any, assessing districts in New Hampshire develop independent sales comparison models.

INCOME APPROACH (PVA REVALUATION REPORT)

In the income approach, the present value of the future benefits of property ownership is measured. A property's income and resale value upon reversion may be capitalized into a current, lump-sum value. There are two methods of income capitalization: direct capitalization and yield capitalization. In direct capitalization, the relationship between one year's income and value is reflected in either a capitalization rate or an income multiplier. In yield capitalization, the relationship between several years' stabilized income and a reversionary value at the end of a designated period is reflected in a yield rate. The most common application of yield capitalization is discounted cash flow analysis.

The income approach is not normally relied upon for residential valuation and Vision did not employ an income approach in their mass valuation.

The PVA report uses the direct capitalization method. In direct capitalization, a single year's net operating income is divided by an overall capitalization rate to arrive at an indication of value. The general formula for the income approach is as follows:

1. Estimate the potential gross income (PGI).
2. Estimate the vacancy and collection loss.
3. Subtract the vacancy and collection loss from the potential gross income to derive the effective gross income.
4. Estimate the total operating expenses for the subject and deduct them from the effective gross income to derive net operating income (I_o).
5. Estimate an overall capitalization rate (R_o).
6. Divide the net operating income by the overall capitalization rate to derive a value indication by the income capitalization approach.

Definitions that may be used in the income capitalization approach analysis are as follows:⁹

Direct capitalization. *A method used to convert an estimate of a single year's income expectancy into an indication of value in one direct step, either by dividing the net income estimate by an appropriate capitalization rate or by multiplying the income estimate by an appropriate factor. Direct capitalization*

⁹ SOURCE: Dictionary of Real Estate Appraisal, 5th Addition, Appraisal Institute, Chicago, Illinois 2015

employs capitalization rates and multipliers extracted or developed from market data. Only one year's income is used. Yield and value changes are implied, but not explicitly identified.

Effective gross income (EGI). *The anticipated income from all operations of the real estate after an allowance is made for vacancy and collection losses and an addition is made for any other income.*

Income capitalization approach. *Specific appraisal techniques applied to develop a value indication for a property based on its earning capability and calculated by the capitalization of property income.*

Net operating income (NOI or I_o). *The actual or anticipated net income that remains after all operating expenses are deducted from effective gross income but before mortgage debt service and book depreciation are deducted.*

Operating expenses. *The periodic expenditures necessary to maintain the real estate and continue production of the effective gross income, assuming prudent and competent management.*

Potential gross income (PGI). *The total income attributable to property at full occupancy before vacancy and operating expenses are deducted.*

Vacancy and collection loss. *A deduction from potential gross income (PGI) made to reflect income reductions due to vacancies, tenant turnover, and nonpayment of rent.*

Income Model Overview

Just like individual property appraisals, mass appraisal income models are designed to estimate values based on future income potential. The income approach is based upon the principle of “anticipation” which recognizes value is created by a property’s expected future benefits. Typically, these benefits are anticipated in the form of income, and/or in the anticipated increase in the property’s value over time. This technique requires that the appraiser estimate the potential gross market income for the property at its highest and best use and make an allowance for vacancy and collection loss, and subtract all appropriate expenses to derive the net operating income. The net operating income is then divided by a “capitalization” rate. These are market-derived rates investors expect on alternative investments that share the same degree of risk as the property appraised. Well-designed income models replicate the actions of commercial buyers and sellers and produce accurate income values.

Mass appraisal income models have two primary categories: model specification and model calibration. Model specification determines what data elements to include in the model, and model calibration assigns a value, or factor, to the data elements. Model specification starts with understanding what data elements drive income. For example, the type of property, age, condition, and location will typically influence income so the model should ensure, through model specification, these items are correct. Income modeling depends on collecting the right data (model specification), correctly obtaining the data, and correctly analyzing how each data item influences value (model calibration).

Income and expense expectations differ by property type. This requires unique income and expense estimates for different property uses. Additionally, income models need to capture the different income and expense expectations within the same use category. For example, new apartments in exceptional neighborhoods have premium rents compared with older apartments in modest neighborhoods. In this example, an accurate income model will accurately estimate market rents for both apartment types resulting from proper specification and calibration.

Well-designed and up-to-date models typically do an excellent job of predicting market values of 80% to 95% of commercial properties. The remaining 5% to 20%, which are typically unique or unusual properties, require additional review from an appraiser/assessor.

INCOME VALUATION REVIEW OF PVA REVALUATION REPORT

An income approach is typically only appropriate for commercial properties. An income approach was developed only in the PVA appraisal.

In gathering data for the report, PVA relied on third party data sources and mailed income and expense data requests to commercial property owners. In the State of NH, property owners are not required to submit income and expense statements. Recently, the Assessing Standards Board (ASB) established a task force to study return rates and found only a fraction of property owners replied to data requests. This poor rate of return substantially limits the quantity of local data available for analysis. However, PVA collected income and expense data from third party sources to compile an extensive amount of income and expense data. Along with the regional and national data, the local data received by PVA was analyzed and used in developing vacancy rates, rental rates and expense ratios.

Gross Income Base Rates

Base rental rates were developed from market studies and surveys of local properties. They represent the average or “base” amount of rent an owner of a typical commercial property could expect their property to command in the local market.

For example, the restaurant was found to rent for \$22.00 per square foot. Since all real property is unique, adjustments are made to the “base rent” to reflect the various strengths and weaknesses of each property relative to the average.

PVA established the following base rents.

Use Code	Description	Unit Type	Base Unit Income
10	DT Retail	SQFT	\$28.50
11	Discount St	SQFT	\$8.00
12	Conv Store	SQFT	\$25.00
13	Supermarket	SQFT	\$12.00
14	Large Retl	SQFT	\$14.00
15	Retl Strip	SQFT	\$18.00
20	Industrial	SQFT	\$6.50
21	R&D	SQFT	\$8.00

Use Code	Description	Unit Type	Base Unit Income
22	Warehouse	SQFT	\$6.50
23	Mill Bldg	SQFT	\$4.00
24	Serv Shop	SQFT	\$9.25
25	Self Storage	SQFT	\$10.50
30	Restaurant	SQFT	\$22.00
31	Fast Food	SQFT	\$30.00
32	Club/Lng	SQFT	\$18.00
40	Effic Apt	APT	\$9,600
41	1 BR Apt	APT	\$12,000
42	2 BR Apt	APT	\$15,600
43	3 BR Apt	APT	\$18,600
44	4 BR Apt	APT	\$21,600
45	Room Hse	ROOM	\$7,200
46	Mbl Hm Pk	SITE	\$5,700
48	Motel	ROOM	\$32,850
49	Hotel	ROOM	\$52,156
50	Office NNN	SQFT	\$13.75
51	Bank	SQFT	\$26.00
52	Office MG	SQFT	\$17.75
53	Office Net	SQFT	\$16.75
60	Serv Statn	UNIT	\$50,000
61	Svc Garage	SQFT	\$9.25
62	Auto Dealer	SQFT	\$10.50
63	Serv St/Conv	UNIT	\$60,000
64	Car Wash	SQFT	\$12.50
90	Misc	SQFT	\$2.20
91	Dead Storage	SQFT	\$2.20
92	Bowling	LANE	\$4,000
93	Theatre	SQFT	\$10.50
94	Nursing Hm	BED	\$51,100

Income Adjustments

Market rent estimates are a central feature of the income approach. The base market rent is estimated for each property type and further refined. Refinements include size, location, use, vacancies and operating expenses.

Size Adjustment

The following table shows the range of “base rents” for each property type based on size.

Description	Base Unit Income	Min Inc.	Max Inc.
DT Retail	\$28.50	\$22.00	\$33.00
Discount St	\$8.00	\$8.00	\$14.00
Conv Store	\$25.00	\$21.00	\$33.00
Supermarket	\$12.00	\$12.00	\$12.00
Large Retl	\$14.00	\$12.00	\$15.00

Retl Strip	\$18.00	\$15.00	\$24.00
Industrial	\$6.50	\$5.50	\$8.50
R&D	\$8.00	\$8.00	\$8.25
Warehouse	\$6.50	\$6.00	\$8.50
Mill Bldg	\$4.00	\$4.00	\$5.00
Serv Shop	\$9.25	\$8.50	\$12.25
Self Storage	\$10.50	\$8.50	\$12.50
Restaurant	\$22.00	\$17.00	\$26.00
Fast Food	\$30.00	\$28.00	\$35.00
Club/Lng	\$18.00	\$15.00	\$24.00
Effic Apt	\$9,600	\$9,600	\$9,600
1 BR Apt	\$12,000	\$12,000	\$12,000
2 BR Apt	\$15,600	\$15,600	\$15,600
3 BR Apt	\$18,600	\$18,600	\$18,600
4 BR Apt	\$21,600	\$21,600	\$21,600
Room Hse	\$7,200	\$7,200	\$7,200
Mbl Hm Pk	\$5,700	\$5,700	\$5,700
Motel	\$32,850	\$32,850	\$32,850
Hotel	\$52,156	\$52,156	\$52,156
Office NNN	\$13.75	\$11.00	\$15.00
Bank	\$26.00	\$20.00	\$32.00
Office MG	\$17.75	\$14.25	\$19.50
Office Net	\$16.75	\$13.25	\$18.50
Serv Statn	\$50,000	\$50,000	\$50,000
Svc Garage	\$9.25	\$8.75	\$12.25
Auto Dealer	\$10.50	\$10.50	\$15.00
Serv St/Conv	\$60,000	\$60,000	\$60,000
Car Wash	\$12.50	\$12.50	\$21.00
Misc	\$2.20	\$2.20	\$2.20
Dead Storage	\$2.20	\$2.20	\$2.20
Bowling	\$4,000	\$4,000	\$4,000
Theatre	\$10.50	\$10.50	\$10.50
Nursing Hm	\$51,100	\$51,100	\$51,100

Location Adjustment

Location is among the most important considerations in real property valuation. The “base rental rates” are adjusted using factors ranging from poor (.75) to excellent (1.4). The lower factors are applied to less desirable properties which reduces their base rental rates. The higher factors are applied to properties considered above average, thus capturing their superior income generating potential.

Location Adjustment				
Poor	Fair	Average	Good	Excellent
0.75	0.85	1.00	1.20	1.40

Use Adjustment

Use is an adjustment for utility and functionality. For example, newer apartments with modern amenities and floor plans will command higher rents compared with older apartments with dated amenities and poor floor plans. The “base rental rates” are adjusted using factors ranging from poor (.75) to excellent (1.4). The lower factors are applied to less desirable properties thus reducing their base rental rates. The higher factors are applied to properties considered well above average, thus capturing their superior income generating potential.

Use Adjustment				
Poor	Fair	Average	Good	Excellent
0.75	0.85	1.00	1.20	1.40

Vacancy

Vacancy is an adjustment that recognizes certain properties achieve lower or higher vacancy rates. A variety of characteristics influence vacancy rates. With apartments, characteristics such as age, unit mix and overall supply and demand for a specific market segment are important drivers of vacancy. For example, two-bedroom apartments are favored in many markets. Apartments with five-bedrooms may be less desirable and incur higher vacancy rates. The following table shows the “base vacancy rate” for each property type.

Description	Unit Type	Base Size	Vacancy %
DT Retail	SQFT	1,300	4.0%
Discount St	SQFT	70,000	5.0%
Conv Store	SQFT	3,000	3.0%
Supermarket	SQFT	50,000	6.0%
Large Retl	SQFT	30,000	5.0%
Retl Strip	SQFT	3,000	8.0%
Industrial	SQFT	8,000	5.0%
R&D	SQFT	10,000	7.0%
Warehouse	SQFT	8,000	5.0%
Mill Bldg	SQFT	7,000	9.0%
Serv Shop	SQFT	3,000	5.0%
Self Storage	SQFT	80	15.0%
Restaurant	SQFT	3,000	5.0%
Fast Food	SQFT	2,500	4.0%
Club/Lng	SQFT	3,000	5.0%
Effic Apt	APT	1	3.0%
1 BR Apt	APT	1	3.0%
2 BR Apt	APT	1	3.0%
3 BR Apt	APT	1	3.0%
4 BR Apt	APT	1	3.0%
Room Hse	ROOM	1	8.0%
Mbl Hm Pk	SITE	1	4.0%
Motel	ROOM	1	40.0%
Hotel	ROOM	1	34.0%

Description	Unit Type	Base Size	Vacancy %
Office NNN	SQFT	2,500	7.0%
Bank	SQFT	3,000	5.0%
Office MG	SQFT	1,800	7.0%
Office Net	SQFT	1,800	7.0%
Serv Statn	UNIT	1	7.0%
Svc Garage	SQFT	3,000	5.0%
Auto Dealer	SQFT	10,000	6.0%
Serv St/Conv	UNIT	1	7.0%
Car Wash	SQFT	3,000	5.0%
Misc	SQFT	1,000	10.0%
Dead Storage	SQFT	1,000	10.0%
Bowling	LANE	1	8.0%
Theatre	SQFT	4,000	6.0%
Nursing Hm	BED	1	10.0%

The “base vacancy rates” are adjusted using factors ranging from poor (2) to excellent (.50). The lower factors applied to more desirable properties reduce the base vacancy rates. The higher factors are applied to less desirable properties to accurately reflect their lower income generating potential.

Assuming a “base” or average vacancy rate of 3.0%, an excellent apartment will incur 1.50% vacancy (3.0% x .50 = 1.5%). A poor apartment may suffer from a 6% vacancy rate (3.0% x 2 = 6%).

The following table shows the vacancy adjustment factors.

Vacancy Adjustment				
Poor	Fair	Average	Good	Excellent
2.00	1.50	1.00	0.70	0.50

Expenses

Operating expenses are the expenditures required to maintain the real estate and continue the production of income. Typical expenses include insurance, real estate taxes, maintenance, repairs, utilities, heating fuel, management, and snow removal.

Income models allow for adjustments for variations in operating cost efficiency. Certain properties operate at a lower cost to the owner, compared with others. The classic example is heating cost. Using apartments again as an example, when tenants pay for heating, the owners expense is substantially lower. Management and maintenance are other good examples. Some properties are more difficult to manage and maintain compared with others.

Some leases require property owners to pay for all expenses (gross), some expenses (modified gross) or no expenses (NNN). With triple net (NNN) leases, most expenses are passed-through to tenants. The following table shows the “base expense rate” for all commercial properties.

In mass valuation, “operating expense ratios” are used for simplicity of analysis. Expense ratios are simply operating expenses divided by actual income.

The following table shows base expense ratios and lease types for the various commercial uses.

Use Code	Description	Expense %	Lease Type
10	DT Retail	33%	Modified Gross
11	Discount St	15%	NNN
12	Conv Store	12%	NNN
13	Supermarket	13%	NNN
14	Large Retl	13%	NNN
15	Retl Strip	15%	NNN
20	Industrial	14%	NNN
21	R&D	15%	NNN
22	Warehouse	14%	NNN
23	Mill Bldg	45%	Gross
24	Serv Shop	14%	NNN
25	Self Storage	33%	Gross
30	Restaurant	14%	NNN
31	Fast Food	12%	NNN
32	Club/Lng	14%	NNN
40	Effic Apt	38%	Modified Gross
41	1 BR Apt	38%	Modified Gross
42	2 BR Apt	38%	Modified Gross
43	3 BR Apt	38%	Modified Gross
44	4 BR Apt	38%	Modified Gross
45	Room Hse	42%	Gross
46	Mbl Hm Pk	30%	Gross
48	Motel	72%	Gross
49	Hotel	83%	Gross
50	Office NNN	16%	NNN
51	Bank	15%	NNN
52	Office MG	33%	Modified Gross
53	Office Net	28%	Net
60	Serv Statn	15%	NNN
61	Svc Garage	14%	NNN
62	Auto Dealer	14%	NNN
63	Serv St/Conv	14%	NNN
64	Car Wash	14%	NNN
90	Misc	20%	Net
91	Dead Storage	20%	Net
92	Bowling	15%	NNN
93	Theatre	15%	NNN
94	Nursing Hm	87%	Gross

Expense Adjustments

The “base expense rates” are adjusted using factors ranging from poor (1.5) to excellent (.65). Assuming a “base” or average expense ratio of 38%, an excellent apartment may incur a lower 24.7% expense ratio ($38\% \times .65 = 24.7\%$). A poor apartment may suffer from a higher 57% expense ratio ($38\% \times 1.5 = 57\%$).

Expense Adjustment				
Poor	Fair	Average	Good	Excellent
1.50	1.25	1.00	0.80	0.65

Capitalization Rate Tables

The following table summarizes the capitalization rates from the PVA report for the Year 2017, along with the factors used to adjust for various levels of desirability and risk. The “base” capitalization rates range from 6.2% to 12%.

Property Type	Basic Rate	ETR	Overall Cap Rate
Apartment	6.2%	1.5%	7.65%
Apartment Subsidized	6.2%	1.5%	7.65%
Bank	6.2%		6.20%
Nurse Hm	10.5%	1.5%	12.00%
Auto/Service Garage	7.5%		7.50%
Fast Food	6.5%		6.50%
Hotel FullServ	8.5%	1.5%	10.00%
Hotel/Luxury	7.5%	1.5%	9.00%
Hotel/Mot. LimServ/Ext Stay	9.0%	1.5%	10.50%
Industrial/Wrhse	7.5%		7.50%
Industrial/Wrhse	7.5%	1.5%	9.00%
Bowling Alleys	9.0%		9.00%
MH Park	7.5%	1.5%	9.00%
Mixed Use	7.0%		7.00%
Mixed Use	7.0%	1.5%	8.50%
Mixed Use	7.0%	1.5%	8.50%
Office NNN	8.0%		8.00%
Office MG	8.0%	1.5%	9.50%
Office Net	8.0%	1.5%	9.50%
Office MG - Pease	8.0%	1.0%	9.00%
R+D/Flex	8.3%		8.30%
Restaurant	7.5%		7.50%
Retail NNN	7.2%		7.20%
Retail MG	7.7%	1.5%	9.20%
Retail Net	7.7%	1.5%	9.20%
Rooming House	7.7%	1.5%	9.20%
Self Storage	7.3%	1.5%	8.80%
Service Station	7.0%		7.00%
Theatre	7.7%		7.70%
Marina's	9.0%	1.5%	10.50%

There is an “inverse” relationship between capitalization rates (rates) and values. The lower the rate, the higher the value. Conversely, the higher the rate, the lower the value.

The “base” capitalization rates are adjusted for risk and desirability. The refinements range from “poor” to “excellent.” For example, the “poor” adjustment of 1.15 adjusts a capitalization rate upward, thus reducing value. An excellent adjustment reduces the rate by applying a .85 factor. This increases the value.

Cap Rate Adjustment				
Poor	Fair	Average	Good	Excellent
1.15	1.08	1.00	0.92	0.85

Further illustrating the process, the “base” bank capitalization rate is 6.2%. A “poor” bank capitalization rate is adjusted upward to 7.13% ($1.15 \times .062 = 7.13\%$). Again, since the bank is “poor,” the rate is adjusted upward. The higher capitalization rate results in a lower value.

An “excellent” bank capitalization rate would be adjusted downward to 5.27% ($.85 \times .062 = 5.27\%$). Again, since the bank is “excellent,” the rate is adjusted downward. The lower capitalization rate results in a higher value, which reflects the exceptional desirability and lower risk of an excellent bank.

The following table shows the adjusted capitalization rates for each property type.

Property Type	Poor	Fair	Average	Good	Excellent
Apartment	8.80%	8.26%	7.65%	7.04%	6.50%
Apartment Subsidized	8.80%	8.26%	7.65%	7.04%	6.50%
Bank	7.13%	6.70%	6.20%	5.70%	5.27%
Nurse Hm	13.80%	12.96%	12.00%	11.04%	10.20%
Auto/Service Garage	8.63%	8.10%	7.50%	6.90%	6.38%
Fast Food	7.48%	7.02%	6.50%	5.98%	5.53%
Hotel FullServ	11.50%	10.80%	10.00%	9.20%	8.50%
Hotel/Luxury	10.35%	9.72%	9.00%	8.28%	7.65%
Hotel/Mot. LimServ/Ext Stay	12.08%	11.34%	10.50%	9.66%	8.93%
Industrial/Wrhse	8.63%	8.10%	7.50%	6.90%	6.38%
Industrial/Wrhse	10.35%	9.72%	9.00%	8.28%	7.65%
Bowling Alleys	10.35%	9.72%	9.00%	8.28%	7.65%
MH Park	10.35%	9.72%	9.00%	8.28%	7.65%
Mixed Use	8.05%	7.56%	7.00%	6.44%	5.95%
Mixed Use	9.78%	9.18%	8.50%	7.82%	7.23%
Mixed Use	9.78%	9.18%	8.50%	7.82%	7.23%
Office NNN	9.20%	8.64%	8.00%	7.36%	6.80%
Office MG	10.93%	10.26%	9.50%	8.74%	8.08%
Office Net	10.93%	10.26%	9.50%	8.74%	8.08%
Office MG - Pease	10.35%	9.72%	9.00%	8.28%	7.65%
R+D/Flex	9.55%	8.96%	8.30%	7.64%	7.06%
Restaurant	8.63%	8.10%	7.50%	6.90%	6.38%
Retail NNN	8.28%	7.78%	7.20%	6.62%	6.12%

Property Type	Poor	Fair	Average	Good	Excellent
Retail MG	10.58%	9.94%	9.20%	8.46%	7.82%
Retail Net	10.58%	9.94%	9.20%	8.46%	7.82%
Rooming House	10.58%	9.94%	9.20%	8.46%	7.82%
Self Storage	10.12%	9.50%	8.80%	8.10%	7.48%
Service Station	8.05%	7.56%	7.00%	6.44%	5.95%
Theatre	8.86%	8.32%	7.70%	7.08%	6.55%
Marina's	12.08%	11.34%	10.50%	9.66%	8.93%

Summary of Income Approach- PVA

The income capitalization approach converts the anticipated income of a property into a present value indication. The reliability of the income approach is predicated on the appraiser's ability to accurately estimate net operating income and investment returns required by investors. This approach is most effective when sufficient market data is available. The income approach usually provides the primary value indication for properties purchased for their income generating ability. The primary advantage of this approach is that investors primarily value the property from an income perspective. The primary disadvantage of this approach is that certain buyers are not primarily motivated in purchasing properties based on their income-generating potential. They are referred to as "owner-occupant" buyers.

Based on the data and analysis presented in this report, the income specifications (data collected) and calibrations (values, adjustments, and factors) in the PVA report are well-supported and appear reasonable.

MODEL TESTING OF VISION AND PVA REVALUATION REPORTS

Developing mass appraisal models consist of three major components. They include model specification, model calibration, and model testing. Model testing measures the performance of the reassessment and determines if models meet acceptable mass appraisal standards and produce fair and equitable values.

Sales Ratio Study

A sales ratio study compares model developed values (the new assessments) to market values. Typically, the sale prices of open-market, arm's-length sales represent market values. Sales ratio studies provide objective indicators of assessment performance to help ensure accurate, uniform values.¹⁰ A sales ratio study consists of an analysis of assessment level and uniformity.

Assessment level calculates the overall ratio of assessments in a jurisdiction. Additionally, assessment levels are calculated by various property classes, strata, and groups within the jurisdiction. Each group or strata in well-calibrated models should be assessed at or near market value as required by professional standards, State of NH statutes, rules, and related requirements.

¹⁰ International Association of Assessing Officers- Standard on Ratio Studies, April 2013

The three common measures of central tendency in ratio studies are the median, mean, and weighted mean. The (IAAO) Standard on Ratio Studies stipulates the median ratio should be between 0.90 and 1.10. This is the same level assessment established by the NH Assessing Standards Board (ASB).

Assessment uniformity relates to the consistency and equity of values. Uniformity is most commonly tested by analyzing the overall ratios, the coefficient of dispersion, and price related differential. These tests measure the consistency, accuracy, and uniformity of the new assessments. Consistency among property groups can be evaluated by comparing measures of central tendency calculated for each group.

The level of appraisal for each major group of properties should be within 5 percent of the overall level of the jurisdiction to determine whether it can be concluded from ratio data if the Standard has been met.

The level of assessment by property type, neighborhood, age and grade were reviewed.

Coefficient of Dispersion

Coefficient of Dispersion (COD) measures assessment equity. The COD is the most widely used statistic to measure assessment uniformity. The COD is calculated by:

- 1.) Calculate the ratio of all qualified sale properties.
- 2.) Find the median ratio.
- 3.) Calculate the absolute difference between each ratio and the median from.
- 4.) Sum the absolute differences.
- 5.) Divide by the sample size (this give the average absolute deviation).
- 6.) Divide by the median ratio.
- 7.) Multiply by 100.

Lower CODs indicate better the uniformity and equity. The NH Assessing Standards Board has established an acceptable guideline of 20.0 or less for the COD.

Price Related Differential

Price Related Differential (PRD) measures the equity between high-value properties versus low-value properties. The PRD is calculated by dividing the mean ratio by the weighted mean ratio. PRDs between .98 and 1.03 indicate relative uniformity. PRDs greater than 1.03 suggests higher value properties may be assessed at lower ratios than lower value properties, and results less than .98 indicate the opposite.

New Assessments vs Old Assessments

The below table shows the old assessments versus the new assessments and the number of parcels for every land use code in the system. This table is presented for informational purposes to give an overview of the new assessments compared to the old assessments.

Land Use Description	Old Assessments	New Assessments	# of Parcels
905C	\$3,281,500	\$3,452,700	2
906V	\$184,800	\$210,000	1

Land Use Description	Old Assessments	New Assessments	# of Parcels
AC LND IMP	\$1,577,449	\$1,869,857	16
APT 4-7 UN MDL-94	\$75,656,100	\$81,015,900	124
APT OVER 8	\$136,752,118	\$155,610,332	29
ART GAL	\$196,100	\$189,300	1
AUTO REPR MDL-94	\$13,427,300	\$15,047,700	16
AUTO S S&S	\$5,723,300	\$6,232,000	4
AUTO V S&S	\$33,388,700	\$37,354,300	11
BANK BLDG	\$38,408,500	\$41,726,400	16
BOARDING HS MDL-94	\$404,800	\$437,600	1
CABLE ROW	\$7,470,700	\$5,118,500	1
CAR WASH	\$2,128,200	\$2,370,900	3
CDMV	\$0	\$0	22
CELL TWR	\$2,345,200	\$2,345,300	6
CHAR CONDO MDL-05	\$1,060,800	\$1,140,500	3
CHAR MDL-00	\$547,100	\$665,500	1
CHARITABLE	\$14,198,300	\$15,244,200	3
CHARTBL 00	\$4,117,500	\$4,728,100	11
CHARTBL 01	\$7,355,000	\$8,651,400	9
CHARTBL 94	\$67,351,851	\$69,890,729	32
CHURCH ETC MDL-94	\$1,181,300	\$1,272,600	2
COMM BLDG	\$14,069,000	\$15,304,800	11
COMM CONDO MDL-06	\$67,176,200	\$80,754,700	34
COMM WHSE	\$18,480,500	\$20,375,500	12
CONDO	\$625,516,500	\$786,995,300	2108
CONDO MAIN	\$46,046,200	\$0	119
CONDO SITE	\$5,400	\$5,400	1
CONDO/XMPT MDL-06	\$2,249,600	\$2,411,400	9
CONV FOOD	\$590,500	\$554,600	1
DAY CARE	\$1,317,900	\$1,390,100	2
DEVEL LAND	\$15,868,200	\$18,226,900	29
DOCKYARDS	\$7,574,300	\$8,218,900	4
DRA ELEC -MDL-00	\$77,052,651	\$87,103,247	2
DRA GAS MDL-00	\$30,347,254	\$34,702,619	4
DRA IND CONDO UTIL	\$5,059,626	\$5,059,626	1
EDUC BLDG	\$3,379,500	\$3,567,400	1
ELEC PLANT	\$3,073,500	\$3,493,200	3
ELEC PLANT MDL-00	\$93,597,140	\$115,992,121	11
ELECSUBSTA	\$1,370,000	\$1,578,700	1
EX OTHER W/O	\$2,248	\$2,422	4
EX UNPRODUCTIVE	\$100	\$100	1
FACTORY	\$51,389,000	\$56,341,200	13

Land Use Description	Old Assessments	New Assessments	# of Parcels
FARMLAND	\$2,111	\$2,282	1
FRATNL ORG	\$3,328,200	\$3,422,800	3
FUEL SV/PR	\$14,046,449	\$14,995,769	14
FUNERAL HM	\$1,407,000	\$1,529,200	1
GAS PLANT	\$1,924,600	\$2,108,300	1
GAS ROW	\$15,666,300	\$15,807,900	2
GAS ST SRV MDL-95	\$2,084,200	\$2,166,100	4
GAS STG	\$522,600	\$594,000	1
GYMS	\$3,600,400	\$3,874,200	3
HARD WOOD W/O	\$2,030	\$2,194	3
HOSP PVT	\$81,727,300	\$84,206,200	1
HOTELS	\$109,789,900	\$118,909,300	12
HRDWARE ST	\$649,900	\$707,500	1
HSNG AUTH	\$41,926,700	\$41,422,300	6
IND BLDG	\$8,823,400	\$9,280,900	4
IND CONDO MDL-06	\$2,784,600	\$2,838,100	40
IND CONDO MDL-00	\$60,000	\$66,000	1
IND LD DV	\$5,201,666	\$5,943,166	7
IND LD PO	\$146,000	\$172,500	1
IND LD UD	\$282,400	\$335,800	7
IND OFFICE	\$34,682,000	\$37,192,600	10
IND WHSES	\$134,405,500	\$148,529,900	59
INNS	\$4,491,000	\$4,807,700	3
LUMBER YRD MDL-94	\$937,900	\$1,037,600	1
MH PARK	\$9,632,000	\$8,731,500	1
MH PARK MDL-00	\$1,659,300	\$1,671,500	1
MIX	\$858,700	\$961,500	1
MOBILE HOM	\$14,004,100	\$19,409,300	249
MOTELS	\$3,947,300	\$4,375,000	2
MULTI HSES MDL-01	\$41,020,921	\$47,688,744	76
MUNICIPAL MDL-00	\$63,135,900	\$71,821,700	156
MUNICIPAL MDL-01	\$837,300	\$903,500	3
MUNICIPAL MDL-94	\$98,046,500	\$107,225,000	29
MUNICIPAL MDL-96	\$0	\$1,197,300	1
NURSING HM	\$14,738,300	\$15,420,700	3
OFF CONDO MDL-06	\$162,804,900	\$168,133,400	390
OFFICE BLD	\$420,301,200	\$444,971,000	108
OTHER CULT	\$3,838,700	\$3,871,700	2
OTHER W/O	\$6,662	\$7,201	5
OTHR OUTDR	\$8,213,700	\$8,451,700	1
PARK GAR	\$6,624,000	\$6,900,000	1

Land Use Description	Old Assessments	New Assessments	# of Parcels
PARK LOT	\$13,288,000	\$15,114,600	28
POT DEVEL	\$1,043,500	\$1,222,000	4
PRI COMM	\$97,448,700	\$105,390,500	126
PRI RESI	\$2,673,000	\$3,196,000	4
PROF BLDG	\$4,568,200	\$4,923,100	3
PUB TANKS	\$5,228,400	\$5,700,500	1
PUB TANKS MDL-00	\$2,292,400	\$2,479,000	2
PUB-SCHOOL MDL-94	\$159,469,200	\$167,085,100	9
R-D FACIL	\$147,305,900	\$161,052,000	2
RELIGIOUS MDL-00	\$1,705,000	\$1,907,300	6
RELIGIOUS MDL-01	\$1,838,800	\$2,124,300	4
RELIGIOUS MDL-94	\$54,535,100	\$58,141,800	23
RES ACLNDV	\$5,831,178	\$8,294,967	40
RES ACLNPO	\$612,800	\$763,200	14
RES ACLNUD	\$1,485,300	\$1,750,600	95
REST/CLUBS	\$40,411,200	\$47,752,700	37
RETAIL	\$111,874,500	\$119,168,800	76
RTL CONDO MDL-06	\$46,246,200	\$72,995,900	110
SAND&GRAVL	\$3,076,000	\$3,546,900	1
SFR WATERFRONT	\$131,982,827	\$159,442,286	137
SFR WATERINFL	\$66,296,000	\$81,117,700	118
SHOPNGMALL	\$110,089,600	\$118,311,800	12
SINGLE FAM MDL-00	\$153,300	\$161,000	1
SINGLE FAM MDL-01	\$1,479,636,176	\$1,751,528,270	3887
STATE MDL-00	\$12,900,523	\$14,057,549	37
STATE MDL-01	\$7,893,800	\$8,790,400	1
STATE MDL-94	\$45,927,200	\$49,651,300	16
STATE MDL-96	\$3,297,200	\$3,595,500	2
STORE/SHOP	\$51,537,300	\$55,764,600	13
TEL POLE/CONDUIT	\$3,892,608	\$5,809,700	1
TEL ROW	\$2,357,400	\$2,559,200	1
TEL X STA	\$2,904,000	\$3,444,900	3
THREE FAM	\$40,801,900	\$51,154,100	75
TRANSPORT	\$760,200	\$831,600	2
TWO FAMILY	\$129,143,100	\$154,173,600	295
UNDEV LAND	\$1,767,800	\$2,090,900	26
UNPRODUCTIVE	\$453	\$488	2
US GOVT MDL-00	\$512,900	\$566,300	3
US GOVT MDL-94	\$38,709,400	\$41,136,000	7
WETLAND	\$239	\$246	3
WHITE PINE W/O	\$6,169	\$6,186	4

Land Use Description	Old Assessments	New Assessments	# of Parcels
#N/A	\$119,818,590	\$130,757,487	287
Grand Total	\$5,750,405,639	\$6,525,905,488	9418

MODEL TESTING (VISION REPORT)

Price Related Differential

As stated above, the Price Related Differential (PRD) measures the equity between high-value properties versus low-value properties. The PRD is calculated by dividing the mean ratio by the weighted mean ratio. PRDs between .98 and 1.03 indicate relative uniformity. PRDs greater than 1.03 suggest higher value properties may be assessed at lower ratios than lower value properties, and results less than .98 indicate the opposite.

The calculated PRD for all residential sales is 1.00. This is within the acceptable limit for mass appraisal and indicates the model is assessing low valued properties in relative uniformity with higher valued properties.

Residential Neighborhoods- Vision Report

An analysis of the level of assessment was performed by neighborhood. This analysis ensures the neighborhoods are properly calibrated within the model. The majority of the neighborhoods have less than eight sales. Therefore, the COD was calculated from the median ratio of all residential sales. This produces a slightly higher COD, but it allows for calculating the COD for each neighborhood¹¹.

The following tables shows the calculated statistics, by neighborhood, of all residential properties, except condos and mobile homes.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
101	\$750,633	\$746,367	0.99	1.01	6	4.13
102	\$725,000	\$700,367	0.96	0.97	3	4.67
103A	\$677,800	\$678,960	1.00	1.00	5	2.35
103B	\$679,065	\$661,645	0.98	0.96	20	5.90
104	\$610,000	\$588,400	0.96	0.96	4	4.10
105	\$489,678	\$477,933	0.98	0.99	9	3.97
108	\$1,447,500	\$1,385,250	0.97	0.97	2	3.70
109	\$1,450,000	\$1,321,400	0.91	0.91	1	8.28
111	\$825,000	\$787,600	0.95	0.95	1	3.36
112	\$599,000	\$595,400	0.99	0.99	1	0.73

¹¹ The COD takes the absolute difference of each sales ratio from the median. In neighborhoods with only one sale, the median and sale ratio are the same, so the calculated COD would be 0. Using the overall median of all residential sales allows for a COD calculation in neighborhoods with one sale. Additionally, it shows how each neighborhood compares to the overall median. This calculation results a slightly higher COD when analyzing subsets.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
113	\$1,348,333	\$1,357,100	1.01	1.00	3	2.11
114	\$402,944	\$395,622	0.98	0.98	9	2.85
115	\$607,000	\$601,950	0.99	0.99	2	0.51
118	\$325,063	\$319,475	0.99	0.98	8	5.81
119	\$558,667	\$553,900	0.99	1.00	6	2.22
120	\$310,000	\$307,900	0.99	0.99	1	0.65
121	\$308,893	\$298,571	0.97	0.97	14	5.78
123	\$391,833	\$364,333	0.94	0.96	6	6.20
125	\$347,500	\$344,825	0.99	0.99	4	1.53
127	\$390,000	\$391,000	1.00	1.00	1	1.58
128	\$356,000	\$325,850	0.92	0.92	2	7.25
129	\$376,275	\$367,575	0.99	1.00	8	4.78
130	\$265,142	\$270,300	1.02	1.00	12	4.51
131	\$495,360	\$482,380	0.97	0.98	10	4.05
133	\$305,600	\$307,200	1.01	1.00	4	6.45
All	\$513,723	\$502,708	0.98	0.99	142	4.39

The following table shows the calculated statistics, by neighborhood, of all residential condo properties.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
105	\$439,850	\$438,625	0.99	1.01	4	4.10
201	\$671,791	\$666,627	0.99	0.99	11	1.75
202	\$603,750	\$587,300	0.99	0.99	2	2.87
204	\$556,998	\$547,181	0.99	0.99	64	2.98
206	\$406,667	\$398,133	0.98	0.98	3	1.27
207	\$450,000	\$448,700	1.00	1.00	1	1.04
210	\$307,000	\$303,900	0.99	0.99	1	0.32
211	\$215,833	\$221,933	1.03	1.01	3	4.40
212	\$407,000	\$387,400	0.96	0.96	3	4.78
213	\$949,500	\$938,900	0.99	0.99	1	0.21
214	\$394,000	\$395,200	1.00	1.00	1	1.63
215	\$140,188	\$137,500	0.99	0.98	16	4.82
216	\$192,223	\$188,485	0.98	0.98	13	2.14
217	\$215,750	\$216,500	1.00	1.00	2	1.67
219	\$726,500	\$704,525	0.97	0.99	4	6.12
220	\$272,875	\$274,725	1.01	1.00	4	2.56
225	\$375,000	\$364,000	0.97	0.97	1	1.65
226	\$450,000	\$443,900	0.99	0.99	1	0.03
305	\$1,059,583	\$1,003,417	0.96	0.96	6	5.27
Total	\$479,056	\$469,641	0.99	0.99	141	3.14

The following table shows the calculated statistics, by neighborhood, of all residential mobile home properties.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
401	\$31,000	\$28,300	0.89	0.89	2	10.60
403	\$177,270	\$167,180	0.95	0.97	10	4.45
Total	\$152,892	\$144,033	0.94	0.96	12	5.39

Neighborhood Analysis Conclusion

As shown on the above tables, variations in statistics by neighborhood are well within acceptable standards for mass appraisal.

Residential Property Style - Vision Report

The next analysis shows the level of assessment by style. This analysis ensures property styles are properly calibrated within the model.

The following table shows the calculated statistics by style of all residential properties, except condos and mobile homes.

Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
2 Unit	\$435,200	\$413,400	0.96	0.981	4	4.46
3 Unit	\$579,000	\$581,900	1.00	1.002	2	2.74
Antique	\$845,208	\$827,367	0.99	0.987	12	3.25
Bungalow	\$538,817	\$531,933	1.00	0.974	6	5.30
Cape Cod	\$430,896	\$424,907	0.99	0.994	28	3.57
Colonial	\$565,731	\$567,785	1.00	1.001	13	2.27
Conventional	\$579,745	\$555,300	0.96	0.966	29	5.83
Duplex	\$407,000	\$404,600	0.99	0.994	1	0.74
Gambrel	\$439,333	\$414,433	0.94	0.929	3	4.62
Garrison	\$492,000	\$478,500	0.98	1.002	3	3.57
Modern/Contemp	\$978,333	\$968,900	0.99	1.003	3	2.20
Raised Ranch	\$375,000	\$366,200	0.98	0.977	1	1.04
Ranch	\$376,973	\$361,327	0.97	0.960	22	6.13
Split-Level	\$326,000	\$303,900	0.93	0.932	1	5.85
Townhouse/Row	\$291,400	\$300,000	1.03	1.008	12	4.46
Victorian	\$907,500	\$927,750	1.03	1.029	2	6.44
Grand Total	\$513,723	\$502,708	0.98	0.992	142	4.39

The following table shows the calculated statistics by style of all residential condos.

Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Condominium	\$1,089,606	\$1,043,129	0.97	0.967	17	5.43
Garden End	\$275,333	\$268,730	0.98	0.982	43	3.52
Garden Int	\$477,429	\$480,771	1.01	0.982	7	3.98
House Conv 1FL	\$348,409	\$343,159	0.99	0.982	22	2.41
House Conv 1FL+	\$449,928	\$446,428	0.99	0.987	18	2.51
Townhouse End	\$570,186	\$568,657	1.00	0.995	21	1.85
Townhouse Int	\$469,592	\$464,492	0.99	1.006	13	2.74
Grand Total	\$479,056	\$469,641	0.99	0.987	141	3.14

The following table shows the calculated statistics by style of all residential mobile homes.

Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Double Wide MH	\$201,600	\$189,650	0.95	0.965	8	5.08
Mobile Home	\$55,475	\$52,800	0.93	0.945	4	6.03
Grand Total	\$152,892	\$144,033	0.94	0.959	12	5.39

Style Analysis Conclusion

As shown on the above tables, variation in statistics by style are well within acceptable standards for mass appraisal.

Residential Property Neighborhood and Style - Vision Report

The next analysis combines style and neighborhood. This analysis ensures the combination of style and neighborhoods are properly calibrated within the model.

The following table shows the calculated statistics by style within every neighborhood of all residential properties, except condos and mobile homes.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
101	\$750,633	\$746,367	0.99	1.011	6	4.13
Antique	\$774,000	\$779,400	1.01	1.019	5	3.55
Conventional	\$633,800	\$581,200	0.92	0.917	1	7.60
102	\$725,000	\$700,367	0.96	0.973	3	4.67
Antique	\$620,000	\$603,200	0.97	0.973	1	1.42
Conventional	\$680,000	\$608,200	0.89	0.894	1	10.32
Townhouse/Row	\$875,000	\$889,700	1.02	1.017	1	2.96

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
103A	\$677,800	\$678,960	1.00	1.001	5	2.35
Cape Cod	\$731,000	\$734,800	1.01	1.005	1	1.84
Colonial	\$709,000	\$725,050	1.02	1.021	2	3.33
Conventional	\$620,000	\$604,950	0.98	0.977	2	1.61
103B	\$679,065	\$661,645	0.98	0.960	20	5.90
Antique	\$800,000	\$759,350	0.95	0.947	2	4.14
Bungalow	\$700,000	\$723,700	1.03	1.034	1	4.56
Cape Cod	\$602,750	\$590,200	0.98	0.979	2	2.49
Conventional	\$635,446	\$611,892	0.97	0.946	13	6.71
Victorian	\$907,500	\$927,750	1.03	1.029	2	6.44
104	\$610,000	\$588,400	0.96	0.960	4	4.10
Bungalow	\$866,500	\$863,300	1.00	0.996	1	0.96
Colonial	\$483,500	\$485,600	1.00	1.004	1	1.75
Conventional	\$480,000	\$441,800	0.92	0.920	1	7.20
Garrison	\$610,000	\$562,900	0.92	0.923	1	6.93
105	\$489,678	\$477,933	0.98	0.993	9	3.97
2 Unit	\$418,400	\$409,450	0.98	0.981	2	1.18
3 Unit	\$579,000	\$581,900	1.00	1.002	2	2.74
Antique	\$488,750	\$483,950	1.00	1.000	2	2.53
Conventional	\$478,267	\$450,267	0.94	0.999	3	7.56
108	\$1,447,500	\$1,385,250	0.97	0.973	2	3.70
Antique	\$2,100,000	\$1,968,100	0.94	0.937	1	5.29
Conventional	\$795,000	\$802,400	1.01	1.009	1	2.24
109	\$1,450,000	\$1,321,400	0.91	0.911	1	8.28
Ranch	\$1,450,000	\$1,321,400	0.91	0.911	1	8.28
111	\$825,000	\$787,600	0.95	0.955	1	3.36
Modern/Contemp	\$825,000	\$787,600	0.95	0.955	1	3.36
112	\$599,000	\$595,400	0.99	0.994	1	0.73
Conventional	\$599,000	\$595,400	0.99	0.994	1	0.73
113	\$1,348,333	\$1,357,100	1.01	1.005	3	2.11
Cape Cod	\$1,400,000	\$1,390,500	0.99	0.993	1	0.65
Colonial	\$1,095,000	\$1,123,300	1.03	1.026	1	3.81
Modern/Contemp	\$1,550,000	\$1,557,500	1.00	1.005	1	1.80
114	\$402,944	\$395,622	0.98	0.977	9	2.85
Cape Cod	\$458,750	\$463,700	1.01	1.011	2	2.38
Garrison	\$433,000	\$436,300	1.01	1.008	2	2.15
Raised Ranch	\$375,000	\$366,200	0.98	0.977	1	1.04
Ranch	\$367,000	\$348,600	0.95	0.948	4	3.92
115	\$607,000	\$601,950	0.99	0.992	2	0.51
Cape Cod	\$589,000	\$586,400	1.00	0.996	1	0.89
Colonial	\$625,000	\$617,500	0.99	0.988	1	0.13

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
118	\$325,063	\$319,475	0.99	0.976	8	5.81
Cape Cod	\$312,667	\$306,033	0.99	0.970	3	7.66
Gambrel	\$380,000	\$349,200	0.92	0.919	1	7.38
Ranch	\$320,625	\$322,125	1.00	1.003	4	4.06
119	\$558,667	\$553,900	0.99	0.997	6	2.22
Colonial	\$558,400	\$552,360	0.99	0.992	5	2.35
Modern/Contemp	\$560,000	\$561,600	1.00	1.003	1	1.61
120	\$310,000	\$307,900	0.99	0.993	1	0.65
Cape Cod	\$310,000	\$307,900	0.99	0.993	1	0.65
121	\$308,893	\$298,571	0.97	0.974	14	5.78
Bungalow	\$335,000	\$313,800	0.94	0.937	1	5.34
Cape Cod	\$281,214	\$274,057	0.98	0.985	7	4.53
Colonial	\$360,000	\$369,000	1.03	1.025	1	3.73
Conventional	\$428,000	\$404,200	0.94	0.944	1	4.48
Gambrel	\$418,000	\$411,200	0.98	0.984	1	0.30
Ranch	\$271,667	\$254,467	0.96	0.889	3	12.79
123	\$391,833	\$364,333	0.94	0.964	6	6.20
Cape Cod	\$487,000	\$462,900	0.95	0.951	1	3.81
Colonial	\$175,000	\$171,000	0.98	0.977	1	0.98
Conventional	\$615,000	\$515,800	0.84	0.839	1	17.65
Ranch	\$358,000	\$345,433	0.96	0.997	3	5.50
125	\$347,500	\$344,825	0.99	0.990	4	1.53
Cape Cod	\$362,500	\$363,700	1.00	1.001	2	1.47
Colonial	\$406,000	\$402,900	0.99	0.992	1	0.57
Ranch	\$259,000	\$249,000	0.96	0.961	1	2.64
127	\$390,000	\$391,000	1.00	1.003	1	1.58
Cape Cod	\$390,000	\$391,000	1.00	1.003	1	1.58
128	\$356,000	\$325,850	0.92	0.920	2	7.25
Cape Cod	\$410,000	\$364,400	0.89	0.889	1	11.02
Ranch	\$302,000	\$287,300	0.95	0.951	1	3.72
129	\$376,275	\$367,575	0.99	0.996	8	4.78
2 Unit	\$405,000	\$407,900	1.01	1.007	1	2.03
Bungalow	\$385,750	\$378,750	1.03	1.031	2	8.19
Cape Cod	\$365,000	\$364,200	1.00	0.998	1	1.11
Conventional	\$315,200	\$322,400	1.02	1.023	1	3.53
Duplex	\$407,000	\$404,600	0.99	0.994	1	0.74
Ranch	\$420,500	\$380,100	0.90	0.904	1	9.16
Split-Level	\$326,000	\$303,900	0.93	0.932	1	5.85
130	\$265,142	\$270,300	1.02	1.003	12	4.51
Bungalow	\$559,900	\$533,300	0.95	0.952	1	3.59
Townhouse/Row	\$238,345	\$246,391	1.03	1.007	11	4.60

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
131	\$495,360	\$482,380	0.97	0.982	10	4.05
2 Unit	\$499,000	\$426,800	0.86	0.855	1	15.36
Antique	\$975,000	\$973,500	1.00	0.998	1	1.18
Cape Cod	\$407,150	\$405,900	1.00	1.008	4	3.23
Conventional	\$443,667	\$439,000	0.99	0.976	3	2.25
Gambrel	\$520,000	\$482,900	0.93	0.929	1	6.25
133	\$305,600	\$307,200	1.01	1.002	4	6.45
Ranch	\$305,600	\$307,200	1.01	1.002	4	6.45
Grand Total	\$513,723	\$502,708	0.98	0.992	142	4.39

The following table shows the calculated statistics by style within every neighborhood of all residential condo properties.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
105	\$439,850	\$438,625	0.99	1.007	4	4.10
House Conv 1FL+	\$439,850	\$438,625	0.99	1.007	4	4.10
201	\$671,791	\$666,627	0.99	0.993	11	1.75
Garden End	\$600,333	\$579,833	0.97	0.971	3	2.06
Garden Int	\$405,500	\$395,400	0.98	0.977	2	1.03
Townhouse End	\$811,250	\$814,575	1.00	1.000	4	1.74
Townhouse Int	\$766,350	\$772,150	1.01	1.007	2	2.06
202	\$603,750	\$587,300	0.99	0.987	2	2.87
Garden End	\$899,000	\$861,500	0.96	0.958	1	2.97
House Conv 1FL+	\$308,500	\$313,100	1.01	1.015	1	2.78
204	\$556,998	\$547,181	0.99	0.987	64	2.98
Condominium	\$1,105,982	\$1,064,791	0.97	0.996	11	5.37
Garden End	\$632,225	\$619,025	0.98	0.983	4	2.48
Garden Int	\$506,200	\$514,920	1.02	1.006	5	5.04
House Conv 1FL	\$345,550	\$340,275	0.99	0.982	20	2.56
House Conv 1FL+	\$473,255	\$468,673	0.99	0.985	11	2.08
Townhouse End	\$495,033	\$493,767	1.00	0.991	12	1.57
Townhouse Int	\$365,000	\$370,100	1.01	1.014	1	2.69
206	\$406,667	\$398,133	0.98	0.978	3	1.27
House Conv 1FL	\$377,000	\$372,000	0.99	0.987	2	0.86
Townhouse End	\$466,000	\$450,400	0.97	0.967	1	2.09
207	\$450,000	\$448,700	1.00	0.997	1	1.04
House Conv 1FL+	\$450,000	\$448,700	1.00	0.997	1	1.04
210	\$307,000	\$303,900	0.99	0.990	1	0.32
Townhouse Int	\$307,000	\$303,900	0.99	0.990	1	0.32
211	\$215,833	\$221,933	1.03	1.009	3	4.40

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Garden End	\$215,833	\$221,933	1.03	1.009	3	4.40
212	\$407,000	\$387,400	0.96	0.963	3	4.78
Garden End	\$407,000	\$387,400	0.96	0.963	3	4.78
213	\$949,500	\$938,900	0.99	0.989	1	0.21
Townhouse Int	\$949,500	\$938,900	0.99	0.989	1	0.21
214	\$394,000	\$395,200	1.00	1.003	1	1.63
Townhouse End	\$394,000	\$395,200	1.00	1.003	1	1.63
215	\$140,188	\$137,500	0.99	0.978	16	4.82
Garden End	\$140,188	\$137,500	0.99	0.978	16	4.82
216	\$192,223	\$188,485	0.98	0.982	13	2.14
Garden End	\$192,223	\$188,485	0.98	0.982	13	2.14
217	\$215,750	\$216,500	1.00	1.003	2	1.67
Townhouse End	\$216,500	\$216,700	1.00	1.001	1	1.42
Townhouse Int	\$215,000	\$216,300	1.01	1.006	1	1.92
219	\$726,500	\$704,525	0.97	0.987	4	6.12
Townhouse End	\$856,000	\$848,000	0.99	0.995	2	3.97
Townhouse Int	\$597,000	\$561,050	0.94	0.937	2	8.68
220	\$272,875	\$274,725	1.01	1.000	4	2.56
Townhouse Int	\$272,875	\$274,725	1.01	1.000	4	2.56
225	\$375,000	\$364,000	0.97	0.971	1	1.65
House Conv 1FL+	\$375,000	\$364,000	0.97	0.971	1	1.65
226	\$450,000	\$443,900	0.99	0.986	1	0.03
Townhouse Int	\$450,000	\$443,900	0.99	0.986	1	0.03
305	\$1,059,583	\$1,003,417	0.96	0.959	6	5.27
Condominium	\$1,059,583	\$1,003,417	0.96	0.959	6	5.27
Grand Total	\$479,056	\$469,641	0.99	0.987	141	3.14

The following table shows the calculated statistics by style within every neighborhood of all residential mobile home properties.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
401	\$31,000	\$28,300	0.89	0.892	2	10.60
Mobile Home	\$31,000	\$28,300	0.89	0.892	2	10.60
403	\$177,270	\$167,180	0.95	0.967	10	4.45
Double Wide MH	\$201,600	\$189,650	0.95	0.965	8	5.08
Mobile Home	\$79,950	\$77,300	0.97	0.967	2	2.00
Grand Total	\$152,892	\$144,033	0.94	0.959	12	5.39

Neighborhood Combined with Style Analysis Conclusion

As shown on the above tables, variation in ratios by neighborhood combined with style are well within acceptable standards for mass appraisal.

Grade

The next review was by property grade. This analysis ensures the grades are properly calibrated within the model.

The following table shows the calculated statistics by grade of all residential properties.

Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
A	\$796,492	\$769,471	0.97	0.965	24	5.12
A-	\$727,438	\$717,888	0.99	0.976	16	3.43
A+	\$1,088,385	\$1,073,962	0.99	0.999	13	4.07
B	\$464,421	\$453,040	0.98	0.983	53	3.22
B-	\$402,913	\$393,589	0.98	0.986	38	3.26
B+	\$565,240	\$557,811	0.99	0.995	47	3.38
C	\$248,373	\$243,973	0.99	0.985	77	4.64
C-	\$135,500	\$129,650	0.91	0.910	2	8.45
C+	\$347,365	\$343,396	0.99	0.993	23	2.79
X+	\$1,775,000	\$1,644,750	0.92	0.924	2	6.76
Grand Total	\$482,475	\$472,313	0.98	0.987	295	3.84

Grade Conclusion

As shown on the above table, variation in statistics by grade are well within acceptable standards for mass appraisal.

Condition

The next review was by property condition. This analysis ensures the conditions are properly calibrated within the model.

The following table shows the calculated statistics based on condition of all residential properties.

Condition	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
AV	\$553,610	\$541,069	0.98	0.985	106	4.09
EX	\$567,376	\$553,394	0.98	0.987	49	3.15
FR	\$156,750	\$166,850	1.02	1.046	4	8.94
GD	\$365,542	\$358,878	0.98	0.987	77	3.79
UC	\$543,750	\$533,850	1.04	1.037	2	7.56

VG	\$455,875	\$447,265	0.98	0.986	57	3.50
Grand Total	\$482,475	\$472,313	0.98	0.987	295	3.84

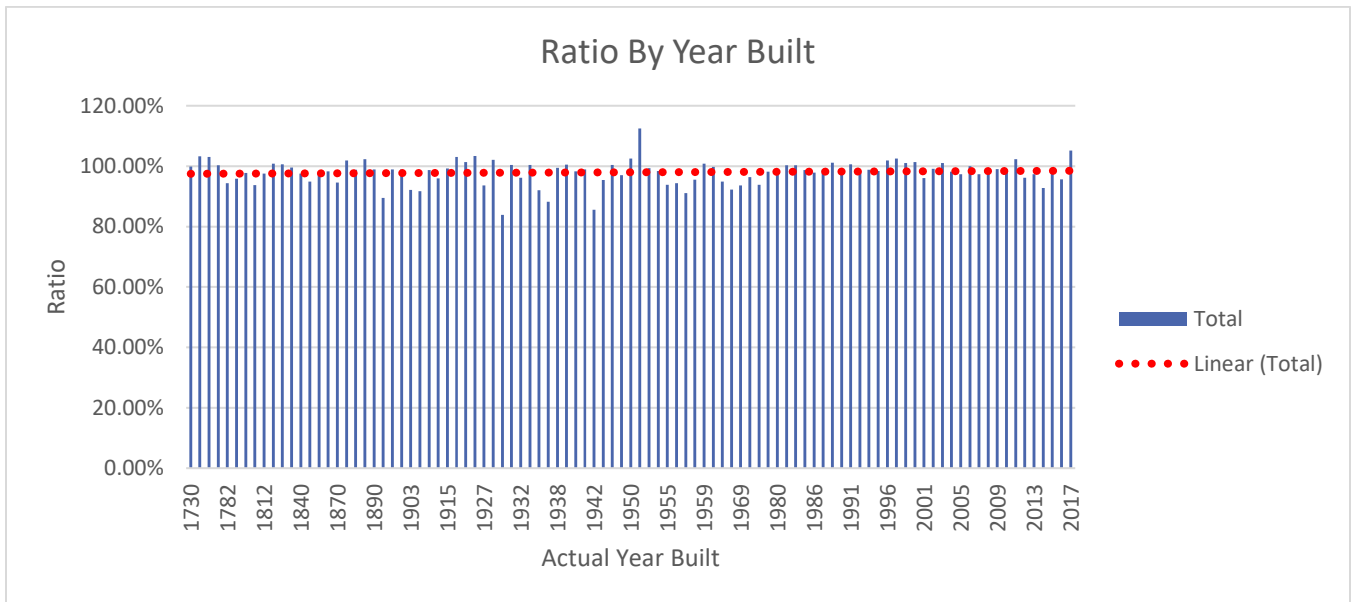
Condition Conclusion

As shown on the above table, variation in statistics by condition are well within acceptable standards for mass appraisal.

Year Built

The next level of assessment analyzed was by age. Age is important for validating depreciation rates specified in the model. With properly calibrated models, there should be relative uniformity within the ratios regardless of differences in age. In the Vision model the actual year built is converted to an effective year built based on the selected condition. A significant variation in ratios indicate flaws in the depreciation curve. Properly calibrated models will have a relatively flat ratio trend line. A flat trend line ensures older properties are assessed at the same level as newer properties.

The following chart shows average ratio by actual year built for all residential properties. The red line is a linear trend line.



Age Conclusion

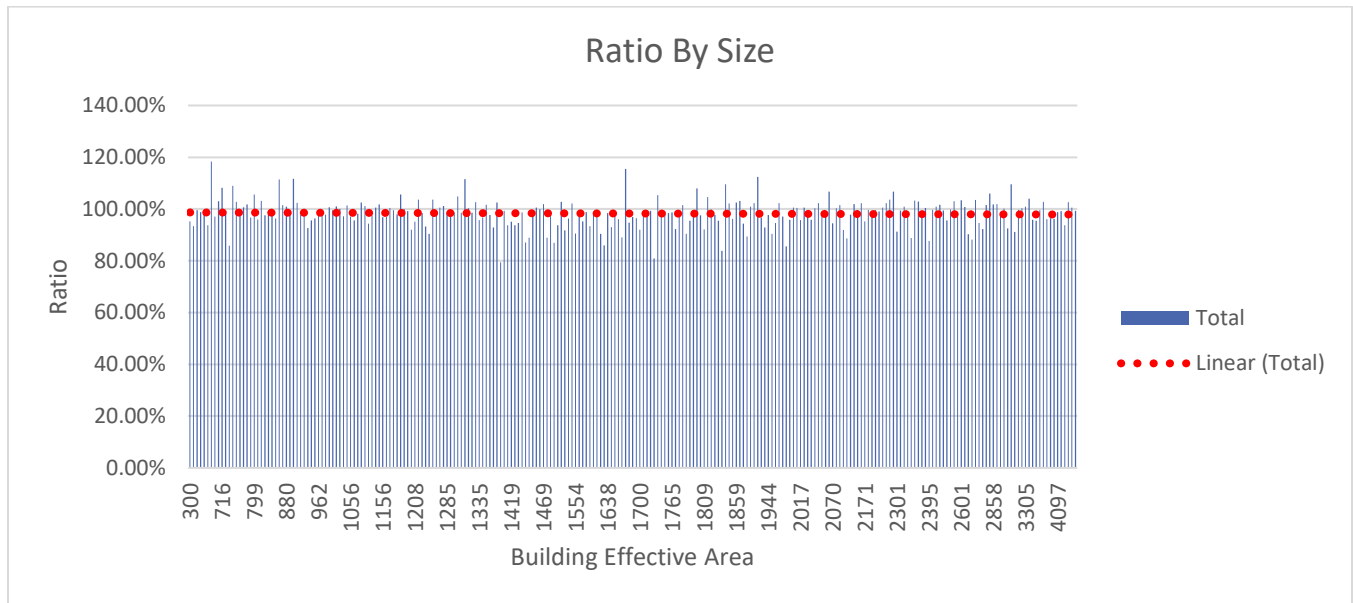
As shown on the above chart, newer and older properties have relative uniformity within the ratios regardless of differences in age. A flat trend line as shown above demonstrates acceptable depreciation calibration rates.

Size

The next level of assessment analyzed was by size. Size is important for validating building curves specified in the model. With properly calibrated models, there should be relative uniformity within the

ratios regardless of differences in size. A significant variation in ratios indicate flaws in the size curve. Properly calibrated models will have a relatively flat ratio trend line. A flat trend line ensures smaller properties are assessing at the same level as larger properties.

The following chart shows average ratio by effective area for all residential properties. The red line is a linear trend line.



Size Conclusion

As shown on the above chart, smaller and larger properties have similar ratios regardless of differences in size. A flat trend line like the one above indicate acceptable size-curve calibration rates.

CONCLUSION OF MODEL TESTING- Vision Report

Well-established and effective statistical tests were used in measuring the credibility of the Vision mass valuation. The results of the statistical studies show the Vision report to be supported and credible.

MODEL TESTING- PVA REPORT

Price Related Differential

As stated above, the Price Related Differential (PRD) measures the equity between high-value properties versus low-value properties. The PRD is calculated by dividing the mean ratio by the weighted mean ratio. PRDs between .98 and 1.03 indicate relative uniformity. PRDs greater than 1.03 suggests higher value properties may be assessed at lower ratios than lower value properties, and results less than .98 indicate the opposite.

The calculated PRD for all commercial sales is 1.01. This is within the acceptable limit for mass appraisal and indicates the model is assessing low valued properties in relative uniformity with higher valued properties.

Commercial Neighborhoods- PVA

The next level of assessment analyzed was by neighborhood. This analysis ensures the neighborhoods are properly calibrated within the model. Many of the neighborhoods have less than eight sales. Therefore, the COD was calculated from the median ratio of all commercial sales. This produces a slightly higher COD, but it allows for calculating the COD for each neighborhood¹².

The following table shows the calculated statistics for all commercial sales by neighborhood.

NHBD	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
301	\$993,063	\$950,200	0.95	0.94	16	6.12
302	\$1,466,657	\$1,593,586	0.98	1.00	7	4.79
303	\$3,295,000	\$2,618,600	0.79	0.79	1	18.84
304	\$141,500	\$140,400	1.01	1.01	2	2.77
305	\$802,038	\$748,400	0.94	0.99	13	6.15
306	\$1,631,250	\$1,485,600	0.98	0.98	2	8.93
307	\$5,536,750	\$5,116,750	0.95	0.95	2	3.30
AP	\$899,833	\$887,800	0.96	0.98	3	5.21
Grand Total	\$1,243,383	\$1,192,500	0.95	0.98	46	6.00

Neighborhood Analysis Conclusion

As shown on the above table, statistical variation by neighborhood are well within acceptable standards for mass appraisal.

Commercial Property Style- PVA Report

The next analysis shows the level of assessment by style. This analysis ensures property styles are properly calibrated within the model.

¹² The COD takes the absolute difference of each sales ratio from the median. In neighborhoods with only one sale, the median and sale ratio are the same, so the calculated COD would be 0. Using the overall median of all residential sales allows for a COD calculation in neighborhoods with one sale. Additionally, it shows how each neighborhood compares to the overall median. This calculation results a slightly higher COD when analyzing subsets.

The following table shows the calculated statistics by style of all commercial properties.

Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Apartments	\$674,750	\$635,700	0.93	0.93	2	5.16
Auto Sales/Rep	\$1,100,000	\$961,100	0.87	0.87	1	10.77
Hangar Condo	\$73,500	\$71,300	0.97	0.97	1	0.94
Indust Condo	\$453,333	\$427,100	0.94	0.94	3	7.08
Industrial	\$3,475,000	\$3,614,800	1.04	1.04	1	6.23
Marina	\$3,000,000	\$2,689,900	0.90	0.90	1	8.43
Office	\$1,875,000	\$1,643,900	0.94	0.94	2	11.25
Office Condo	\$596,500	\$578,738	0.97	0.99	13	4.06
Office/Condo/Hotel	\$11,000,000	\$10,162,200	0.92	0.92	1	5.66
Office/Wrhse	\$480,000	\$434,900	0.91	0.91	1	7.47
Restaurant	\$3,295,000	\$2,618,600	0.79	0.79	1	18.84
Ret/Ofc	\$545,000	\$520,500	0.96	0.96	1	2.47
Retail	\$762,500	\$778,750	1.01	1.01	2	3.47
Retail Condo	\$381,286	\$362,086	0.95	0.98	7	6.07
Retl/Apts	\$800,000	\$792,100	0.99	0.99	1	1.11
Service Shop	\$765,600	\$679,200	0.89	0.89	1	9.40
Shopping Center	\$6,451,000	\$7,517,100	1.01	1.01	1	3.03
Vacant Apt Lnd	\$1,350,000	\$1,392,000	1.03	1.03	1	5.30
Vacant Commcl	\$438,750	\$460,950	1.06	1.06	2	7.90
Warehouse	\$1,040,000	\$908,900	0.87	0.87	1	10.75
Wrhse	\$3,535,000	\$3,189,900	0.90	0.90	1	7.85
Wrhse/Office	\$1,000,000	\$924,400	0.92	0.92	1	5.60
Grand Total	\$1,243,383	\$1,192,500	0.95	0.98	46	6.00

Style Analysis Conclusion

As shown on the above table, variation in ratios by commercial styles are well within acceptable standards for mass appraisal.

Commercial Property Neighborhood and Style - PVA Report

The next analysis combines style and neighborhood. This analysis ensures the combination of style and neighborhoods are properly calibrated within the model.

The following table shows the calculated statistics by style within every neighborhood of all commercial properties.

NHBD/ Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
301	\$993,063	\$950,200	0.95	0.94	16	6.12
Auto Sales/Rep	\$1,100,000	\$961,100	0.87	0.87	1	10.77

NHBD/ Style	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Indust Condo	\$453,333	\$427,100	0.94	0.94	3	7.08
Industrial	\$3,475,000	\$3,614,800	1.04	1.04	1	6.23
Office Condo	\$456,800	\$441,600	0.97	0.99	5	3.10
Office/Wrhse	\$480,000	\$434,900	0.91	0.91	1	7.47
Retail	\$1,000,000	\$1,039,300	1.04	1.04	1	6.13
Vacant Commcl	\$615,000	\$640,600	1.04	1.04	1	6.37
Warehouse	\$1,040,000	\$908,900	0.87	0.87	1	10.75
Wrhse	\$3,535,000	\$3,189,900	0.90	0.90	1	7.85
Wrhse/Office	\$1,000,000	\$924,400	0.92	0.92	1	5.60
302	\$1,466,657	\$1,593,586	0.98	1.00	7	4.79
Office	\$750,000	\$789,800	1.05	1.05	1	7.54
Office Condo	\$585,000	\$549,500	0.98	1.00	3	3.70
Ret/Ofc	\$545,000	\$520,500	0.96	0.96	1	2.47
Service Shop	\$765,600	\$679,200	0.89	0.89	1	9.40
Shopping Center	\$6,451,000	\$7,517,100	1.01	1.01	1	3.03
303	\$3,295,000	\$2,618,600	0.79	0.79	1	18.84
Restaurant	\$3,295,000	\$2,618,600	0.79	0.79	1	18.84
304	\$141,500	\$140,400	1.01	1.01	2	2.77
Office Condo	\$63,000	\$65,000	1.03	1.03	1	5.36
Retail Condo	\$220,000	\$215,800	0.98	0.98	1	0.17
305	\$802,038	\$748,400	0.94	0.99	13	6.15
Office	\$3,000,000	\$2,498,000	0.83	0.83	1	14.97
Office Condo	\$913,125	\$900,525	0.95	0.99	4	5.19
Retail	\$525,000	\$518,200	0.99	0.99	1	0.80
Retail Condo	\$408,167	\$386,467	0.94	0.97	6	7.05
Retl/Apts	\$800,000	\$792,100	0.99	0.99	1	1.11
306	\$1,631,250	\$1,485,600	0.98	0.98	2	8.93
Marina	\$3,000,000	\$2,689,900	0.90	0.90	1	8.43
Vacant Commcl	\$262,500	\$281,300	1.07	1.07	1	9.44
307	\$5,536,750	\$5,116,750	0.95	0.95	2	3.30
Hangar Condo	\$73,500	\$71,300	0.97	0.97	1	0.94
Office Condo/Hotel	\$11,000,000	\$10,162,200	0.92	0.92	1	5.66
AP	\$899,833	\$887,800	0.96	0.98	3	5.21
Apartments	\$674,750	\$635,700	0.93	0.93	2	5.16
Vacant Apt Lnd	\$1,350,000	\$1,392,000	1.03	1.03	1	5.30
Grand Total	\$1,243,383	\$1,192,500	0.95	0.98	46	6.00

Neighborhood Combined with Style Analysis Conclusion

As shown on the above table, statistical analysis by neighborhood combined with style are well within acceptable standards for mass appraisal.

Grade- PVA Report

The next analysis reviews grade. This analysis ensures grades are properly calibrated within the model.

The following table shows the calculated statistics by grade of all commercial properties.

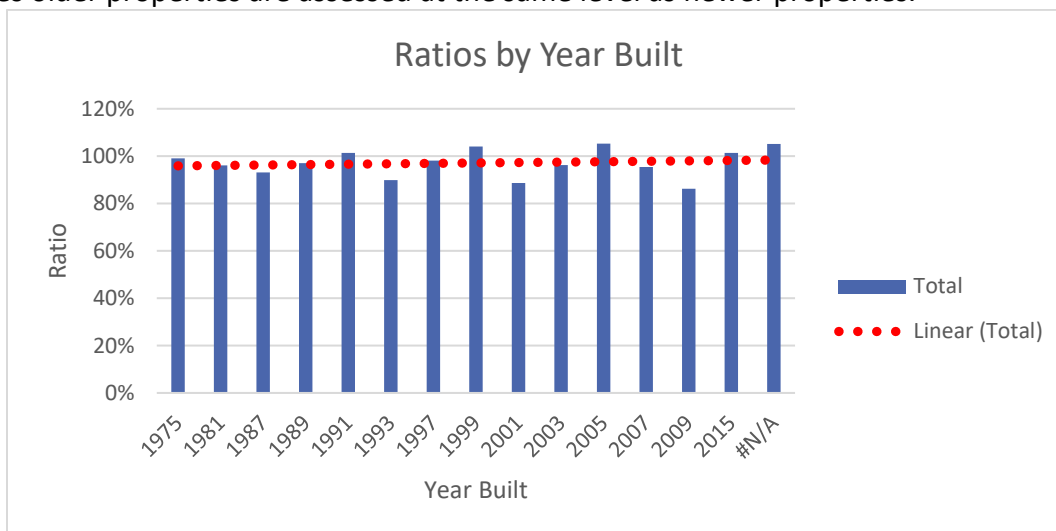
Grade	AV Sale Price	AV Assessment	Mean Ratio	Median Ratio	# of Sales	COD
Land	\$806,250	\$836,650	1.05	1.05	2	7.37
B	\$1,993,909	\$2,006,136	0.96	0.99	11	5.24
B-	\$490,667	\$474,350	0.96	0.96	6	3.29
B+	\$2,121,667	\$1,866,700	0.91	0.93	6	7.87
C	\$971,046	\$932,562	0.97	0.99	13	6.09
C+	\$754,143	\$696,186	0.92	0.93	7	8.05
D-	\$73,500	\$71,300	0.97	0.97	1	0.94
Grand Total	\$1,243,383	\$1,192,500	0.95	0.98	46	6.00

Grade Conclusion

As shown on the above table, variations in statistics by grade are well within acceptable standards for mass appraisal.

Year Built- PVA Report

The next level of assessment analyzed was by age. Age is important for validating depreciation rates specified in the model. With properly calibrated models, there should be relative uniformity within the ratios regardless of differences in age. In the PVA model the actual year built is converted to an effective year built based on the selected condition. A significant variation in ratios indicate flaws in the depreciation curve. Properly calibrated models will have a relatively flat ratio trend line. A flat trend line ensures older properties are assessed at the same level as newer properties.



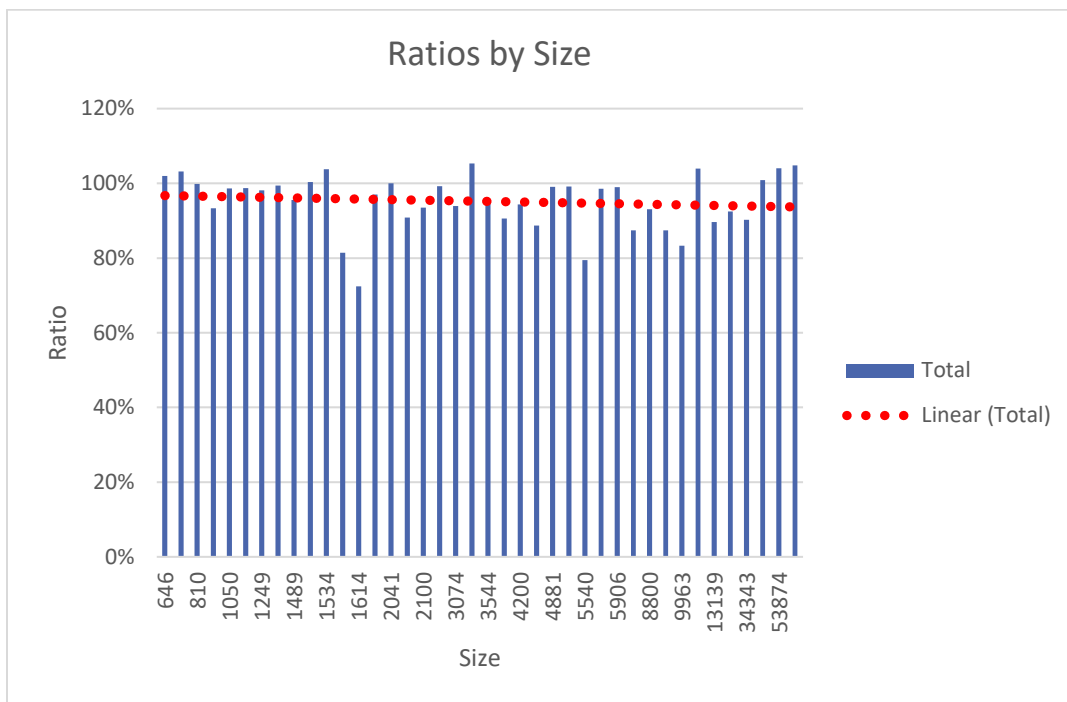
Age Conclusion

As shown on the above chart, newer and older properties have reasonable uniformity in the ratios regardless of age difference. A flat trend line, like the one above indicates acceptable depreciation calibration rates.

Size - PVA Report

The next level of assessment analyzed was by size. Size is important for validating building curves specified in the model. With properly calibrated models, there should be relative uniformity within the ratios regardless of differences in size. A significant variation in ratios indicate flaws in the size curve. Properly calibrated models will have a relatively flat ratio trend line. A flat trend line ensures smaller properties are assessing at the same level as larger properties.

The following chart shows average ratios by size for all commercial sale properties. The red line is a linear trend line.



Size Conclusion

As shown on the above chart, although the trend line is not perfectly flat, smaller and larger properties have relative uniformity within the ratios regardless of differences in size. A generally flat trend line, like the one above indicates acceptable size-curve calibration rates.

CONCLUSION OF MODEL TESTING- PVA Report

Well-established and effective statistical tests were used in measuring the credibility of the PVA mass valuation. The results of the statistical studies show the PVA report to be supported and credible.

CONCLUSION OF REVIEW OF VISION AND PVA REVALUATIONS

Mass appraisal is the systematic appraisal of a large group of properties based on standardized procedures and statistical testing. Unlike mass appraisal, single property appraisal conducts a market analysis and forms an opinion of value for only one property. While credible mass appraisals should produce reliable values for most properties in a jurisdiction, not every property is appraised with single property appraisal precision.

The mass appraisal standards promulgated by the International Association of Assessing Officials (IAAO), the Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) and the New Hampshire Department of Revenue consider the nature of mass valuation and allow for reasonable variation between assessments and sales.

This review analyzed the Vision and PVA reports to determine if they meet the above standards. In this study, the model specifications and calibrations in each report were analyzed. Based on the data and analysis presented in this report, the specifications and calibrations in both reports (Vision and PVA) are reasonable and credible.

The level of assessment in each report was measured using ratio studies. The results of the ratio studies indicate both the Vision and PVA appraisals meet the established standards and guidelines for mass valuations. Additional statistical testing was used to measure the credibility of the Vision and PVA mass valuations. The results of the statistical studies show the Vision and PVA reports to be supported and credible.

GENERAL ASSUMPTIONS AND LIMITING CONDITIONS

The submitted review reports is subject to the following underlying assumptions and limiting conditions:

- This is an Appraisal Review which is intended to comply with the appraisal review, development and reporting requirements set forth under Standard Rule 3 of the Uniform Standards of Professional Appraisal Practice. Supporting documentation concerning the data, reasoning and analyses is retained in the review appraiser's file. The information in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.
- The purpose of the assignment is to evaluate the appraisal for compliance with USPAP and to determine if the results of the work under review are credible for the intended user's intended use. The review appraiser has developed an opinion as to the completeness of the reports, the adequacy and relevance of the data presented in the reports and the reasonableness of the conclusions. The review appraiser has NOT developed his or her own opinion of value conclusion and this review should not be construed as an appraisal of the subject property.
- No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
- The property is assumed free and clear of any or all liens or encumbrances unless otherwise stated in this report.
- Responsible ownership and competent property management are assumed unless otherwise stated in this report.
- The information furnished by others is believed to be reliable. All factual data contained in the appraisal under review is assumed to be accurate. No warranty, however, is given for its accuracy.
- All engineering is assumed to be correct. Any plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
- It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. The reviewer is not qualified to detect hazardous waste and/or toxic materials and is not an environmental or structural engineer. The review does not guarantee that the property is free of defects or environmental problems. If the property is inspected, the reviewer performs only routine observations during the inspection process of those readily accessible areas that are easily visible from a standing position; crawl spaces and attics are not viewed. Personal property may conceal many areas from view; no equipment or personal property is moved by the appraiser to facilitate observation. Any comment by the reviewer that might suggest the possibility of the presence of such substances should not be taken as confirmation of the presence of hazardous waste and/or toxic materials or molds. Such determination would require investigation by a qualified expert in the field of environmental assessment. The presence of substances such as but not limited to asbestos, urea-formaldehyde materials, lead paint, mold, radon, PCBs, VOCs or other potentially hazardous materials may affect the value of the property. The reviewer's opinions and conclusions are predicated on the assumption that there is no such material on or in the property that would cause a loss in value unless otherwise stated in this report. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the review reports.
- Unless otherwise stated in this report, no specific compliance survey has been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act (ADA). The presence of architectural and communications barriers that are structural in nature that would restrict access

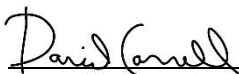
by disabled individuals may adversely affect the property's value, marketability or utility.

- Unless otherwise noted in the reports, it is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless non-conformity has been stated, defined, and considered in the review reports.
- It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed unless otherwise stated in this report.
- Any sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property. Maps and exhibits found in this report are provided for reader reference purposes only. No guarantee as to accuracy is expressed or implied unless otherwise stated in this report. No survey has been made for the purpose of this report.
- It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the reports.
- The reports under review is assumed to disclose all known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or items of a similar nature. The reviewer has not performed a title search or done any research to uncover any undisclosed encumbrances.
- Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any other purpose by any other person other than the party to whom it is addressed without the written consent of the reviewer, and in any event only with proper written qualifications and only in its entirety.
- The review appraiser herein by reason of this review is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made, or as otherwise required by law.
- Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.
- This review appraisal has been prepared by an appraiser with the experience, competency and education necessary to qualify him to make review appraisals of the type of property being valued in reports under review. There were no additional steps required to competently complete the attached review report.

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The report analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of the work under review and no personal interest with respect to the parties involved.
- I have performed no other services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions or conclusions in this review or from its use.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favor the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal or appraisal review assistance to the person signing this certification.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives
- As of the date of this report, I, **David Cornell**, have completed the continuing education requirements for the Appraisal Institute.



David M. Cornell, MAI, CAE, CNHA
NHC8-863

Appraiser Qualifications David M. Cornell, MAI, CAE, MBA, CNHA

Outgoing and results-focused Appraiser, and former Chairman of the Board of Assessors with proven success in collaborating with all levels of management to provide key leadership skills while planning, developing, and growing key initiatives. Over 17 years' experience as an Appraiser at progressive levels of responsibility. High level of integrity and optimism.

- | | | |
|-----------------------------|-------------------------------|------------------------|
| ▪ Organizational Management | ▪ High-Impact Decision Making | ▪ Executive Leadership |
| ▪ Team Building | ▪ Consultative Expert | ▪ Property Assessment |
| ▪ Commercial Properties | ▪ Training & Hiring | ▪ Statistical Analysis |
| ▪ Utility Properties | ▪ New Employee Development | ▪ Equalization Process |

Management Experience

- Directed a staff of 28 employees including hiring team members and ensuring goals and objectives were adhered to.
- Led initiatives in educating municipalities regarding the proper methodology and techniques of appraisal and assessment of real property.
- Trained team members, as needed, on processes and procedures.

Professional Experience

CORNELL CONSULTANTS, LLC Manchester, NH

2016-Present

President

Summary:

- Helping small businesses and government agencies maximize their potential through technology, professional development, and assessing/appraisal valuation serves.

NH DEPARTMENT OF REVENUE ADMINISTRATION, Concord, NH

2010-2016

Assistant Director, Municipal and Property Division

Summary:

- Lead initiatives in educating municipalities regarding the proper methodology and techniques of appraisal and assessment of real property.
- Oversee all property assessments practices in New Hampshire.
- Perform statistical tests to determine the level of quality and accuracy for revaluations completed for assessing districts.
- Assist in the statewide equalization process.
- Manage the valuation of commercial and utility properties.

Management Responsibilities:

- Directed a staff of 28 employees including hiring team members and ensuring goals and objectives were adhered to.
- Train and evaluate the efficiency and productivity of team members by establishing performance standards and objectives.
- Provide training and development of team members monitoring goals and providing feedback.

CITY OF MANCHESTER, Manchester, NH

2006-2010

Chairman of the Board of Assessors

Summary:

- Oversaw approximately 32,000 properties in the City of Manchester, equaling \$10 billion in market valuation

-
- Performed statistical analysis of assessments to determine uniformity and equity.

Key Responsibilities:

- Voted on all tax abatement cases.
- Advised the Mayor and the Board of Aldermen on real estate valuation and acquisition issues.
- Awarded “Key to the City” in 2009 by Mayor Frank Guinta for working “honorably and with great distinction.”
- Handled public relations including numerous newspaper, radio, and TV interviews.
- Developed a successful internship program

CITY OF MANCHESTER, Manchester, NH

2003-2006

Commercial Appraiser

Summary:

- Identified, listed, and appraised commercial property for tax purposes.
- Measured, listed and valued new construction projects.
- Prepared appraisals for tax appeal cases, appearing as an expert witness before the Board of Tax and Land Appeals and Superior Court (residential, commercial, and industrial properties).

Key Responsibilities:

- Developed a process that automated sections of appraisal reports.
- Developed valuation analytic tools using geospatial analysis

NH DEPARTMENT OF REVENUE ADMINISTRATION, Concord, NH

1999-2003

Real Estate Appraiser/Assistant Utility Appraiser

Summary:

- Planned, organized, and administered the appraisal and taxation of public utility property in the state.
- Researched and analyzed utility industry trends, data and technical reports to determine the value of utility properties (gas, hydro, nuclear, steam, transmission, and water).
- Adjusted utility property appraisal valuation models based on market data
- Appraised industrial, commercial, and residential property to determine equitable tax assessments.
- Explained the real estate appraisal process to property owners at public hearings.

Key Responsibilities:

- Testified as an expert witness before Superior Court in valuation disputes.

GWINNETT COUNTY PROPERTY APPRAISAL DIVISION, Lawrenceville, GA

1998-1999

Real Estate Appraiser

Summary: Appraised commercial property in Gwinnett County, GA. Used the cost, income, and sales comparable approach to derive values using the CAMA (computer-assisted mass appraisal) system.

Education & Training

Master of Business Administration, Plymouth State University, Plymouth, NH

Graduate Certificate, Investment & Finance, Plymouth State University, Plymouth, NH

Bachelor of Science, Business Administration, Liberty University, Lynchburg, VA

Microsoft Certification, MSOE: Microsoft Excel 2013 Expert

Licenses & Affiliations

Appraisal Institute Designated Member- MAI Designation

Appraisal Institute NH Chapter- President (2017 - present)

Appraisal Institute NH Chapter- Board of Directors (2015- present)

International Association of Assessing Officers- Certified Assessment Evaluator (CAE)

International Association of Assessing Officers- Senior National Instructor

Microsoft – Microsoft Certified Trainer

New Hampshire Association of Assessing Officials - Certified New Hampshire Assessor

New Hampshire Department of Revenue - Certified Property Assessor Supervisor

New Hampshire Real Estate Appraiser Board- Certified General Appraiser (NHCG-863)

The Appraisal Foundation- AQB Certified USPAP Instructor

As a **Senior National Instructor** for the International Association of Assessing Officers:

I instruct the following one-week courses:

Course 101 - Fundamentals of Real Property Appraisal

Course 102 - Income Approach to Valuation

Course 112 - Income Approach to Valuation II

Course 300 - Fundamentals of Mass Appraisal

Course 311 - Residential Modeling Concepts

Course 331 - Mass Appraisal Practices and Procedures

Course 332 - Modeling Concepts

Course 400 - Assessment Administration

I instruct the following workshops (1 to 2 ½ days):

Workshop 100 - Understanding Real Property Appraisal

Workshop 151 - Uniform Standards of Professional Appraisal Practice (National)

Workshop 150 - Mathematics for Assessors

Workshop 155 - Deprecation Analysis

Workshop 171 - IAAO Standards of Professional Practice & Ethics

Workshop 181 - 7-Hour National USPAP Update for Mass Appraisal

Workshop 191 - 7-Hour National USPAP Update

Workshop 354 - Multiple Regression Analysis for Real Property Valuation

Workshop 452 - Fundamentals of Assessment Ratio Studies

Workshop 850 - CAE Case Study Review

I instruct the following one-day forums:

Forum 909 - The Appraisal of Commercial Properties in a Declining Market

Forum 914 - The Development and Use of the Compound Interest Tables and Apps, Using the HP-12C

Forum 917 - How to Critique an Appraisal

Forum 929 - Preparation of Data for Analysis for Modeling

Forum 931 - Reading and Understanding Leases

Forum 932 - Restructuring Income/Expense Statements

State of New Hampshire
REAL ESTATE APPRAISER BOARD
APPROVED TO PRACTICE AS A
CERTIFIED GENERAL APPRAISER
ISSUED TO: DAVID M CORNELL



Certificate No: NHCg-863

EXPIRATION DATE: 10/31/2019

State of New Hampshire
REAL ESTATE APPRAISER BOARD
APPROVED TO PRACTICE AS A
Certified General Appraiser
ISSUED TO: DAVID M CORNELL



Certificate No:
NHCg-863

EXPIRATION DATE:
10/31/2019

For additional information please contact the Board office at dawn.couture@nh.gov or visit our web site at <http://www.nh.gov/nhreb>

CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, FEBRUARY 5, 2018

PORTSMOUTH, NH
TIME: 5:00 PM

Public Dialogue Session Table

There was one table used for Public Dialogue this evening due to the limited number of residents.

PRESENT: Mayor Blalock, Assistant Mayor Lazenby, Councilor Roberts, Pearson, Dwyer, Denton, Raynolds and Becksted.

ABSENT: Councilor Perkins

The members of the public were asked to introduce themselves and begin discussing their concerns and/or questions related to their individual topics.

Peter Whalen spoke regarding a meeting of the Great Bay Coalition meeting with the EPA and the cities of Portsmouth, Rochester, and Dover regarding nitrogen rules. He asked if the City feels the meeting should be open to the public and if the City was in favor of reducing the regulations.

Deputy City Attorney Woodland said we have provided an update of the plant to the EPA and the meeting would take place in Non Public Session. She spoke to a measurement phase for the nitrogen.

Mr. Whalen said he would hate to see the city not do the nitrogen removal. He said the City needs to be more open and the public should be able to attend the meeting.

Councilor Dwyer said the goal is to remove as much as possible to achieve the limit but we can't promise to go beyond what our water will do.

Deputy City Attorney Woodland said the consent decree requires monthly ratings and seasonal levels.

Bob Lister spoke to his letter on a destination charge for hotel rooms. He said this is not like the meals and rooms tax. He stated this is a voluntary destination charge where the funds would go into the General Fund to support things such as landscaping and fireworks. He spoke to his traveling around the United States where he has seen a destination charge to offset costs in the General Fund. He stated that this is important because the City needs to generate more funding.

Mayor Blalock spoke regarding HB 1609 that would allow communities to put in a pillow tax that would go back into the General Fund. He informed the residents that he spoke in Concord on this bill.

Councilor Dwyer said many communities are in support of this bill now. She stated that some of the smaller communities realize it would do more for them than larger communities. She said we would need the hotels to make it a voluntary fee.

Peter Whalen said it depends on the amount of the charge to get people to pay it voluntarily.

Councilor Denton reported that our Finance Department reported that it would generate \$1.4 million with only a 75% occupancy rate which is very conservative.

Councilor Dwyer said if the bill does not go anywhere we would look at the fee as suggested by Mr. Lister.

Erik Anderson spoke regarding collective bargaining and suggested that a different process be proposed for negotiating contracts. He said the contracts should be revisited by the City Council annually. He stated that budgets are being stretched due to contracts. Mr. Anderson said that this is a chronic problem that needs to be addressed and the costs are becoming prohibitive for the taxpayers.

Councilor Denton said going forward the City may be seeing one or two year contracts because of the health care concerns.

Councilor Dwyer spoke to an upcoming hearing on Wednesday by the legislature that would restore 15% of the retirement contributions to the communities. She stated that retirement is our biggest cost along with salaries.

Peter Whalen said that City should start looking at lump sums versus percentage cost of living adjustments. He said you start at a better point.

Paige Trace said we will be operating with 8 mg/l seasonal average for nitrogen. She spoke to the meeting tomorrow with the EPA which she said is to lower the rate. She stated that Exeter and Stratham are building their plants to handle 3 mg/l. She asked if we were going to start using methanol.

Public Works Director Rice said there are other things that can be used for treating. He said our concern is that decisions are based on science.

Ms. Trace said it is confusing and there was a hard fought battle to get to 8 mg/l. She asked where we are going with this as a City.

Public Works Director Rice said we believe the seasonal average of 8 mg/l.

Deputy City Attorney Woodland said that is what the meeting is about tomorrow and how to move the process forward. She said the EPA is not proposing any new rules and we might have the time to advance the discussions.

Ms. Trace asked why not make the meeting open to the public. Deputy City Attorney Woodland said it is a Non Public meeting but if a new draft permit is issued there would be a public meeting to allow for public comment.

Ms. Trace asked when the residents would be hearing about being notified during a combined sewer overflow (CSO) event. Public Director Rice said in the next month. He stated that it is a \$2,100.00 fee for the equipment and \$6,700.00 for the services.

Roy Hesel asked if the new plant could handle the additional surge based on the number of new developments. Public Works Director Rice responded affirmatively.

Esther Kennedy asked to have the public dialogue at 6:00 p.m. so that time will be set for future meetings.

Mayor Blalock said the public dialogue sessions are governed by a City Council rule that would need to be amended.

At 5:47 p.m., Mayor Blalock closed the Public Dialogue Session.

CITY COUNCIL NON-PUBLIC SESSION

MUNICIPAL COMPLEX
DATE: MONDAY, FEBRUARY 5, 2018

PORTSMOUTH, NH
TIME: 6:00PM

At 5:50 p.m. the City Council held a Non Public Session in Accordance with RSA 91-A:2, I (a) regarding Strategy or Negotiations with Respect to Collective Bargaining – Supervisory Management Alliance.

City Clerk Barnaby conducted a roll call vote for attendance: Mayor Blalock; Assistant Mayor Lazenby; Councilors Roberts, Pearson, Dwyer, Denton, Raynolds and Becksted.

Councilor Perkins was absent

Assistant Mayor Lazenby moved to enter into Non Public Session to discuss the Supervisory Management Alliance Contract. Seconded by Councilor Dwyer and voted.

The City Council moved from the Eileen Dondero Foley Council Chambers into Conference Room A.

Staff Present during Non Public Session: Tom Closson, Negotiator; Dianna Fogarty, Human Resource Director; John P. Bohenko, City Manager; and Kelli L. Barnaby, City Clerk.

Negotiator Closson reviewed the request for a one year extension of the Supervisory Management Alliance Tentative Agreement.

At 6:12 p.m. Mayor Blalock closed the Non-Public Session.

CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, FEBRUARY 5, 2018

PORTSMOUTH, NH
TIME: 7:00 PM

I. CALL TO ORDER

Mayor Blalock called the meeting to order at 7:12 p.m.

II. ROLL CALL

PRESENT: Mayor Blalock, Assistant Mayor Lazenby, Councilors Roberts, Pearson, Dwyer, Denton, Raynolds and Becksted

ABSENT: Councilor Perkins

III. INVOCATION

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

IV. PLEDGE OF ALLEGIANCE

Mayor Blalock led in the Pledge of Allegiance..

PRESENTATIONS

1. Award of Merit – New England Water Works Association – Brian Goetz

Mayor Blalock presented Deputy Public Works Director Brian Goetz with an Award of Merit from the New England Water Works Association. Deputy Public Works Director Goetz accepted the award with thanks and appreciation.

City Manager Bohenko congratulated Deputy Director Goetz on the Award and spoke to his outstanding work with the City and expressed his gratitude for all he has and continues to do for the City of Portsmouth.

2. Coakley Landfill

City Attorney Sullivan, Environmental Planner Britz and Michael Deyling of CES, Inc., spoke regarding to the Coakley Landfill.

City Attorney Sullivan said that this is an extremely complicated situation and presentations have been made in Hampton, North Hampton and Concord. He suggested holding another presentation here in the Chambers where he would bring all of those associated with the Coakley Landfill together at City Hall where by questions are submitted before the presentation and will be answered during the presentation. He indicated he would come back with City Manager Bohenko, City Council and Mayor Blalock on the scheduling of this meeting.

City Attorney Sullivan explained that the Coakley Landfill was a former gravel quarry and was one of the first super fund sites in the Country. He reported that the landfill was used by the City of Portsmouth and Waste Management to transport municipal waste. He said a Consent Decree was created to clean up the site. He stated the decree was approved by the federal court and participating parties followed a manual for super fund sites. He reported that all parties separated each other into groups and served on an Executive Committee and followed the responsibilities of what the EPA tells the groups to do. City Attorney Sullivan said there has not been an instance of not doing what has been required by the EPA for the last 27 years.

City Attorney Sullivan explained the creation of the case and said by the late 1990's the construction phase was over. He said wells were tested for chemicals by the EPA and the outcome is no one is drinking unsafe drinking water according to DES and EPA.

City Attorney Sullivan explained how the Executive Committee works and stated he was not the original member for the City, it was former City Manager Ken Mahoney and City Attorney Sullivan has performed that job since 1992. He reported that the Committee meets once a month by teleconference and instructions come from the EPA.

City Attorney Sullivan said that Environmental Planner Britz has been of great assistance to the group and basically serves as the administrator of the group. City Attorney Sullivan reported that there are more paper records than is imaginable. He said they're currently working to organize the records which make up to 100 banker boxes. He said each meeting careful minutes are kept and these minutes go back to the beginning of remediation. He spoke to the bills being paid through Piscataqua Savings Bank accounts and trusts. He stated there are more than complete records, but it would take a while to get them all organized.

Mr. Deyling said annual reports are prepared regarding the Coakley Landfill and the last report was 9,000 pages. He spoke to the site location in North Hampton which the outer circle is three miles and the site is 25 acres of landfill. He said during the last sampling round 37 monitoring wells were sampled. He said the site is made up of 2 operable units, operable unit 1 is the landfill and the other wells are known as operable unit 2. He spoke to other wells that are located in the surrounding areas to the east, residential wells and additional wells on North Road. He explained the ground water system and how it operates and the flow of water. He addressed compounds PFAC and said it is nothing new to the site. He said this is not a new compound, we were never asked to look for it. He said nothing has been found outside the area above the standards. He spoke to the Aquarian well that has had PFAC's detected which is well #6. He said the flow from the Coakley Landfill would need to have flowed under the streams to the landfill. Mr. Deyling said no one at Aquarian provided information as requested. He reported that the well was installed in 1930's to 1940's and the site has been monitored for 20 years and the site is stable.

City Attorney Sullivan asked Environmental Planner Britz about the increase in costs for testing. Environmental Planner Britz said it is from sampling costs of wells. The costs went from \$45,000.00 to \$172,000.00 and the costs keep increasing due to the increase in testing different wells multiple times.

Councilor Denton thanked City Attorney Sullivan for the presentation. He said former Assistant Mayor Splaine had asked what happens if all the funds for Coakley Landfill are expended. City Attorney Sullivan said the Coakley Landfill Group would only dissolve if the EPA says they have completed all of the remediation. He reported that soonest that could happen is in 2030's. He said if additional funding is required we would need to raise the funds.

Councilor Denton asked if the information contained in the books is public information. City Attorney Sullivan said the Right-to-Know Law only applies to public parties and the most complete set of records are from the City of Portsmouth and are available under the Right-to-Know Law.

Councilor Denton asked what is contained in the contract for the Lobbyist and what he is being paid. City Attorney Sullivan said the Lobbyist is reviewing bills that are coming forward regarding Coakley Landfill the Lobbyist is paid \$4,000.00 per month for 5 months. He said the harmful statute to the City of Portsmouth is HB1766 which would require the building of a pump and treat system station which would cost millions of dollars. He said he would oppose the statute as part of the Executive Group.

Councilor Dwyer said the issue of where the dollars are from is bonding. She said at the time the City did a long term bond and it is not part of our current budget but it is debt service.

City Manager Bohenko said we worked with DES on State Revolving Loan Funds in the 1990's and have a loan with the State of New Hampshire where we have two payments remaining of \$4.5 million and all records are available with the DES.

Councilor Dwyer said if you look in the annual budgets under debt service you see the Coakley Landfill listed. She asked what the City Council was responsible for. City Attorney Sullivan said approving the Consent Decree, the Partnership Agreement, and the appointment of former City Manager Ken Mahoney.

Councilor Dwyer asked why there are so many remediation sites in Hampton. Mr. Deyling said it is a matter of commercial districts. Councilor Dwyer said there are 60 in the Hampton area. She asked if the EPA or DES has regulations for new residential subdivisions or if there are land use requirements. Environmental Planner Britz said that is a land use matter.

Councilor Dwyer said she does not know what the bedrock study will tell us. Mr. Deyling said typically wells are 200 to 300 feet. He said the wells around the Coakley Landfill are less than 200 feet. He said the question is could there be a pathway that could take the water. He said there would need to be a structural feature to allow contaminates into the zone. He stated the published data indicates the fractures are sub-horizontal path way and if there was a path way they would have showed up in the wells.

Assistant Mayor Lazenby thanked City Attorney Sullivan for trying to find clarity for the public. He asked how do they update and decide what the Coakley Landfill has to do. City Attorney Sullivan said updated requirements is a continuous process and adjustments are made. Environmental Planner Britz said they just completed a 5 year review in 2016 and updated that recently.

Assistant Mayor Lazenby asked if there is a report back on how funds are expended. City Attorney Sullivan said every month and that information is located in the minutes.

City Manager Bohenko said we are putting together everything to have it in one place. He said starting in FY17 we spent almost \$200,000.00 and we spent another \$265,000.00 from the City of Portsmouth. He said we are bumping up against some of the numbers and may have to put in \$300,000.00 to \$500,000.00 from the Contingency Fund.

Assistant Mayor Lazenby said we need to make information easily available and accessible on the website. City Manager Bohenko said we are working to make links to access information.

City Manager Bohenko said we have potential exposure from the general fund if we need to build a pump and treat system station and it is for the health of the City to protect the financial interest of the City of Portsmouth.

Councilor Pearson asked if there are any other authority measures the City Council would have over the Coakley Landfill. City Manager Bohenko said there may be a policy decision. He said we need to comply with the Legislature or to take legal action to determine if the Legislature had the right to do what they did.

Councilor Pearson asked how we are moving forward with the Town of Hampton. City Manager Bohenko said we will work with the Town Manager.

Councilor Becksted said he watched the meeting on January 29th and wants to be able to move forward. He would like to make sure that people are satisfied with the report provided today. He would like the public to weigh in on the meeting.

Councilor Becksted moved to hold a meeting with what City Attorney Sullivan has offered regarding Coakley Landfill with all involved communities, the public and our Representatives. Seconded by Councilor Denton.

Councilor Dwyer requested we send a tape of this meeting to all communities involved for their review in advance of the meeting to be held.

City Manager Bohenko indicated he would instruct staff to post this meeting and highlight it on the front page of the website for review by the public.

Assistant Mayor Lazenby said he feels having a meeting is a good idea and he would like to see the meeting have a facilitator but not have the City of Portsmouth as the facilitator.

City Manager Bohenko said you need a monitor for the meeting and he would work with Coakley Landfill Group to determine the monitor and we will refer people to the website to review the Presentation. He said the meeting would be open to the public and questions will be asked.

Mayor Blalock said that this will be a Coakley Landfill Group meeting.

Councilor Reynolds said the issue is trust between the Group and residents. He said we should hire a professional meeting manager monitor.

City Manager Bohenko said we would look at the comments and try to figure out a neutral party.

Mayor Blalock said we should bring the information together and bring it back to the City Council.

Motion passed.

Councilor Roberts asked about the comments made in the Town of Hampton letter. Mr. Deyling said some of the comments were old. He said they were comments that are related to things that might happen or could happen and the comments were broad.

Assistant Mayor Lazenby said the City Council has a well-defined set of principles for the Legislature and staff that is clear when action should be taken or to speak on the legislation. He asked would it be beneficial to define something in the principles regarding the Coakley Landfill. City Attorney Sullivan said that would be helpful.

Councilor Dwyer said legislative principles are broad but we need more specific principles that are detailed for water quality and water issues.

At 9:15 p.m., Mayor Blalock called a brief recess. At 9:25 p.m., Mayor Blalock called the meeting back to order.

Councilor Pearson moved to suspend the rules in order to take up Item XI. A.2. – Extension of Agreement Re: Creek Athletic Club. Seconded by Councilor Denton and voted.

City Manager Bohenko referred the City Council to his comments. He said the CAC is requesting an extension of the lease agreement and the roof is in need of repair. He further stated that the CAC is willing to repair the roof and pay for the repairs as long as they receive a long term lease from the City.

Attorney Alex McEachern representing the Creek Athletic Club (CAC) said the roof is in bad shape and needs to be repaired. He stated the CAC would be paying the costs to repair the roof with the extension to the lease by the City.

Councilor Pearson moved to extend the Lease Agreement with the Creek Athletic Club for 251 Bartlett Street for a period of eight years from March 31, 2021 through March 31, 2029, as presented. Seconded by Councilor Denton.

Councilor Dwyer said she has no problem with the spirit of this and it would be helpful to know the value of the real estate taxes.

City Attorney Sullivan said he did not calculate the funds going forward.

Attorney McEachern said that the property is evaluated each year. City Manager Bohenko said he would send out the evaluation of the property to the City Council. Attorney McEachern said each year there will be an evaluation and if repairs are not needed money will be paid for the difference for the lease.

Motion passed.

V. ACCEPTANCE OF MINUTES – JANUARY 16, 2018

Councilor Roberts moved to accept and approve the minutes of the January 16, 2018 City Council meeting. Seconded by Councilor Dwyer and voted.

VI. PUBLIC DIALOGUE SUMMARY

Assistant Mayor Lazenby provided a summary on the Public Dialogue Session. He outlined the individuals that spoke and the topic of discussion:

Peter Whalen – EPA meeting
Robert Lister – Destination Fee
Erik Anderson – Union Contracts
Roy Helsel – Capacity of Wastewater Treatment Plant versus Development
Esther Kennedy – Timing of Public Dialogue Session

Councilor Denton moved to have the City Attorney report back with a rule change to the Public Dialogue Session to take place after Non Public Sessions or a Work Session but prior to the City Council meeting. Seconded by Councilor Becksted and voted.

VII. PUBLIC HEARING AND VOTES ON ORDINANCES AND/OR RESOLUTIONS

- A. RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE WATER FUND UNRESTRICTED NET POSITION FOR BELLAMY RESERVOIR SOURCE WATER PROTECTION LAND CONSERVATION EASEMENT FOR THE SUM OF UP TO TWO HUNDRED TWENTY-THREE THOUSAND, ONE HUNDRED THIRTY (\$223,130.00) DOLLARS

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

Brian Goetz, Deputy Public Works Director spoke on the acquirement of the 72 acre Olson Property. He informed the City Council that it is a tree farm and would remain as a small tree farm. He asked the City Council to appropriate the funding requested for the purchase of the property.

Mayor Blalock read the legal notice, declared the public hearing open and called for speakers.

Esther Kennedy asked the City Council to support the Resolution and said it is important for us to protect our water sources. She asked the Council to keep track of what type of products will be put on the site.

With no further speakers, Mayor Blalock closed the public hearing.

Assistant Mayor Lazenby moved to adopt the proposed Resolution to authorize a supplemental appropriation from the Water Fund Unrestricted Net Position for the Bellamy Reservoir Source Water Protection Land Conservation easement for the Sum of up to Two Hundred Twenty-Three Thousand, One Hundred Thirty (\$223,130.00), as presented. Seconded by Councilor Pearson.

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

- B. First reading of Ordinance amending Chapter 1, Article IX, Section 1.9 Conflict of Interest/Election Candidate Financial Disclosure – Charter Amendment #1

Councilor Denton move to pass first reading and schedule a public hearing and second reading of the proposed Ordinance at the February 20, 2018 City Council meeting. Seconded by Assistant Mayor Lazenby.

City Attorney Sullivan said that this was written as a bare bones ordinance and there is room for the City Council to make policy decisions and amendments.

Councilor Denton said he would like to change the definition of a PAC.

Councilor Dwyer said people wanted any group that gave or spent money to be defined under PAC.

Councilor Denton said he would like to see line 33 amended regarding the listing of contributions by a PAC.

Councilor Becksted spoke to changes to line 34.

City Attorney Sullivan said he would make any amendments requested by the City Council if they could call him and discuss what you would like to see the ordinance say. The City Councilors agreed.

Motion passed.

- C. First reading of Ordinance amending Chapter 1, Article IX, Section 1.901 – Conflict of Interest/Municipal Officials Disclosure – Charter Amendment #2

Councilor Roberts moved to pass first reading and schedule a public hearing and second reading of the proposed Ordinance at the February 20, 2018 City Council meeting. Seconded by Councilor Becksted.

Councilor Becksted said we are getting ready to approve two land use members and asked would this ordinance require every member to carry out that measure and sign the financial disclosure by June 30th. City Attorney Sullivan responded affirmatively.

Councilor Dwyer would like to see the language clarified regarding stocks owned in a Portsmouth business. City Attorney Sullivan said he would clarify the language.

Councilor Pearson said she would like clarification on working from home and telecommuting.

Motion passed.

VIII. APPROVAL OF GRANTS/DONATIONS

1. Acceptance of Fire Department Donation:
 - Newburyport Five Cents Savings Bank - \$500.00

Councilor Raynolds moved to accept and approve the donation to the Portsmouth Fire Department, as presented. Seconded by Assistant Mayor Lazenby and voted.

2. Acceptance of Wellness Reward - \$2,000.00

Assistant Mayor Lazenby moved to accept and approve the Wellness Reward, as presented. Seconded by Councilor Raynolds and voted.

3. Acceptance of Drinking Water and Groundwater Trust Fund – Breakfast Hill Area Water Main Improvements Grant Agreement - \$200,000.00

Assistant Mayor Lazenby moved to enter into a Grant Agreement to accept \$200,000.00 from the State of New Hampshire’s Drinking Water and Groundwater Trust Fund grant funds and to enter into a grant agreement with the Department of Environmental Services for the purpose of a water system improvement project. Seconded by Councilor Raynolds.

City Manager Bohenko said that this grant is to the City of Portsmouth for \$200,000.00 for Breakfast Hill area water main improvements.

Motion passed.

IX. CONSENT AGENDA

Councilor Becksted request to remove Item IX. B. from the Consent Agenda because he serves on the Little League Board of Directors and will need to abstain from voting on the request.

- A. Letter from Caroline Piper, Friends of the South End, requesting permission to hold the annual Fairy House Tour event on Saturday, September 22, 2018 and Sunday, September 23, 2018 from 11:00 a.m. – 3:00 p.m. ***(Anticipated action – move to refer to the City Manager with power)***
- C. Letter from Chris Vlangas, Cystic Fibrosis Foundation, requesting permission to hold the CF Cycle for Life on Saturday, July 14, 2018 ***(Anticipated action – move to refer to the City Manager with power)***
- D. Letter from Kate Corriveau, Alzheimer’s Association, requesting permission to hold the 2018 Annual Seacoast Walk to End Alzheimer’s on Sunday, September 23, 2018 at 10:00 a.m. ***(Anticipated action – move to refer to the City Manager with power)***
- E. Letter from Ken La Valley, American Foundation for Suicide Prevention, requesting permission to hold the Out of the Darkness Walk on Saturday, September 15, 2018 at 10:00 a.m. ***(Anticipated action – move to refer to the City Manager with power)***
- F. Letter from Molly Bolster and Matt Glenn, Gundalow Company, requesting permission to hold the 8th Annual Round Island Regatta on Saturday, August 11, 2018 ***(Anticipated action – move to refer to the City Manager with power)***

Councilor Pearson moved to adopt the Consent Agenda. Seconded by Assistant Mayor Lazenby and voted.

- B. Letter from Kathie Lynch, Portsmouth Little League, Inc., requesting permission for temporary signage to be located at the Plains and Hislop Park baseball fields during the 2018 baseball season and requesting permission to maintain signage to the rear of the Plains scoreboard (***Anticipated action – move to refer to the City Manager with power***)

Assistant Mayor Lazenby moved to refer to the City Manager with power. Seconded by Councilor Roberts and voted. Councilor Becksted abstained from the vote.

X. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. (See E-mail Correspondence)
- B. Letter from Robert J. Lister regarding implementing a destination fee
- C. Letter from Gerald Zelin regarding Proposed Election Finance Ordinance
- D. Letter from Town of Hampton Selectmen regarding Coakley Landfill Group
- E. Letter from Jim Splaine Re: Coakley Landfill Presentation and Request for Information

Councilor Roberts moved to accept and place the letters on file. Seconded by Assistant Mayor Lazenby and voted.

XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

Mayor Blalock announced due to the late hour all of the City Manager's items requiring action are now Consent Agenda Items.

Councilor Roberts requested to remove Item XI. A.6. – Purchase & Sale Agreement for property owned by Ferrari Remodeling & Design Inc., for Map 283, Lot 19 – Banfield Road from the City Manager's Consent Agenda.

A. CITY MANAGER

- 1. Request for Approval of the One-Year Extension of the Current Collective Bargaining Agreement between the Portsmouth School Board and the Association of Portsmouth Teachers (***Anticipated action – move to accept the proposed One-Year Agreement between the Portsmouth School Board and the Association of Portsmouth Teachers, as presented.***)

3. Woodlands Homeowners Association for License to Install Sign – FW Hartford Drive and Adams Avenue (***Anticipated action – move to approve the aforementioned revocable municipal license as recommended by the Planning Director in the memorandum dated January 17, 2018, and further, authorize the City Manager to execute this License Agreement for this request***)
4. Woodlands Homeowners Association for License to Install Sign – FW Hartford Drive and Taft Road (***Anticipated action – move to approve the aforementioned revocable municipal license as recommended by the Planning Director in the memorandum dated January 17, 2018, and further, authorize the City Manager to execute this License Agreement for this request***)
5. Easements Re: Islington Street Project (***Anticipated action – move to accept the Planning Board’s recommendation to approve the easements identified in the Memorandum from Deputy City Attorney Suzanne Woodland, dated January 11, 2018 to accomplish the Islington Street project***)

Councilor Denton moved to adopt the City Manager’s Consent Agenda. Seconded by Councilor Roberts and voted.

6. Purchase & Sale Agreement for Property owned by Ferrari Remodeling & Design Inc. for Map 283, Lot 19 – Banfield Road

Councilor Roberts asked if this request is related to the property that was purchased last year. City Manager Bohenko said no, it is for road improvements.

Assistant Mayor Lazenby moved to refer this potential acquisition of property located off of Banfield Road to the Planning Board for a recommendation. Seconded by Councilor Dwyer.

Mayor Blalock passed the gavel to Assistant Mayor Lazenby.

Mayor Blalock said this is a large piece of property and we should move forward.

Assistant Mayor Lazenby returned the gavel to Mayor Blalock.

Motion passed.

City Manager’s Informational Items

2. *Report Back on Safe Station*

Fire Chief Achilles referred to his memorandum dated January 29, 2018 regarding his Report on a Safe Station Model. He reported that both the cities of Manchester and Nashua have had recent success with Safe Stations. He stated the reason for their success is that their on-duty firefighters are providing medical assessment of an individual seeking help, and if required transport to the hospital by the city’s third-party ambulance provided or a local treatment center.

Chief Achilles said if transport is not required or a treatment center is unavailable, a certified recovery support worker or licensed alcohol and drug counselor will meet with the individual at the fire station to provide counseling and assistance. Chief Achilles said these programs have been successful, due to available on-duty fire personnel located at multiple fire stations, treatment centers in or close to each community, and numerous counseling resources. He said we should not implement a Safe Station Program here because the current services provided by the fire and police departments, along with other key community resources such as Safe Harbor Recovery Center, provide appropriate and safe opportunities for those seeking treatment or recovery. He said he would hesitate to embark on a program that overlaps services or creates redundancy, detracts from other successful initiatives, fails to put the right resources in the right place, or is unsustainable.

Councilor Denton asked Chief Achilles were the numbers given as per person per station. Chief Achilles said it was total numbers, it was not based on population. Councilor Denton said he would like to know the costs for a Safe Station. He also indicated he would like to see the information from Safe Harbor to get out to the public. Chief Achilles said it would be premature to give costs right now. He also stated he would put the pamphlets from Safe Harbor on the fire trucks and ambulances.

Councilor Dwyer said maybe we should have a presentation provided by Safe Harbor to the City Council.

Mayor Blalock said he would like to see a presentation as well.

Assistant Mayor Lazenby said he is pleased that Chief Achilles is educating his staff and feels it is a good approach.

3. *Report Back Re: Revenues*

City Manager Bohenko spoke to the initiatives for revenue sources. He spoke to the Municipal Transportation Improvements whereby RSA 261:153 VI allows the legislative body of a municipality to vote to collect an additional fee for the purpose of supporting a municipal and Transportation Improvement Fund, which shall be a capital reserve fund. He said if the City votes to collect the full maximum fee of \$5.00, the projected revenue would raise approximately \$110,000.00.

City Manager Bohenko addressed Pay As You Throw which is a unit based pricing model where users are charged based on the amount of solid waste they discard. He stated most PAYT programs require residents to dispose of their trash only in the official trash bags which can be purchased at local retail stores. He reported that Public Works collects approximately 4,800 tons of household solid waste per year. He said the solid waste tonnage equates to approximately 480,000 trash bags of 30 gallons in volume and 20 pounds in weight. Further, if the City received \$2.00 of revenue for every bag sold, we would receive approximately \$960,000.00 in annual revenue.

City Manager Bohenko discussed the Hotel Occupancy Surcharge – HB 1609. He stated this is enabling legislation that would allow the City to charge up to a \$2.00 surcharge on hotel occupancy. He said an example of the potential revenue generated in the City could be \$1,441,021.50 based on 1974 rooms at a 75% occupancy rate.

Councilor Roberts said he would be in favor of the \$5.00 charge for motor vehicles. He also indicated he would like to sell two of the seven acres of the Banfield Road property. City Manager Bohenko said we are waiting for a State agency to get back to us to purchase that conservation land. Councilor Roberts would like a staff analysis if the City is receiving the proper funding for services provided under the Municipal Services Agreement.

B. MAYOR BLALOCK

1. Discussion Re: Work Session on Per- and Polyfluoroalkyl Substance (PFAS)

Mayor Blalock said there was a request to have a Work Session on PFA's. He said it is regarding drinking water at the schools and that carbon filtration should be put in place at the school fountains. Mayor Blalock said he would schedule a Work Session in the future and invite all interested parties.

2. Appointments to be Considered:

- Appointment of Janet Phelps to the Citizens Advisory Committee
- Appointment of Thomas Watson to the Economic Development Commission
- Appointment of Phyllis Eldridge to the Zoning Board of Adjustment - Alternate

The City Council considered the appointments which will be voted upon at the February 20, 2018 City Council meeting.

3. Appointments to be Voted:

- Reappointment of Jeffrey Kisiel to the Planning Board
- Reappointment of Jay Leduc to the Planning Board
- Appointment of Steve Gray to the Cable Television & Communications Commission
- Appointment of Peter Weeks to the Trustee of the Trust Funds

Councilor Denton moved to reappoint Jeffrey Kisiel to the Planning Board until December 31, 2020; reappointment of Jay Leduc to the Planning Board until December 31, 2020; appointment of Steve Gray to the Cable Television & Communications Commission until April 1, 2020 and the appointment of Peter Weeks to the Trustee of the Trust Funds until January 1, 2021. Seconded by Councilor Pearson and voted.

Appointments to Citywide Neighborhood Steering Blue Ribbon Committee

Mayor Blalock appointed Kathleen Boduch, Chase Hagaman, Kelly Weinstein and reappointment of Lawrence Cataldo and Paul Mannle to the Citywide Neighborhood Steering Blue Ribbon Committee until December 31, 2019.

4. Resignation of John Pratt from the Economic Development Commission

Councilor Dwyer moved to accept with regret the resignation of John Pratt from the Economic Development Commission along with thanks for his service to the City. Seconded by Councilor Pearson and voted.

Councilor Dwyer moved to suspend the rules in order to continue the meeting beyond 10:30 p.m. Seconded by Assistant Mayor Lazenby and voted.

C. ASSISTANT MAYOR LAZENBY, COUNCILOR DWYER & COUNCILOR DENTON

1. Legislative Subcommittee Update
 - Principles for Legislative Position Request for Ratification

Councilor Denton said Item 7 needs language to increase energy efficiency and increase renewable energy production.

Councilor Denton moved to adopt the amendment to the City Council Principles for legislative Positions with an addition to #7 to read as follows: *Support incentives for sustainability and increasing energy efficiency and increasing renewable energy production.* Seconded by Assistant Mayor Lazenby and voted.

Councilor Dwyer requested that the City Manager work on developing a subset of principles for water/sewer and storm water legislation.

D. COUNCILOR PEARSON

1. Fundraising Ideas for Prescott Park

Councilor Pearson said that there are so many letters of support that have been received regarding the Master Plan for Prescott Park that she would like to see fundraising ideas established for this season. She said the drawings/signs for the improvements to the Park could be placed within the park in various spots that people could make donations towards those improvements.

Mayor Blalock said he would support the initiative.

Councilor Pearson said we could set up a trust for the donations. City Manager Bohenko said he would speak with Judy Renaud the Prescott Park Controller on this matter.

Councilor Dwyer suggested not going big at first. She said we need to make sure that we figure a way to make it clear for naming opportunities where larger donations would be made.

McIntyre Building Session

Councilor Dwyer said the first listening session regarding the McIntyre Building was held over the weekend and 145 people attended. She said great presentations and breakout groups took place. She spoke to Redgate/Kane and they were excited about the ideas brought forward. She stated that people know what it is and what it isn't. Councilor Dwyer announced that the second session will be held on Thursday evening from 6:30 p.m. to 8:30 p.m. here at City Hall. Councilor Becksted said that Portsmouth Listens will not be part of the session on Thursday evening.

E. COUNCILOR DWYER

1. Responsible Policy Making

Councilor Dwyer said she would like Mayor Blalock to appoint a standing panel of neutral people that have expertise in research methods and research interpretation for issues coming before the City Council. She indicated three to four residents could be appointed.

Mayor Blalock said he has no resources to appoint anyone and would not want this to be political. He would need access to who the experts would be. Councilor Dwyer said there are people at UNH and maybe some people on the City Council could make suggestions.

Councilor Reynolds said we are not trying to establish a panel of scientists but are looking for a handful of people to help all of us with some of our decision making.

Assistant Mayor Lazenby said he would like to sharpen the mission for the committee.

F. COUNCILOR DENTON

1. Renewable Energy Committee Final Report and Recommendations

Councilor Denton said 7 meetings were held by the Committee and he would like to thank the individuals that were part of the Blue Ribbon Committee. He said the policy is a one page document and he would like to see the Council adopt the policy at a future meeting. He stated that the policy has three phases:

Phase I focuses on Municipal Government Operations achieving Net Zero Energy

Phase II focuses on the Portsmouth Community, including residences, business, and other non-municipal users such as the Pease Development Authority, achieving Net Zero Energy. Phase II will also seek to examine low-income residents and environmental justice-related issues within the context of Portsmouth's Renewable Energy Policy

Phase III focuses first on all vehicles originating in and second on vehicles traveling through the City of Portsmouth achieving Net Zero Energy. Phase III is distinct from Phase II as an acknowledgement of the amount of time that may be required to accomplish this phase.

He said he would like the City Council to vote on this policy in the future.

Assistant Mayor Lazenby said that this is quality information. He said perhaps we need a Work Session to review the content.

Mayor Blalock said we can discuss this as a City Council and does not feel that we need a Work Session.

Councilor Reynolds thanked the Committee for their work and thoughtful process. He said he looks forward to a future meeting regarding the policy.

Councilor Dwyer said the policy is disconnected from the report. She said if it is going to be a policy it needs to be tethered. She said she would like to get to a policy that the City Council can get behind. She stated she does not feel we could get close to net zero.

XII. MISCELLANEOUS/UNFINISHED BUSINESS

XIII. ADJOURNMENT

At 11:15 p.m., Councilor Dwyer moved to adjourn. Seconded by Assistant Mayor Lazenby 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, MMC, CMC, CNHMC
CITY CLERK

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a PUBLIC HEARING will be held by the Portsmouth City Council on Tuesday, February 20, 2018, at 7:00 p.m., Council Chamber, Municipal Complex, 1 Junkins Avenue, Portsmouth, New Hampshire, on the proposed CAPITAL IMPROVEMENT PLAN. The complete Capital Improvement Plan is on file in the Office of the City Clerk during regular business hours.

CITY OF PORTSMOUTH, NH

Capital Plan Summary 19'

Description

I.	EQUIPMENT AND VEHICLE SCHEDULE	\$849,000
II.	BUILDING & INFRASTRUCTURE	\$16,608,000
III.	INFORMATION MANAGEMENT SYSTEMS	\$966,408
IV.	TRANSPORTATION MANAGEMENT PLAN	\$8,025,000
	CAPITAL CONTINGENCY	\$58,000
	SUBTOTALS	\$26,506,408
V.	ENTERPRISE FUNDS TOTAL	\$12,450,000
	GRAND TOTAL	\$38,956,408

*\$2,180,000 is proposed to be funded from FY19' General Fund Capital Outlay

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

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NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Tuesday, February 20, 2018 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a proposed Ordinance amending Chapter 1, Article IX, Section 1.9 Conflict of Interest/Election Candidate Financial Disclosure – Charter Amendment #1. The complete Ordinance is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

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

01/03/18296

1 ORDINANCE #
2 THE CITY OF PORTSMOUTH ORDAINS
3

4 That Chapter 1, Article IX, Section 1.9 - CONFLICT OF
5 INTEREST of the ADMINISTRATIVE CODE of the Ordinances of the City of
6 Portsmouth be amended to read as follows (deletions from existing language ~~stricken in~~
7 ~~red~~; additions to existing language **bolded in red**; remaining language unchanged from
8 existing);
9

10 ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE
11

12
13 Section 1.902: ELECTION CANDIDATE FINANCIAL DISCLOSURE
14

15 A. Required Disclosures Other than City Council: Any candidate running for ~~City~~
16 ~~Council~~, School Board, Police or Fire Commissions receiving a monetary
17 contribution from any one person or entity in the amount of a cumulative total of
18 \$100.00 or more in any calendar year must make a good faith effort to report:
19

20 1) In the case of an individual, the name, address, amount and date of
21 contribution.

22
23 2) In the case of an entity, the name, address, amount, date of
24 contribution, actual nature of entity (eg. – voluntary association,
25 LLC or Corporation), and the name of the person or persons who
26 acted on behalf of the entity to make the contribution.
27

28 B. Required Disclosures City Council: Each candidate for City Council and
29 every political action committee supporting one or more candidates for
30 City Council shall report contributions and expenditures prior to Election
31 Day, including the candidate's total monetary expenditures for that election
32 and the total monetary expenditures for each candidate or slate of
33 candidates by the political action committee. The report of monetary
34 contributions to the candidate or by a political action committee shall
35 identify each contributor by name, address and amount of contribution.
36

37 1) Political Action Committee: The term "Political Action
38 Committee" (PAC) is any political committee organized for the
39 purpose of raising and spending money to elect or defeat
40 candidates to the Portsmouth City Council.
41

42 C. The report must be filed, or updated as appropriate, with the Office of the City
43 Clerk seven (7) days prior to any election at which that person is a candidate for
44 any of the foregoing offices. Any contributions which would otherwise require
45 reporting under this ordinance received within the seven days prior to the election
46 must be submitted in a final report to the Office of the City Clerk no later than two
47 weeks following the election.

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- D. 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.
- E. **The City Clerk shall prepare forms which shall be utilized by all persons and political action committees subject to these disclosures.**
- F. Public Records: All election candidate financial disclosures shall be public records.

(Adopted Section 1.902 In Its Entirety 6/4/2007; amended 07/10/2017)

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 its passage.

APPROVED:

Jack Blalock, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

1 ORDINANCE #
2 THE CITY OF PORTSMOUTH ORDAINS

PROPOSED AMENDMENT #1
COUNCILOR JOSHUA DENTON

3
4 That Chapter 1, Article IX, Section 1.9 - CONFLICT OF INTEREST of the
5 ADMINISTRATIVE CODE of the Ordinances of the City of Portsmouth be amended to
6 read as follows (deletions from existing language ~~stricken in red~~; additions to existing
7 language **bolded in red**; remaining language unchanged from existing):
8

9 ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE

10
11
12 Section 1.902: ELECTION CANDIDATE FINANCIAL DISCLOSURE

13
14 A. Required Disclosures Other than City Council: Any candidate running for ~~City~~
15 ~~Council~~, School Board, Police or Fire Commissions receiving a monetary
16 contribution from any one person or entity in the amount of a cumulative total of
17 \$100.00 or more in any calendar year must make a good faith effort to report:

- 18
19 1) In the case of an individual, the name, address, amount and date of
20 contribution.
21
22 2) In the case of an entity, the name, address, amount, date of
23 contribution, actual nature of entity (eg. – voluntary association,
24 LLC or Corporation), and the name of the person or persons who
25 acted on behalf of the entity to make the contribution.
26

27 B. Required Disclosures City Council: **Each candidate for City Council and**
28 **every political action committee supporting one or more candidates for**
29 **City Council shall report contributions and expenditures prior to Election**
30 **Day, including the candidate’s total monetary expenditures for that election**
31 **and the total monetary expenditures for each candidate or slate of**
32 **candidates by the political action committee. The report of monetary**
33 **contributions to the candidate or ~~by to~~ a political action committee shall**
34 **identify each contributor by name, address, ~~and amount and date of~~**
35 **contribution.**
36

- 37 1) Political Action Committee: **The term “Political Action**
38 **Committee” (PAC) is any political committee organized for the**
39 **purpose of raising and spending money to elect or defeat**
40 **candidates to the Portsmouth City Council.**
41

42 C. The report must be filed, or updated as appropriate, with the Office of the City
43 Clerk seven (7) days prior to any election at which that person is a candidate for
44 any of the foregoing offices. Any contributions which would otherwise require
45 reporting under this ordinance received within the seven days prior to the election
46 must be submitted in a final report to the Office of the City Clerk no later than two
47 weeks following the election.

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D. 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.

E. **The City Clerk shall prepare forms which shall be utilized by all persons and political action committees subject to these disclosures.**

F. Public Records: All election candidate financial disclosures shall be public records.

(Adopted Section 1.902 In Its Entirety 6/4/2007; amended 07/10/2017)

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 its passage.

APPROVED:

Jack Blalock, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

Suggested Motion: Moved to amend the proposed ordinance as presented in Amendment #1.

1 ORDINANCE #
2 THE CITY OF PORTSMOUTH ORDAINS

3
4 That Chapter 1, Article IX, Section 1.9 - CONFLICT OF INTEREST of the
5 ADMINISTRATIVE CODE of the Ordinances of the City of Portsmouth be amended to
6 read as follows (deletions from existing language ~~stricken in red~~; additions to existing
7 language **bolded in red**; remaining language unchanged from existing):
8

9 ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE

10
11
12 Section 1.902: ELECTION CANDIDATE FINANCIAL DISCLOSURE

13
14 A. Required Disclosures Other than City Council: Any candidate running for ~~City~~
15 ~~Council~~, School Board, Police or Fire Commissions receiving a monetary
16 contribution from any one person or entity in the amount of a cumulative total of
17 \$100.00 or more in any calendar year must make a good faith effort to report:

- 18
19 1) In the case of an individual, the name, address, amount and date of
20 contribution.
21
22 2) In the case of an entity, the name, address, amount, date of
23 contribution, actual nature of entity (eg. – voluntary association,
24 LLC or Corporation), and the name of the person or persons who
25 acted on behalf of the entity to make the contribution.
26

27 B. Required Disclosures City Council: **Each candidate for City Council and**
28 **every political action committee supporting one or more candidates for**
29 **City Council shall report contributions and expenditures prior to Election**
30 **Day, including the candidate’s total monetary expenditures for that election**
31 **and the total monetary expenditures for each candidate or slate of**
32 **candidates by the political action committee. The report of monetary**
33 **contributions to the candidate or by a political action committee shall**
34 **identify each contributor by name, address and amount of contribution.**
35

- 36 1) Political Action Committee: **The term “Political Action**
37 **Committee” (PAC) is any political committee ~~organized for the~~**
38 **~~purpose of raising and spending money to elect or defeat~~**
39 **candidates to the Portsmouth City Council.**
40

41 C. The report must be filed, or updated as appropriate, with the Office of the City
42 Clerk seven (7) days prior to any election at which that person is a candidate for
43 any of the foregoing offices. Any contributions which would otherwise require
44 reporting under this ordinance received within the seven days prior to the election
45 must be submitted in a final report to the Office of the City Clerk no later than two
46 weeks following the election.
47

48 **D.** Violations: For violation and enforcement purposes, complaints alleging violation
49 of the mandatory disclosure ordinance shall be administered in accordance with
50 the process and penalties available under the Municipal Code of Ethics,
51 Reference Chapter 1, Article VIII.

52
53 **E.** **The City Clerk shall prepare forms which shall be utilized by all persons**
54 **and political action committees subject to these disclosures.**

55
56 **F.** Public Records: All election candidate financial disclosures shall be public
57 records.

58
59 (Adopted Section 1.902 In Its Entirety 6/4/2007; amended 07/10/2017)

60
61
62 The City Clerk shall properly alphabetize and/or re-number the ordinance as
63 necessary in accordance with this amendment.

64
65 All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

66
67 This ordinance shall take effect upon its passage.

68
69
70
71 APPROVED:

72 _____

73 Jack Blalock, Mayor

74
75 ADOPTED BY COUNCIL:

76
77 _____

78 Kelli L. Barnaby, City Clerk

79
80
81 **Suggested Motion:** Moved to amend the proposed ordinance as presented in Amendment
82 #2

83

84

85 H:\ordinances\ORDIRESO\1.9 - Amd 1 - 2 (2nd READING - DWYER) 2-14-18 version.docx

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Tuesday, February 20, 2018 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a proposed Ordinance amending Chapter 1, Article IX, Section 1.901 Conflict of Interest/Municipal Officials Disclosure – Charter Amendment #2. The complete Ordinance is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

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

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Tuesday, February 20, 2018 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a proposed Ordinance amending Chapter 1, Article IX, Section 1.901 Conflict of Interest/Municipal Officials Disclosure – Charter Amendment #2. The complete Ordinance is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

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

DW00282706

1 ORDINANCE #
2 THE CITY OF PORTSMOUTH ORDAINS

3
4 That Chapter 1, Article IX, Section 1.901: - CONFLICT OF
5 INTEREST of the ADMINISTRATIVE CODE of the Ordinances of the City of
6 Portsmouth be amended to read as follows (deletions from existing language ~~stricken in~~
7 ~~red~~; additions to existing language **bolded in red**; remaining language unchanged from
8 existing):

9
10 ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE

11
12 Section 1.901: MUNICIPAL OFFICIALS DISCLOSURES

13
14 A. Preliminary: This ordinance is adopted by the City of Portsmouth in compliance
15 with the mandate contained in the Charter Amendment entitled "CONFLICT OF
16 INTEREST" which was adopted by referendum vote of the City of Portsmouth on
17 November 3, 1987 **as amended pursuant to referendum vote of the City of**
18 **Portsmouth on November 7, 2017**. This ordinance may be referred to as the
19 Mandatory Disclosure Ordinance.

20
21 B. Definition: For purposes of this Article only, the following terms shall be defined in
22 the following manner:

23
24 Municipal Official: For the purpose of mandatory financial disclosure, the term
25 "Municipal Official" **in this provision shall be defined to include** members of the
26 City Council, School Board, Police Commission, **and Fire Commission, Planning**
27 **Board, Zoning Board of Adjustment and Historic District Commission.**

28
29 Income: The term "income" shall be defined as a gain of recurrent benefit usually
30 measured in money that derives from capital, labor, or investment.

31
32 Capital Assets: The term "capital assets" shall be defined to include all
33 **Portsmouth related** corporate stocks or bonds or any other business interest
34 directly attributable to any business entity which maintains a business location in
35 the City of Portsmouth, owns property in the City of Portsmouth, transacts
36 substantial business in the City of Portsmouth, or transacts business with the City
37 of Portsmouth. The term "capital assets" shall also be defined to include all real
38 estate holdings and interest in real estate located in the City of Portsmouth.

39
40 Financial Disclosure Statement: The term "financial disclosure statement" shall
41 mean a written statement, given under oath:

- 42
43 **A) 1) Listing an individual's primary source of annual income and**
44 **capital assets. However, in no instance shall disclosure be mandated of**
45 **any capital asset whose value at the time of disclosure is below Ten**

46 Thousand (\$10,000) dollars nor shall the value of any source of income or
47 the value of any capital asset be required for disclosure.

48
49 **B) 2)** Listing any sources of income, whether or not connected with
50 the City of Portsmouth which produce income in an amount greater than
51 \$10,000 calculated annually on a per calendar year basis.

52
53 C. Obligation of All Municipal Officials: All municipal officials will maintain an updated
54 financial disclosure statement in the Office of the City Clerk. The Financial
55 Disclosure Statement shall be updated annually as of June 30th. Forms shall be
56 based on the form used by the State to implement RSA 15-A (attached) prepared
57 by the City Clerk for approval by the City Council and made available to all
58 municipal officials for this purpose.

59
60 D. Determining Violations: For violation and enforcement purposes, complaints
61 alleging violation of the mandatory disclosure ordinances shall be administered in
62 accordance with the process under the Municipal Code of Ethics, Reference
63 Chapter I, Article VIII.

64
65 E. Public Records: Financial Disclosure Statements shall be public records.
66 (Amended 6/4/2007)

67
68 F. Return of Records: Financial Disclosure Statements shall be returned to the public
69 official six (6) months after leaving office. (Adopted In Its Entirety 3/21/88,
70 Amended 3/28/88)

71
72 G. Penalties: Any violation of this article shall be subject to the penalties prescribed
73 for violation of the City Code of Ethics, Sec. 1.801 et seq.

74
75 The City Clerk shall properly alphabetize and/or re-number the ordinance as
76 necessary in accordance with this amendment.

77
78 All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

79
80 This ordinance shall take effect upon its passage.

81
82 APPROVED:

83
84 _____
85 Jack Blalock, Mayor

86 ADOPTED BY COUNCIL:

87
88 _____
89 Kelli L. Barnaby, City Clerk

1 ORDINANCE #
2 THE CITY OF PORTSMOUTH ORDAINS

PROPOSED AMENDMENT
COUNCILOR CHRIS DWYER

3
4 That Chapter 1, Article IX, Section 1.901: - CONFLICT OF INTEREST of the
5 ADMINISTRATIVE CODE of the Ordinances of the City of Portsmouth be amended to
6 read as follows (deletions from existing language ~~stricken in red~~; additions to existing
7 language **bolded in red**; remaining language unchanged from existing):

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9 ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE

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25 City Council, School Board, Police Commission, **and Fire Commission, Planning**
26 **Board, Zoning Board of Adjustment and Historic District Commission.**

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29 measured in money that derives from capital, labor, or investment.

30
31 Capital Assets: ~~The term "capital assets" shall be defined to include all~~
32 ~~Portsmouth-related corporate stocks or bonds or any other business interest~~
33 ~~directly attributable to any business entity which maintains a business location in~~
34 ~~the City of Portsmouth, owns property in the City of Portsmouth, transacts~~
35 ~~substantial business in the City of Portsmouth, or transacts business with the City~~
36 ~~of Portsmouth. The term "capital assets" shall also be defined to include all real~~
37 ~~estate holdings and interest in real estate located in the City of Portsmouth.~~

38 **The term 'capital assets' shall be defined to include interests and**
39 **investments in Portsmouth-based businesses, businesses owned by**
40 **Portsmouth residents, and businesses which transact business with the City**
41 **of Portsmouth.**

42
43 Financial Disclosure Statement: The term "financial disclosure statement" shall
44 mean a written statement, given under oath:
45

46 A) 1) Listing an individual's primary source of annual income and
47 capital assets. However, in no instance shall disclosure be mandated of
48 any capital asset whose value at the time of disclosure is below Ten
49 Thousand (\$10,000) dollars nor shall the value of any source of income or
50 the value of any capital asset be required for disclosure.

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53 the City of Portsmouth which produce income in an amount greater than
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79 necessary in accordance with this amendment.

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83 This ordinance shall take effect upon its passage.

84
85 APPROVED:

86
87 _____
88 Jack Blalock, Mayor

89 ADOPTED BY COUNCIL:

90 _____
91 Kelli L. Barnaby, City Clerk
92

93
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Suggested Motion: Moved to amend the proposed ordinance as presented in Amendment #A.

H:\ordinances\ORDIRESO\1.9 - Amd 2 - (2nd Reading - Dwyer) 2-14-2018 version.docx



February 1, 2018

Prescott Park Arts Festival
P.O. Box 4370
Portsmouth, NH 03802
603.436.2848

Ben Anderson
President

Jameson S. French
Chair

Ken Bellevue
Vice Chair

Bill Duncan
Treasurer

Chris Poulin
Secretary

Board of Directors

Richard Burbine
Nancy Clayburgh
Tim Coughlin
Joel Harris
Amanda McSharry
Dan Plummer
Adam Vicinus

Portsmouth City Council
John Bohenko City Manager
Planning Department
1 Junkins Avenue
Portsmouth, NH 03801



Re: 6th Annual Memorial Bridge 5k

Dear Mr. Bohenko,

Prescott Park Arts Festival, in conjunction with Seacoast Community School, is looking forward to presenting the 6th Annual Memorial Bridge 5K on Sunday October 7, 2018. This race crosses the Memorial Bridge and has always been a symbolic way for the community to celebrate the beloved city icon. Estimated attendance for this event will likely be between 600-900 people, depending on weather conditions of the day.

The event will be the same as years past. We will again be working with safety volunteers and the Portsmouth Police Department. We will arrange for a police presence at the event, to ensure that any potentially problematic situations are preemptively and properly handled. We are seeking approval from the City of Portsmouth to present this event to the Seacoast community and tourists visiting the region.

Thank you for your time and consideration. We look forward to hearing from you soon on this matter. Please feel free to contact me with any questions or concerns.

Best regards,

Ben Anderson
Executive Director

MEMORANDUM

TO: John Bohenko, City Manager

FROM: Juliet T. H. Walker, Planning Director *JTW*

DATE: February 9, 2018

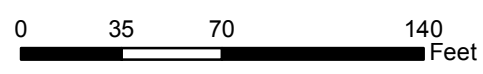
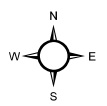
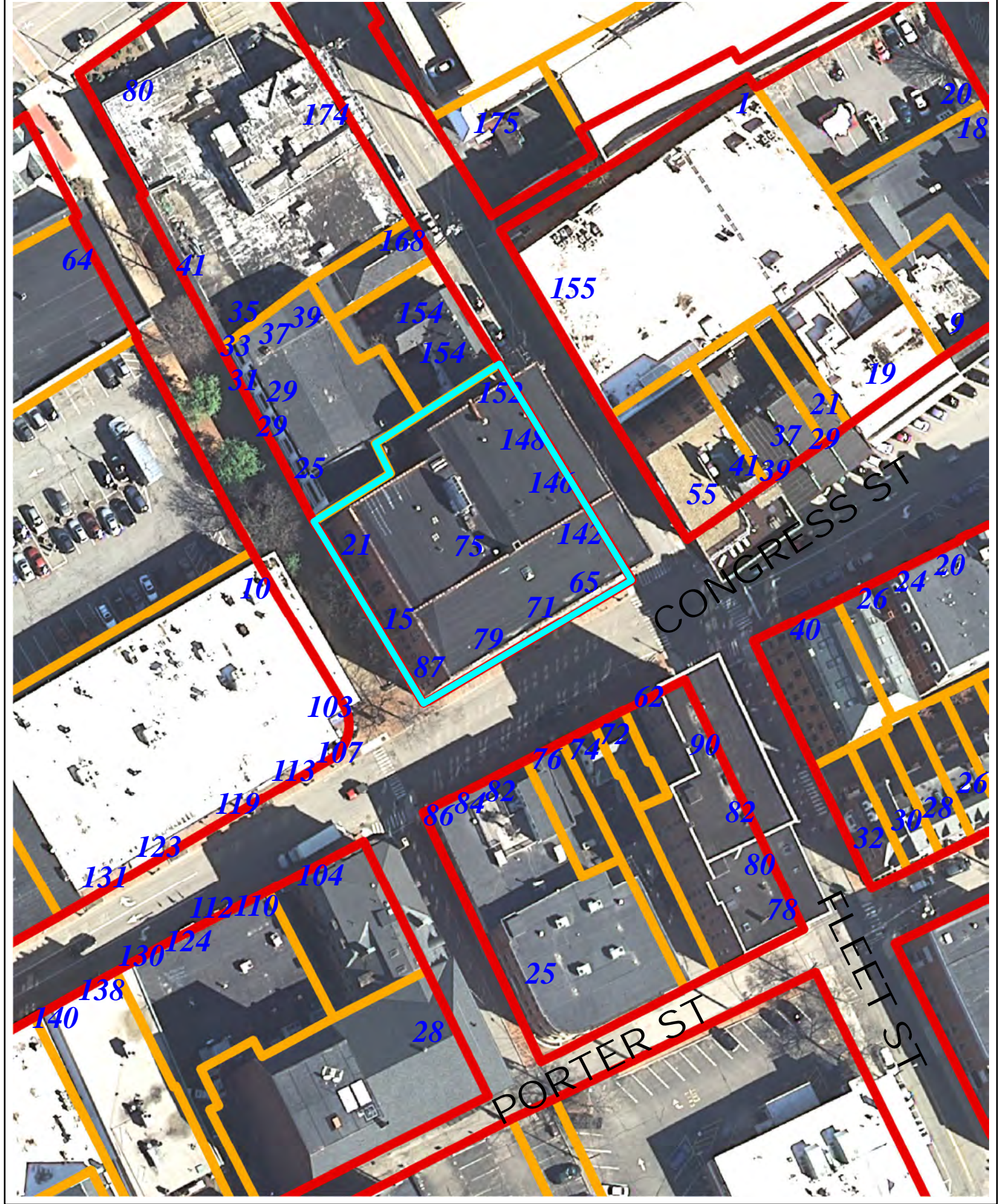
RE: City Council Referral – Projecting Sign
Address: 142 Fleet Street
Business Name: The Clean Bedroom
Business Owner: Thomas Lincoln

Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 24" x 40"
Sign area: 6.6 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the 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.



Map produced by Planning Department 2-9-18

**Request for license
142 Fleet Street**



Organic Mattresses

repaint existing 18" x 54" sign panel
apply white vinyl

TheCleanBedroom

repaint existing 18" x 220" sign panel
apply white vinyl



24" x 40" 1.5" thick HDU
engraved and painted
2 sided

Martingale, LLC
30 Penhallow Street, Suite 300 East
Portsmouth, NH 03801



February 5, 2018

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

Re: Bowsprit Sculpture

Dear John:

Martingale has commissioned a custom piece of City Art entitled "Bowsprit Sculpture". This custom wood carving will be installed on the exterior brick façade of Martingale in accordance with the attached drawings from McHenry Architecture. We received unanimous approval from the Historic District Commission in accordance with the attached Certificate of Approval dated June 12, 2017 and Building Permit #1518 dated June 22, 2018.

A portion of the Bowsprit Sculpture extends approximately 12 feet high above the City of Portsmouth sidewalk on Bow Street. We respectfully request a license agreement for the installation of this exciting street art.

Please don't hesitate to reach me at the office at (603)427-0725 or via email at house@mcnabbgroup.com if you have any questions or need any further details.

Sincerely,

Mark A. McNabb
Member & Manager

Enc.

**MARTINGALE, LLC
99 BOW ST., PORTSMOUTH, NH**

June 7, 2017 - Historic District Commission, Public Hearing, Portsmouth, New Hampshire

General Project Description:
Martingale Building streetscape improvements:

- New "Bowsprit" artwork sculpture added above West Entry.
- Existing "Martingale Wharf" blade sign to be removed. In its place a new signage/stained glass artwork will be added to building front & side at West Entry. Purpose of this is to better highlight the location of the entrance to the Martingale Wharf Restaurant.
- New stained glass artwork windows in archways on west side of building.
- New black granite bases on building front along Bow Street to display seasonal plantings.

MARTINGALE, LLC
99 BOW STREET



VIEW LOOKING DOWN BOW ST.
TOWARD CERES ST



VIEW LOOKING UP BOW ST.
TOWARD STATE ST.

MARTINGALE, LLC
99 BOW ST
PORTSMOUTH, NH

PROPOSED MARTINGALE BUILDING
STREETScape IMPROVEMENTS
HDC PUBLIC HEARING, JUNE 7, 2017

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

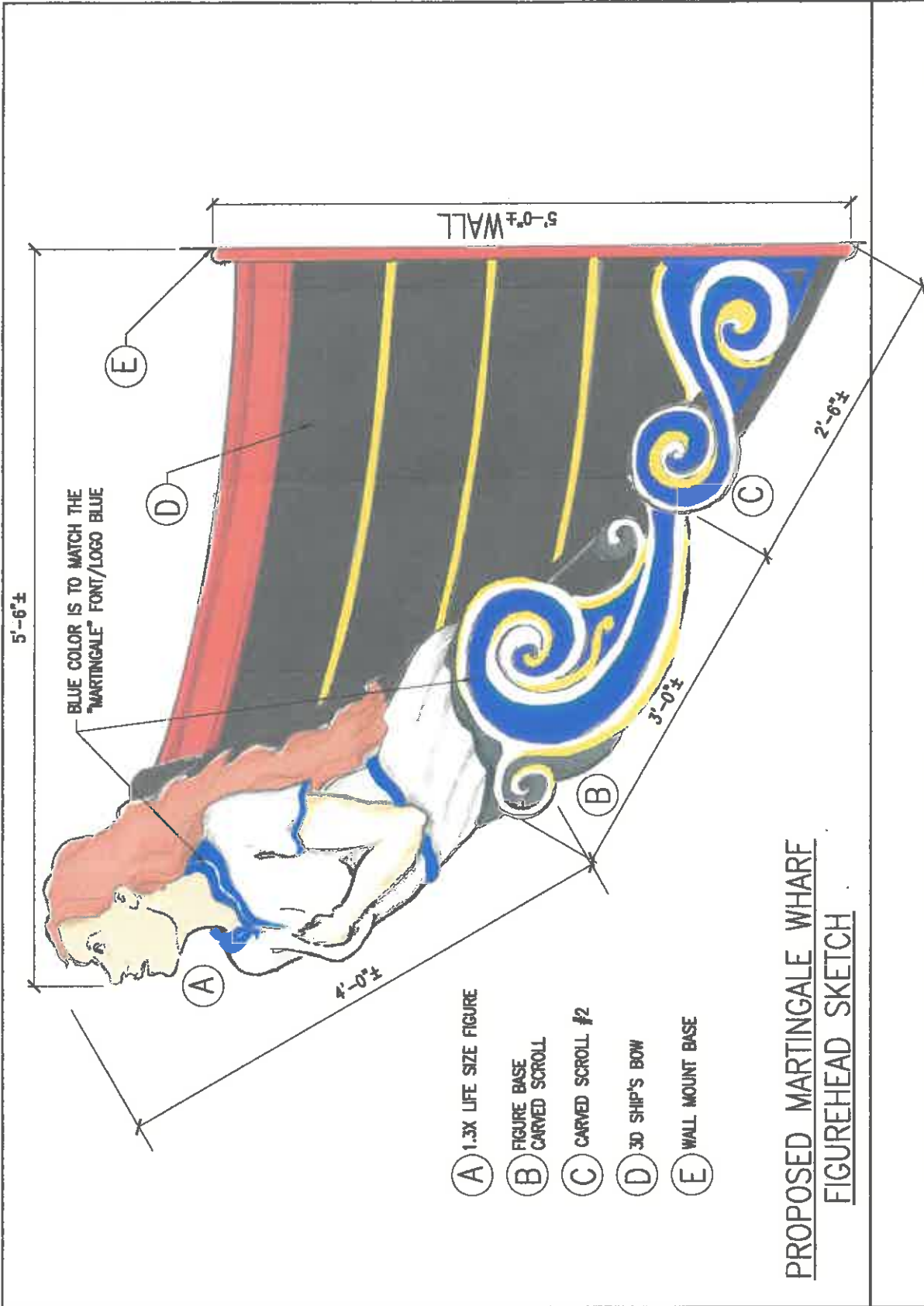
07/20/2017
MHA:KJ
Scale: AS NOTED

"Bowsprit" ARTWORK DESCRIPTION:

1. Fabrication and installation of a nautical "Bowsprit", sculpted in the American ship carvers tradition, to be placed on the Martingale Building at 99 Bow St, Portsmouth, NH.
2. The attached image is a concept design that is intended to show the location and scale of the "Bowsprit" on the Martingale Building.
3. The overall length of the completed piece will be approximately 9'-0" in length and be hung from the building at an angle as shown, projecting approximately 5'-6" from the face of the building. (see dimensions on page 3)
4. The "Bowsprit" will be three-dimensional and fabricated of laminated layers of white pine and will include traditional scrollwork features and a partial ships bow at its base. The sculpture will consist of a fully clothed female figure with long hair and a stoic gaze, as if looking forward from the bow of a clipper ship.
5. The "Bowsprit" will include custom designed and fabricated support hardware and will be finished of the highest quality marine grade painted finish.



CONCEPT IMAGE/SCALE OF ARTWORK



- Ⓐ 1.3X LIFE SIZE FIGURE
- Ⓑ FIGURE BASE CARVED SCROLL
- Ⓒ CARVED SCROLL #2
- Ⓓ 3D SHIP'S BOW
- Ⓔ WALL MOUNT BASE

**PROPOSED MARTINGALE WHARF
FIGUREHEAD SKETCH**



CARVED WOODEN SIGN EXAMPLES

The figurehead project was conceived by Steve McHenry, architect. He is being commissioned by Martingale, LLC (the building owner) to design, fabricate, carve and install the project. Examples of Steve's figurative woodcarving are shown here.

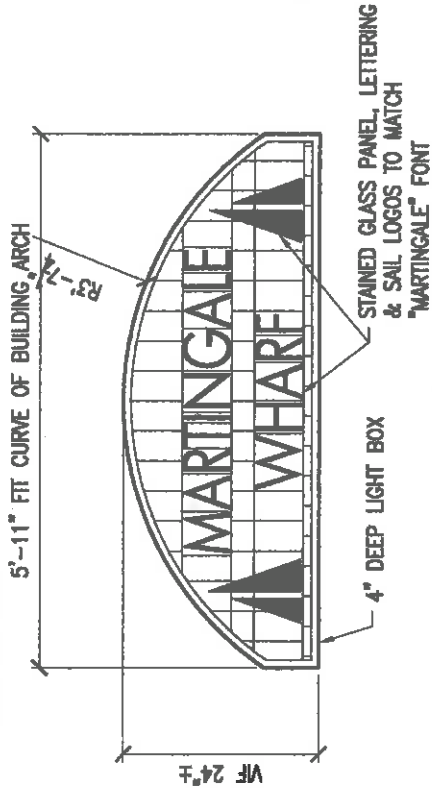


MARTINGALE, LLC
99 BOW ST
PORTSMOUTH, NH

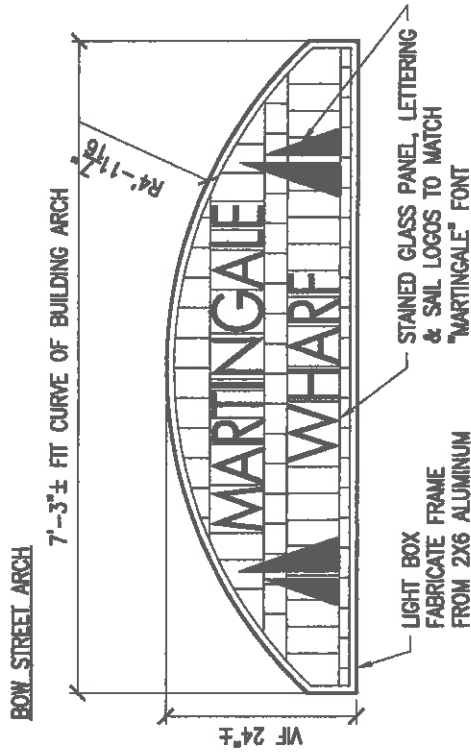
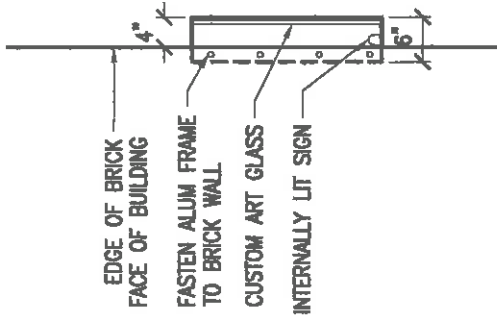
PROPOSED MARTINGALE BUILDING
STREETScape IMPROVEMENTS
JDC NBBC/HENRIS, JUNE 7, 2017

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

WEST SIDE ARCH



PANELS TO BE MFR BY:
POMPEL & CO., LOWELL, MA



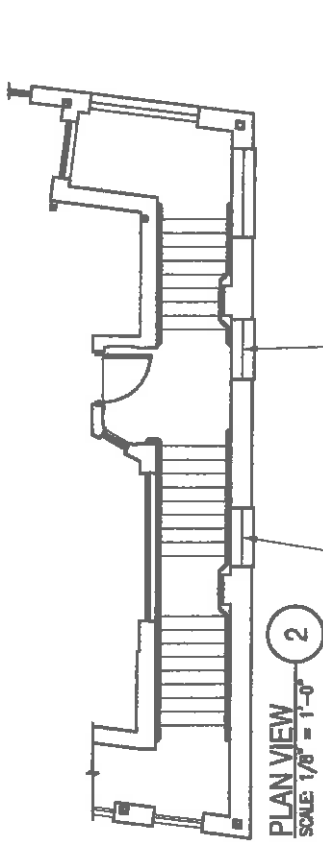
CUSTOM STAINED GLASS PANELS MOUNTED IN ALUMINUM FRAME WITH INTERNAL LIGHTS. LIGHTBOX EXTENDS 4" BEYOND FACE OF BUILDING

FRONT AND SIDE FACADE SIGNAGE/ARTWORK

MARTINGALE, LLC
99 BOW ST
PORTSMOUTH, NH
HCC PUBLIC HEARING, JUNE 7, 2017

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

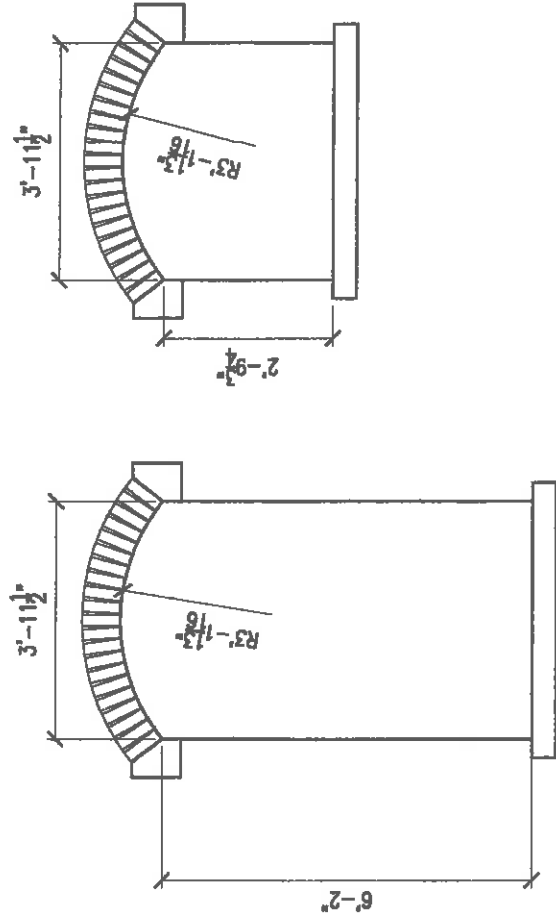
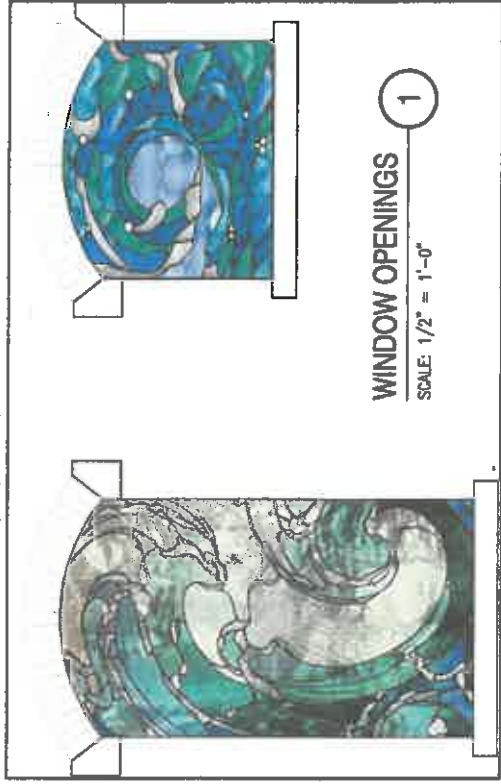
07/06/2017
ARCH: RT
Scale: AS NOTED



CUSTOM STAINED GLASS ART INFILL PANELS,
ACTUAL DESIGN TBD BY MFR.

PANELS TO BE MFR BY: POMPEI & CO.,
LOWELL, MA

NOTE:
STAINED GLASS TO BE PROTECTED BY 1/4" TEMPERED
GLASS ON BOTH SIDES.

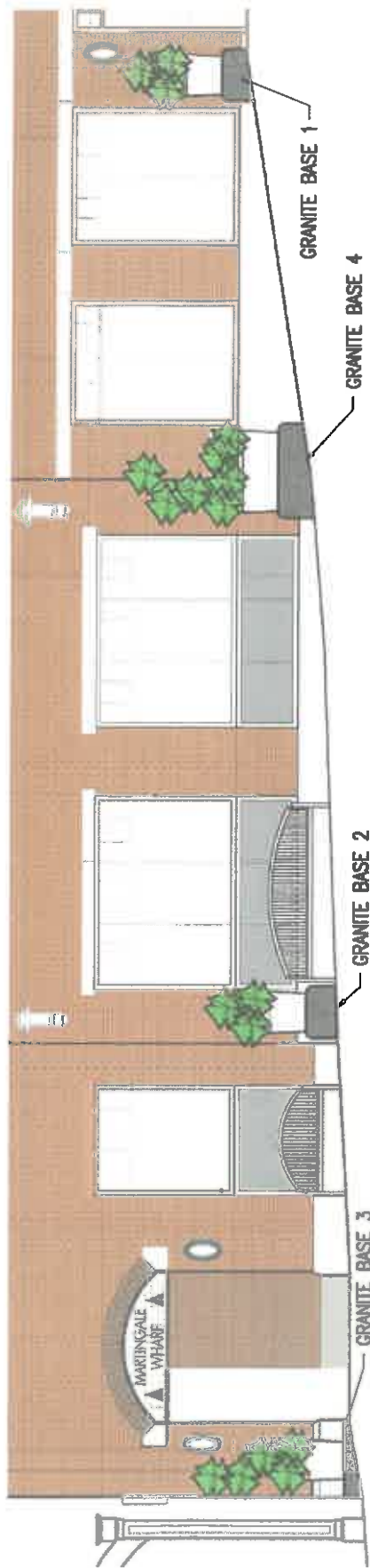


STAINED GLASS/ARTWORK PANELS

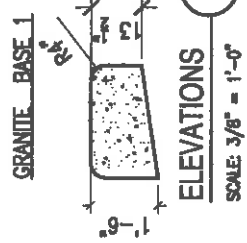
MARTINGALE, LLC
99 BOW ST
PORTSMOUTH, NH
HRC PUBLIC HEARING, JUNE 7, 2017

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

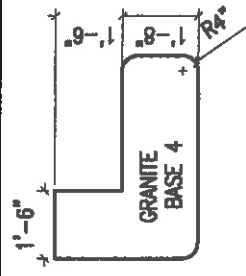
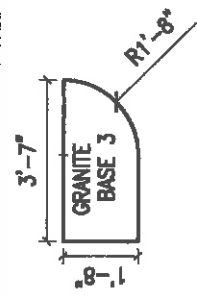
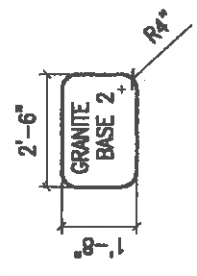
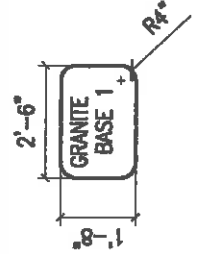
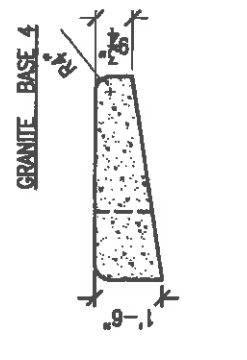
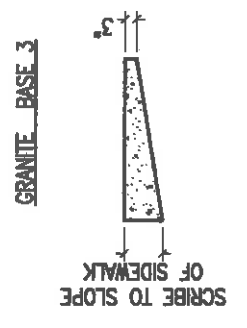
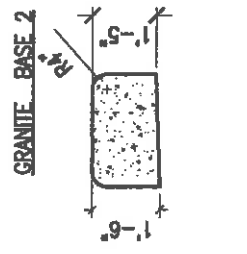
07JUN2017
AMMA: RTI
Scale: AS NOTED



ELEVATION
SCALE: NTS



ELEVATIONS
SCALE: 3/8" = 1'-0"

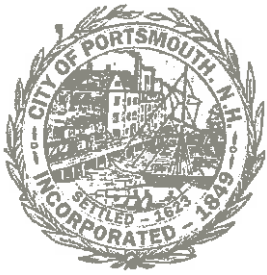


PLAN VIEWS - GRANITE BASES FOR SEASONAL PLANTINGS

SCALE: 3/8" = 1'-0"

GRANITE BASES

- NOTES:
- BOTTOM SLOPE ANGLE TO BE VERIFIED IN FIELD
 - MATERIAL: POLISHED BLACK GRANITE



CITY OF PORTSMOUTH

Community Development Department
(603) 610-7232

Planning Department
(603) 610-7216

PLANNING DEPARTMENT
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROVAL

Date: June 12, 2017

To: Martingale, LLC
30 Penhallow Street
Portsmouth, NH 03801

Re: 99 Bow Street

The Historic District Commission considered your proposal at its meeting of June 7, 2017 wherein permission was requested to allow exterior renovations to an existing structure (remove existing sign, add "bowsprit" sculpture above west entryway, add stained glass artwork windows in archways on west façade, add black granite bases on front façade) as per plans on file in the Planning Department.

After due deliberation, the Commission voted that the request be **approved** as presented with the following stipulation:

- 1) The final shop drawing for the proposed lighting and stained glass windows shall be reviewed and approved as an administrative approval prior to construction.

Findings of Fact: The proposed application meets the following purposes of the Historic District Ordinance (as applicable):

A. Purpose and Intent:

- Yes No - Preserve the integrity of the District
- Yes No - Maintain the special character of the District
- Yes No - Assessment of the Historical Significance
- Yes No - Complement and enhance the architectural and historic character
- Yes No - Conservation and enhancement of property values
- Yes No - Promote the education, pleasure & welfare of the District to the city residents and visitors

Page 2
Re: 99 Bow Street
June 12, 2017

The proposed application also meets the following review criteria of the Historic District Ordinance (as applicable):

B. Review Criteria:

- ✓ Yes No - Consistent with special and defining character of surrounding properties
- Yes No - Relation to historic and architectural value of existing structures
- Yes No - Compatibility of design with surrounding properties
- ✓ Yes No - Compatibility of innovative technologies with surrounding properties

PLEASE NOTE THE FOLLOWING:

- **Other Approvals** - Approvals may also be required from other Committees and/or Boards prior to the issuance of a Building Permit.
- **Construction Drawings** - Prior to the issuance of a Building Permit the Building Inspector will review and approve construction drawings/sketches so work shall not commence until the review process is complete and a Building Permit issued.
- **Design Modifications and Fees** - Please note that any changes or modifications to this approval require review and approval from the HDC prior to implementation. Starting July 1st, 2016, a \$100 fee will be required for any subsequent Administrative Approvals for work not yet completed and a \$500 fee will be assigned for any work completed prior to approval.
- **Site Inspections and Compliance Review** - The City's Land Use Compliance Agent, Vincent Hayes, will be inspecting the work during construction and will be available to assist you in making any other requests or inquires on this matter. If you have any questions please feel free to contact the Principal Planner, Nick Cracknell at njcracknell@cityofportsmouth.com or Mr. Hayes at vjhayes@cityofportsmouth.com.

The minutes and tape recording of the meeting may be reviewed in the Planning Department.

Respectfully submitted,



Vincent Lombardi, Chairman
Historic District Commission

cc: Robert Marsilia, Chief Building Inspector
Rosann Maurice-Lentz, Assessor
Steve McHenry, McHenry Architecture



City of Portsmouth Building Permit

Inspection Department
1 Junkins Avenue
Portsmouth, NH 03801
603-610-7243

Permit Number:
1518
Date of Issue:
June 22, 2017
Expires:
06/22/2018
Const. Cost:
\$50000

Owner: MARTINGALE WHARF LIMITED PARTNERSHIP
Applicant: Mark McNabb
Contractor: Mark A. McNabb, McNabb Properties, Ltd Phone #: (603)427-0725
Location: 99 BOW ST

Description of Work: Install granite planter bases, install Martingale Wharf stained glass windows, miscellaneous stained glass windows and Bowsprit Custom Art

Zoning: CD5
Map/Lot: 0106-0054-0000-
Design Occupant Load:

Min Constr. Type: Mixed Use
Bidg. Code: IBC Edition: 2009

Remarks:

- *Separate electrical permit required for installation of any new devices or wiring.
- *All work to be consistent with materials, details and sketches approved by HDC.

The PERMIT HOLDER has read this permit, the permit application, and the Building Official's marked-up plans and agrees to perform the work authorized including any conditions or requirements indicated thereon; and any stipulations imposed by a Land Use Board in conjunction with the project. The CONTRACTOR shall be responsible for notifying the Inspection Department 48 hours in advance, for FOUNDATION, FRAMING, and FINAL inspections. A Certificate of Occupancy is required for all Building Permits. Buildings shall not be occupied until ALL inspections (BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, and FIRE) are complete and Occupancy has been issued. By signing this permit, the owner or his/her representative (Permit Holder), authorizes property access by city officials to conduct interior and exterior inspections and property tax assessments during and/or after the construction process.

The Permit Card Shall Be Posted and Visible From the Street During Construction.

Code Official:

This is an e-permit. To learn more, scan this barcode or
visit portsmouthnh.viewpointcloud.com/records/1518



REVOCABLE LICENSE

The City of Portsmouth, a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire, hereby grants this revocable license to Mark A. McNabb (Member & Manager) d/b/a Martingale, LLC (hereinafter "Martingale, LLC") with a place of business at 99 Bow Street, Portsmouth, New Hampshire for the purpose of permitting an artistic bowsprit figurehead sculpture to be placed over property of the City in accordance with Building Permit #1518 dated June 22, 2017:

1. During the term of this license Martingale, LLC shall have the permission of the City of Portsmouth to locate and maintain a sculpture over the City right-of-way at the address indicated above as its place of business.
2. The sculpture referenced in item 1 above shall be consistent with Exhibit A attached hereto.
3. The term of this license shall be indefinite, but subject to revocation by the City in the sole discretion of the City in the event that municipal interest so requires.
4. Martingale, LLC shall bear all costs of installing, maintaining and removal of the sculpture, including repairs to the City property made necessary by the existence or removal of the sculpture.
5. That any resulting disturbance of a sidewalk, street or other public infrastructure shall require its restoration at the expense of Martingale, LLC and be subject to review and approval by the Department of Public Works.

Dated this _____ day of _____, 2018.

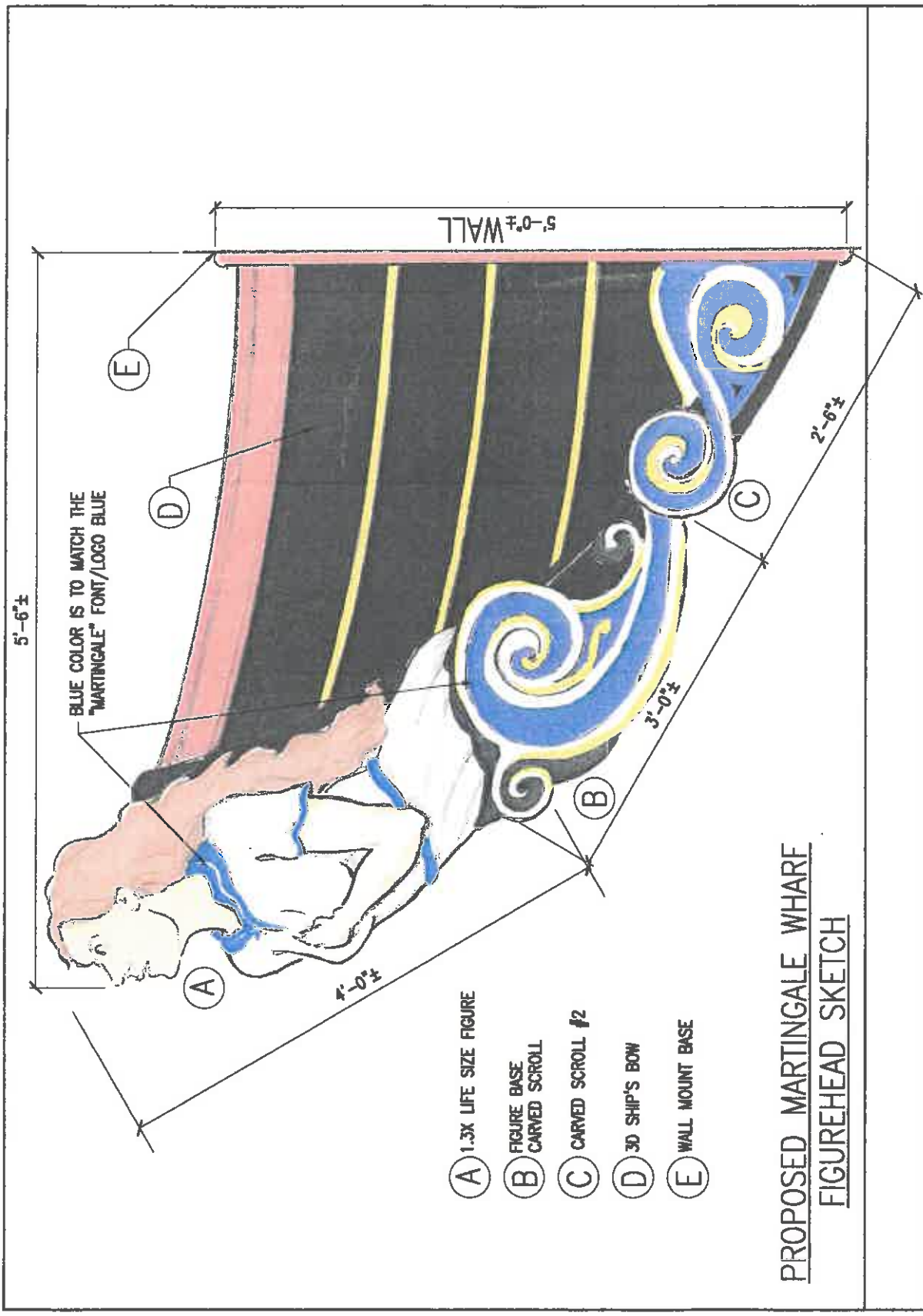
City of Portsmouth

By: _____
John P. Bohenko, City Manager
Pursuant to vote of the City Council on
_____, 2018.

Dated this _____ day of _____, 2018.

Martingale, LLC

By: _____
Mark A. McNabb



- (A) 1.3X LIFE SIZE FIGURE
- (B) FIGURE BASE CARVED SCROLL
- (C) CARVED SCROLL #2
- (D) 3D SHIP'S BOW
- (E) WALL MOUNT BASE

PROPOSED MARTINGALE WHARF
FIGUREHEAD SKETCH

received
1/29/18

Anchor Taxi
Merle White, Owner
14 Pioneer Road
Rye, NH 03870

Mayor Jack Blalock and
Members of the City Council
1 Junkins Avenue
Portsmouth, NH 03801

Re: Taxi Ordinance Enforcement

Dear Mayor Blalock and Members of the City Council:

As the owner of Anchor Taxi and a City of Portsmouth Tax Medallion holder, I am writing to seek your assistance in having the taxi ordinance regulations (Chapter 7, Article II of the City Ordinance) enforced by the Tax Coordinator, and the Portsmouth Police Department as required by Section 7.214 of the City Ordinance.

I personally have observed and reported numerous violations of the ordinance to the Taxi Coordinator and/or members of the police department, to no avail. It is frustrating, to say the least, to pay for a medallion and observe the ordinance, while others seem to flaunt the ordinance with no consequences.

Taxi operators are operating in the city with vehicle defects, clearly visible, such as bald tires, yet nothing is done. Other operators fail to display medallions, even though they are required to. I would hope that the Taxi Coordinator and local police department will make enforcement a priority in the future.

Thank you for your attention to, and assistance in this matter.

Sincerely,




Merle White, Owner
Anchor Taxi

Cc: Robert Merner, Police Chief
Police Commission
City Attorney

**CITY OF PORTSMOUTH
PORTSMOUTH, NH 03801**

Office of the City Manager

Date: February 12, 2018
To: Honorable Mayor Jack Blalock and City Council Members
From: John P. Bohenko, City Manager 
Re: City Manager's Comments on February 20, 2018 City Council Agenda

Non-Public Session:

6:30 p.m. Non-Public Session Re: Strategy or Negotiations with Respect to Collective Bargaining – RSA 91-A:2, I (a) – Professional Management Association; School Administrator's and School Custodial Supervisors

Presentation:

1. **Report Back Re: Revaluation Review.** On Tuesday evening, Finance Director Judie Belanger; City Assessor Rosann Maurice Lentz; and David Cornell, President, Cornell Consultants LLC, will make a presentation to the City Council regarding the revaluation review. (See attached report.)

Public Hearing and Votes on Ordinances and/or Resolutions:

1. **Public Hearing.**
 - 1.1 **Public Hearing Re: Proposed Capital Improvement Plan (CIP) FY2019-2024.** In accordance with Section 7.7 of the City Charter, a Public Hearing on the proposed Capital Improvement Plan for FY2019-24 will take place on Tuesday evening at 7:00 p.m. At that time, City staff will be giving a brief overview of the Plan and I have requested that staff be available to answer questions if necessary. In

addition, there will be copies available of the summary pages for the public, as well as the capital expenditures that will be proposed in the FY2019 budget.

The Capital Improvement Plan and the January 29, 2018 City Council Work Session full presentation on YouTube are available on the City web page as follows: <http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>
<https://www.youtube.com/watch?v=seEO7zt8gGw>.

The City Council is required, in accordance with Section 7.8 of the City Charter, to adopt the Capital Plan subsequent to the Public Hearing and before the City Manager submits the budget to the City Council. I anticipate that the proposed FY2019 budget will be submitted to you on or about April 25, 2018. Given that projected date, I am suggesting the City Council adopt the proposed Capital Improvement Plan at your March 5, 2018 City Council meeting.

I suggest that action on this matter be taken at the March 5th City Council meeting, at which time the City Manager will recommend adoption of the CIP with any appropriate amendments.

2. **Public Hearing/Second Reading of Ordinances to Implement Charter Amendments.** Attached are two proposed Ordinance amendments regarding Article IX, Section 1.901 Conflict of Interest/ Election Candidate Financial Disclosure and Article IX, Section 1.902 relating to Mandatory Financial Disclosure. Along with each are proposed amendments brought forward by Councilors Denton and Dwyer.

The City Council may move the following motions:

- 1) *Pass second reading of each Ordinance, as presented;*
- 2) *Amend either ordinance in accordance with the proposals submitted by Councilors Denton and Dwyer or any other amendment which may be proposed at the meeting; and,*
- 3) *Move to schedule third and final reading for either Ordinance at the March 5, 2018 City Council meeting.*

Consent Agenda:

1. **Request for License to Install Projecting Sign.** Attached under Section IX of the Agenda is a request for a projecting sign license (see attached memorandum from Juliet Walker, Planning Director):
 - Thomas Lincoln, owner of The Clean Bedroom, for property located at 142 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 IX of the Agenda.

2. **Request for a License Re: Bowsprit Sculpture, 99 Bow Street.** The Martingale Wharf restaurant has commissioned a custom work of art entitled “Bowsprit Sculpture” which it wishes to be installed on the exterior brick façade of the restaurant located at 99 Bow Street. Please see the [drawings provided by McHenry Architecture attached](#). It would be located in City airspace over the public sidewalk. This sculpture has received unanimous approval from the HDC in accordance with Certificate of Approval dated June 12, 2017 and has been issued Building Permit #1518 dated June 22, 2017. Because the sculpture would be over City property Council approval is necessary. [Attached is a draft Revocable License for your information.](#)

I recommend the City Council move to authorize the City Manager to execute a license for the Martingale Bowsprit Sculpture, as presented.

City Manager’s Items Which Require Action:

1. **Request for Approval of a One-Year Extension of the Current Collective Bargaining Agreement between the City of Portsmouth and the Portsmouth Supervisory Management Alliance.** The City of Portsmouth and the Portsmouth Supervisory Management Alliance have voted in favor of a one-year extension of the current collective bargaining Agreement. Under this extension, the terms of the current collective bargaining agreement would remain in place until June 30, 2019.

For your information and to facilitate discussion regarding this matter, [attached please find the following documents:](#)

- [Cost Analysis;](#)
- [The Memorandum of Agreement between the City of Portsmouth and the Portsmouth Supervisory Management Alliance; the only change is a 2% COLA;](#)
- [A memorandum from Thomas Closson, City Negotiator, recommending this one-year extension; and,](#)
- [Copy of the contract showing the insertions and deletions to implement this Agreement, if approved.](#)

Also, the Memorandum of Agreement and Working Agreement are posted on the City’s Website at: <http://files.cityofportsmouth.com/files/hr/maoforoneyear.pdf>
<http://files.cityofportsmouth.com/files/hr/DraftSupervisoryManagementAlliance-exp6-30-19.pdf>

I recommend the City Council move to accept the proposed One-Year Agreement between the City of Portsmouth and the Portsmouth Supervisory Management Alliance, as presented.

2. **Request to Renew Seacoast Growers' Association (Farmers' Market) Proposed 2018 License Agreement.** The Seacoast Growers' Association has requested renewal of their License Agreement (see attached e-mail). Attached is a draft of the proposed 2018 License Agreement with the Seacoast Growers' Association to allow a Farmers' Market at the municipal complex. Also, attached are copies of the Seacoast Growers' Bylaws and the parking map.

The Seacoast Growers' Association has been conducting their Farmers' Market at the municipal complex for over ten years. If this draft agreement meets with the approval of City Council, I would ask that you authorize the City Manager to enter into the proposed Agreement between the Seacoast Growers' Association and the City of Portsmouth for a License Agreement to conduct their Farmers' Market for 2018.

I recommend the City Council move to authorize the City Manager to enter into a License Agreement with the Seacoast Growers' Association for 2018, as presented.

3. **Request for Public Hearing Re: Elderly and Disabled Exemptions.** Annually, the City of Portsmouth reviews income and asset levels for both the Elderly and Disabled Exemptions and makes recommendations as to these levels pursuant to RSA 72:39-b and RSA 72.37-b. Last year, the City Council adopted resolutions #2-2017 and #3-2017 which increased the income and asset levels for both the elderly and disabled exemptions and adopted resolution #27-2017 which increased the exemption amount for the elderly exemption. The current elderly and disabled exemption income levels are \$40,504 for a single taxpayer, \$55,693 for married taxpayers, and an asset limit of \$175,000.

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 2018 increase for Social Security recipients is 2.0%.

If the City Council wishes to adjust the income level for both the elderly and disabled taxpayers by the Social Security cost-of-living increase, this would increase the limits as follows:

- Single \$ 41,314 increase of \$810
- Married \$ 56,807 increase of \$1,114

Any adjustment if approved would be for assessments as of April 1, 2018 for Tax Year 2018 (FY19). 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 15th of each year. Below for your information are the estimated tax impact of the elderly and disabled exemptions for FY19 and a Town/City comparison indicating what other City and neighboring communities' income and assets limits are for the elderly exemption.

Estimated Elderly & Disabled Exemption Impact				
Exemption Type	Exemption Amount	Number Currently Receiving Exemption	Value Loss	Revenue Loss
65 through 74	\$ 125,000.00	36	\$ 4,500,000.00	\$ 76,410.00
75 through 79	\$ 175,000.00	20	\$ 3,500,000.00	\$ 59,430.00
80 and over	\$ 225,000.00	53	\$ 11,925,000.00	\$ 202,486.50
Disabled	\$ 100,000.00	5	\$ 500,000.00	\$ 8,490.00
Totals		114	\$ 20,425,000.00	\$ 346,816.50

Note: The current tax rate of \$15.38 would be decreased to a difference of 6 cents on the current tax rate if the elderly and disabled exemptions were not granted.

	Single Income:	Married Income:	Single Assets:	Married Assets:	Exemption 65-74 years old	Exemption 75-79 years old	Exemption 80+ years old
Nashua	\$50,000	\$50,000	\$150,000	\$150,000	\$155,000	\$180,000	\$225,000
Portsmouth	\$41,314	\$56,807	\$175,000	\$175,000	\$125,000	\$175,000	\$225,000
New Castle	\$40,000	\$55,000	\$150,000	\$150,000	\$125,000	\$175,000	\$225,000
North Hampton	\$40,000	\$55,000	\$175,000	\$175,000	\$120,000	\$160,000	\$200,000
Rye	\$40,000	\$59,900	\$199,000	\$199,000	\$75,000	\$90,000	\$105,000
Dover	\$38,000	\$52,000	\$155,000	\$155,000	\$107,000	\$149,000	\$191,000
Hampton	\$38,000	\$58,000	\$250,000	\$250,000	\$125,000	\$160,000	\$200,000
Manchester	\$37,000	\$50,000	\$90,000	\$115,000	\$109,500	\$148,500	\$195,500
Greenland	\$36,000	\$60,000	\$75,000	\$75,000	\$60,000	\$80,000	\$100,000
Stratham	\$36,000	\$60,000	\$75,000	\$75,000	\$60,000	\$80,000	\$100,000
Concord	\$33,400	\$45,800	\$90,000	\$90,000	\$72,818	\$118,420	\$202,124
Somersworth	\$32,000	\$50,000	\$100,000	\$100,000	\$50,000	\$65,000	\$75,000
Rochester	\$31,400	\$41,500	\$50,000	\$50,000	\$48,000	\$84,000	\$108,000

I recommend the City Council move to pass first reading and schedule a public hearing for the March 5, 2018 City Council meeting.

4. **Land and Easement Transfers Re: 30 Cate Street.** The Planning Board has approved a project on the southerly side of Cate Street at the intersection with Bartlett Street in which Merton Alan Investments, LLC would construct a 31 unit townhouse development. The location of the development is shown on the [attached site plan entitled “Proposed Townhouse Development & Cate Street”](#). Also attached is a “Land Transfer and Easement Plan” providing a graphic depiction of the land transfers to be described below.

[Attached](#) are the following documents, each of which is described briefly below:

QUITCLAIM DEED

By this document Merton Alan Investments, LLC would convey to the City of Portsmouth a parcel of land as shown on the Land Transfer and Easement Plan to be used for a future widening of Cate Street at the intersection of Bartlett Street.

EASEMENT DEED

By this document Merton Alan Investments, LLC would convey to the City of Portsmouth an easement on the westerly side of Bartlett Street for future road widening as well as four sidewalk easements for the purpose of constructing and maintaining “Tip-Downs” on the southerly side of a proposed Cate Street sidewalk. Tip-Downs are ramps used by persons with disabilities.

MEMORANDUM OF AGREEMENT

By this document, Merton Alan Investments, LLC would agree with the City to certain construction activities and costs relating to the reconfiguration of Cate Street as described in the agreement. In general, the agreement is an allocation of responsibility between Merton Alan Investments, LLC and the City with regard to milling existing pavement and installing curbing, sidewalks and the actual roadway of the relocated portions of Cate Street. The agreement would also provide for the City to allow Merton Alan Investments, LLC to cross City property to reach its own land during the construction period.

All of the foregoing has been approved by the Planning Board and is recommended by the Planning Department.

If the City Council is in agreement with the recommendation, an appropriate motion would be:

Move that the City Manager be authorized to negotiate, execute, deliver and record the deeds and Memorandum of Agreement regarding the Merton Alan Investments, LLC Cate Street Development, as presented.

5. **Request to Re-zone Property Re: Clipper Traders.** Attorney Timothy Phoenix has submitted a request to the City Council on behalf of his client, Clipper Traders, LLC to re-zone the property located at 105 Bartlett Street and in the immediate vicinity (Map 157 Lots 1 & 2 and Map 164 Lots 1 & 4) from Office Research (OR) to Character District 4 West (CD4-W). [See attached letter.](#) Prior to review and approval by the City Council, the Planning Board must hold a public hearing and make a recommendation to the City Council on any proposed zoning amendments.

I recommend the City Council move to refer the aforementioned request to the Planning Board for a public hearing and recommendation.

6. **Trees and Greenery Trust.** The City’s Tree and Greenery Committee is interested in establishing a repository for funds which it might raise from private fundraising. [Please see attached letter from Peter Loughlin.](#) The Committee also desires to establish a dedicated source of money to pay for tree and greenery projects within the City. Also, [attached is a Trust](#) being proposed to the City Council to accomplish those goals. If approved by the City Council, the Trust would provide the Trees and Greenery Committee with a place in which it might place funds from outside fundraising. The Trust would also be available for any tree or greenery projects, “as may be approved by the City Council or the City Manager of the City of Portsmouth.” If at any time the Trust should no longer be necessary for the City, it could be terminated “by a majority vote of two-thirds of the members of the Portsmouth City Council.”

I recommend the City Council move to authorize the City Manager to execute the Trees and Greenery Trust, as presented.

7. **Municipal Transportation Improvements – RSA 261:153 VI.** The State of New Hampshire’s RSA 261:153 VI – Municipal Transportation Improvements generally states:

In addition to the motor vehicle registration fees collected, the legislative body of a municipality may vote to collect an additional fee for the purpose of supporting a **Municipal and Transportation Improvement Fund**. The maximum fee charged under this paragraph shall be \$5. The municipality shall establish the required fee, up to the maximum amount allowable, based on anticipated funding needs for transportation improvements. The additional fee shall be collected from all vehicles, both passenger and commercial, with the exception of all-terrain vehicles and antique motor vehicles/motorcycles.

Of the amount collected, up to 10 percent, but not more than \$0.50 of each fee paid, may be retained by the municipal government for administrative costs. The remaining amount shall be deposited into the **Municipal Transportation Improvement Capital Reserve Fund** established to allow a community to fund, wholly or in part, improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, electric vehicle charging stations, and public transportation. The funds may be used for engineering, right-of-way acquisition, and construction costs of transportation facilities, including electric vehicle charging stations,

and for operating and capital costs of public transportation only. The funds may be used as matching funds for state or federal funds allocated for local or regional transportation improvements. Such funds shall not be used to offset any other non-transportation appropriations made by the municipality.

If the City Council votes to collect the full maximum fee of \$5.00, the projected revenue would raise approximately \$110,000 based on 22,000 registrations.

Below is a list of other municipalities [* denotes a City] who have adopted to collect this fee:

<i>Barrington</i>	<i>Durham</i>	<i>New London</i>
<i>Bedford</i>	<i>*Franklin</i>	<i>New Durham</i>
<i>Chichester</i>	<i>Gorham</i>	<i>Newmarket</i>
<i>*Claremont</i>	<i>Greenland</i>	<i>North Hampton</i>
<i>Clarksville</i>	<i>Hanover</i>	<i>Northumberland</i>
<i>*Concord</i>	<i>Hollis</i>	<i>Plymouth</i>
<i>Deering</i>	<i>*Keene</i>	<i>*Rochester</i>
<i>Derry</i>	<i>*Laconia</i>	<i>Seabrook</i>
<i>*Dover</i>	<i>*Lebanon</i>	<i>*Somersworth</i>
<i>Exeter</i>	<i>Lisbon</i>	<i>Swanzey</i>
	<i>*Manchester</i>	

I recommend that the City Council move to authorize the City Manager to bring a Resolution back for a public hearing on March 5, 2018 to add a \$5.00 motor vehicle fee for the purpose of supporting a Municipal and Transportation Improvement Capital Reserve Fund.

Informational Items:

1. **Events Listing.** For your information, [attached is a copy of the updated Events Listing](#) from February 5, 2018 through 2018. In addition, this can be found on the City's website.

SMA - General Fund

COLA 2.00%
Retirement 11.38%

FY19

Current Agreement
Salaries 801,985.00
Longevity 10,246.00
Sub Total 812,231.00

FICA 50,358.32
Medicare 11,777.35
Retirement 92,431.89
Sub Total 154,567.56

Cost of Current Contract 966,798.56

Additional Cost Proposed from TA

COLA on base salaries 16,039.70
Longevity 204.92
Total Cost 16,244.62

Medicare 235.55
FICA 1,007.17
Retirement 1,848.64
Total FICA, Medicare & Retirement 3,091.35

Total Cost Rollout of Tentative Agreement 19,335.97

Proposed Current Annual Budget & Tentative Agreement 986,134.53

Portsmouth Supervisory Management Alliance

MEMORANDUM OF AGREEMENT

PORTSMOUTH SUPERVISORY MANAGEMENT ALLIANCE

WHEREAS, the Portsmouth Supervisory Management Alliance (SMA) is party to a Collective Bargaining Agreement (CBA) due to expire on June 30, 2018 and;

WHEREAS, SMA desires to extend the term of this contract for one additional year.


THEREFORE, SMA agrees to the following terms:

1. Agree to add an additional year to the CBA so that the CBA will now expire on June 30, 2019.
2. The ten year rolling COLA adjustment as outlined in Section IV-COLA Adjustment in the current contract will continue on July 1, 2018.
3. This agreement will be null and void unless approved by the Portsmouth City Council.
4. The terms of this Memorandum of Agreement are a one-time event, and do not set any binding precedent on either party. Additionally, all of the remaining terms of the CBA will remain in place and will continue in full force and effect throughout June 30, 2019.

APPROVED:

For the City

Date

 1/8/18

For the Union

Date

Representing Management Exclusively in Workplace Law and Related Litigation



Jackson Lewis P.C.
100 International Drive
Suite 363
Portsmouth NH 03801
Tel 603 559-2700
Fax 603 559-2701
www.jacksonlewis.com

ALBANY NY	GREENVILLE SC	MONMOUTH COUNTY NJ	RALEIGH NC
ALBUQUERQUE NM	HARTFORD CT	MORRISTOWN NJ	RAPID CITY SD
ATLANTA GA	HONOLULU HI*	NEW ORLEANS LA	RICHMOND VA
AUSTIN TX	HOUSTON TX	NEW YORK NY	SACRAMENTO CA
BALTIMORE MD	INDIANAPOLIS IN	NORFOLK VA	SALT LAKE CITY UT
BIRMINGHAM AL	JACKSONVILLE FL	OMAHA NE	SAN DIEGO CA
BOSTON MA	KANSAS CITY REGION	ORANGE COUNTY CA	SAN FRANCISCO CA
CHICAGO IL	LAS VEGAS NV	ORLANDO FL	SAN JUAN PR
CINCINNATI OH	LONG ISLAND NY	PHILADELPHIA PA	SEATTLE WA
CLEVELAND OH	LOS ANGELES CA	PHOENIX AZ	ST. LOUIS MO
DALLAS TX	MADISON, WI	PITTSBURGH PA	TAMPA FL
DAYTON OH	MEMPHIS TN	PORTLAND OR	WASHINGTON DC REGION
DENVER CO	MIAMI FL	PORTSMOUTH NH	WHITE PLAINS NY
DETROIT MI	MILWAUKEE WI	PROVIDENCE RI	
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*through an affiliation with Jackson Lewis P.C., a Law Corporation

THOMAS M. CLOSSON
DIRECT DIAL: 603.559.2729
THOMAS.CLOSSON@JACKSONLEWIS.COM

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To: City Manager John Bohenko and Members of the Portsmouth City Council
From: Thomas M. Closson
Date: January 23, 2018
Re: Extension of Collective Bargaining Agreement with the Portsmouth Supervisory Management Alliance

I am pleased to recommend a one year extension of the current collective bargaining agreement between the Portsmouth Supervisory Management Alliance (“the Union”) and the City of Portsmouth. Under this extension, the terms of the current collective bargaining agreement would remain in place until June 30, 2019. These contractual terms are not only fair and reasonable, they are also within the general parameters that the City has strived to maintain with all of its bargaining units.

WORKING AGREEMENT

BETWEEN

CITY OF PORTSMOUTH, NEW HAMPSHIRE

AND

THE CITY OF PORTSMOUTH AND

THE PORTSMOUTH SUPERVISORY MANAGEMENT ALLIANCE

July 1, 2016 through June 30, 2019

TABLE OF CONTENTS

		PAGE
AMENDMENT	SECTION XI	15
ANNUAL LEAVE	SECTION V	10
CLASSIFICATION STUDY	SECTION XIV	16
CONFLICT	SECTION XII	16
COPIES	SECTION XIII	16
EMPLOYMENT AND TERMINATION	SECTION II	4
EQUIPMENT	SECTION IX	14
GRIEVANCE PROCEDURE	SECTION X	14
HOLIDAYS	SECTION VIII	13
HOURS OF WORK AND OVERTIME	SECTION VI	11
LEAVE OF ABSENCE	SECTION III	6
PAY INCREASES, LONGEVITY, MEDICAL INSURANCE	SECTION IV	8
RECOGNITION	SECTION I	3
SALARY SCHEDULE		18
SICK LEAVE	SECTION VII	12
SIGNATURE PAGE		16
STANDBY MONITORING COMPENSATION SYSTEM	SECTION XV	16
WORKING AGREEMENT		3

The City of Portsmouth, hereinafter referred to as the City and the Portsmouth Supervisory and Management Alliance, hereinafter referred to as the Alliance, in order to maintain the existing harmonious relationship between the City Manager who is Chief Executive as set forth in the City Charter as amended and their employees, join in this Agreement to promote the morale, equal rights, well-being and security of the Portsmouth Supervisory and Management Alliance, the City Manager, hereby agree as follows:

SECTION I RECOGNITION

- A. Alliance personnel covered by this Agreement are those who are employed by the City of Portsmouth in positions identified in paragraph C below.
- B. Whenever the Departments, the Manager, re-employ personnel, or employs new employees, such individuals, provided they are designated supervisory or management employees, shall become members of the Alliance within eight (8) days after completion of probation period or pay a service fee as set forth below.
 - 1. Employees in this bargaining unit shall be notified in writing by the Alliance that each member shall have the opportunity to withdraw from membership for a fifteen day period from July 1 to July 15. Each individual notice of withdrawal of membership shall be in writing postmarked during the notice period.
 - 2. Nothing in this provision, however, shall diminish the withdrawing member's financial obligation to make payment of a service fee to the Alliance in an amount set by the Alliance, not to exceed an amount equal to the cost of the Alliance's Collective Bargaining services and contract administration. The Alliance shall inform the city from time to time of the amount of such service fees.
 - 3. Any deduction made by the City pursuant to 1, and 2 shall be authorized by each employee in writing.
- C. The following position classifications would come under the provisions of the Alliance membership as set forth in this Agreement:
 - General Foreman
 - Water Foreman
 - Assistant Recreation Director
 - Equipment Maintenance Foreman
 - Chief Plant Operator
 - Highway Foreman
 - Building Maintenance Foreman
 - Sewer Foreman
 - Recreation Supervisor
 - Pool Supervisor
 - Assistant Chief Plant Operator
 - Parking Garage Supervisor
 - Water Meter Billing Foreman
 - Construction Technician Supervisor
 - Senior Services Coordinator
 - Lead Mechanic
 - Parking Enforcement Supervisor

Construction Project Coordinator
Tree Supervisor/Arborist

- D. The City hereby recognize that the Alliance is the sole exclusive representative of the permanent, full-time employees of the City and who are members of the Alliance for the purpose of bargaining with respect to wages, hours of work and working conditions, and the Alliance unreservedly accepts and recognizes the necessity of the City to operate within their budgets as set by the City Charter as amended.
- E. The City agrees for itself and any of its authorized agents that it will not bargain with any individual Alliance member on matters pertaining to wages, hours of work, working conditions, transfers or promotions.
- F. The Alliance agrees for itself and its members that no member will bargain with the City or any of its authorized agents on matters pertaining to wages, hours of work, working conditions, transfers or promotions.
- G. The City will pay the additional cost of a commercial driver's license to any employee obtaining such license and subsequent renewal.

**SECTION II
EMPLOYMENT AND TERMINATION**

- A. All Alliance personnel covered by this Agreement shall have a check-off of their Alliance dues upon the signed authorization of Alliance member.
- B. All appointments of members of the Alliance bargaining unit will be made for a working test period of six months subject to close review as to his/her competency to carry out his/her assignments. The City Manager may, upon request of the Department Head, extend this working test period to a maximum of an additional three (3) months if, in their opinion, it is necessary. This period supplements the formal examination, etc., and is the final determination of whether the person shall be given regular status. The City Manager may extend the probation for an additional six months, for just cause.
- C. The relative fitness of the applicants for appointments or promotion for a position within the classified service, will be determined by the consideration and rating of any or all of the following qualification factors: experience, general adaptability, special aptitudes, physical fitness, knowledge, skills, personality, character, education and examination. All factors being equal, seniority shall determine appointment.
- D. All new supervisory or management vacancies shall be posted on the bulletin boards in advance for a period of seven (7) working days prior to the filling of the position.
 - 1. Written evaluations, initiated by the City Manager, Department Head, or the individual Alliance member, may be used as the basis for conferences pertaining to promotions. All parties are to initial the evaluation following the conference to indicate the evaluation has been read, but does not mean all parties agree with the evaluation.

2. Each Alliance member shall be entitled to access to his/her personnel file.
 3. In the event that a Department Head or the City Manager or their representative removes materials from an Alliance member's personnel file, a dated notation shall be placed in the file by the person or persons removing the material.
 4. No information contained in the files of a bargaining unit member will be released to outside persons or agencies without prior approval of the member, except for verifying employment, duration or employment or salary. Each bargaining unit member, during normal working hours, shall have the right of reviewing or duplicating materials in his/her file.
 5. Although management agrees to protect the confidence of personal references and other similar material, it shall not maintain a separate personnel file that is not available for his/her inspection.
- E. When bidding on a new job (via promotion or transfer), the permanent full-time employee shall have a trial period of three (3) months in which he/she may request to be reinstated in his/her previous position.
- F. When it becomes necessary to reduce the number of employees working for the City, because of lack of work or funds, the City Manager will then decide which Alliance member will be laid off. Analysis will be in the following order as referred to in the Merit System:
1. Efficiency;
 2. Demoting Alliance personnel to lower classification for which they are qualified;
 3. All factors being equal, seniority will be the determining factor.
- G. Bargaining unit Members separated from the service through no fault of their own, will be placed on a re-employment list in inverse order of the layoffs. Alliance personnel who are re-hired shall retain their seniority.
- H. The City agrees that it will not discriminate against, intimidate, or coerce Alliance personnel in the exercise of their rights to bargain collectively through the Alliance because of his/her membership therein or his/her activities on behalf of the Alliance.
- I. A bargaining unit member's seniority shall commence with his/her hiring date, provided the member is not discharged and is in the Department's continuous employ beyond the probationary period.
- There shall be one seniority list.
- J. A bargaining unit member shall not forfeit seniority during absence caused by:
1. Illness resulting in total temporary disability due to his/her regular work with the Department, certified by an affidavit from the Worker's Compensation Carrier;
 2. Illness related to his/her employment and not the result of his/her own misconduct

resulting in total temporary disability, certified to by a physician's affidavit every three (3) months.

- K. If a bargaining unit member leaves the service of the City in good standing and is subsequently re-employed, he/she shall incur no loss of longevity benefits accrued prior to his/her leaving said service, and all longevity shall be restored to him/her upon re-employment.

SECTION III LEAVE OF ABSENCE

- A. Bargaining Unit Members shall be entitled to the following leaves of absence:
1. Leave may be granted to Alliance members for the purpose of attending conferences, committees or meetings of the like without loss of salary or benefits subject to approval of the City Manager. This leave may be granted to one member for three (3) days or three members for one (1) day each as requested by the Union.
 2. Two (2) days leave may be granted for personal business which cannot be transacted at any other time. Said personal leave shall be non-accumulative and based on the contract year usage (July 1st to June 30th). Wherever possible, twenty-four (24) hour notice shall be given and the leave must be approved by the Department Head prior to use. Personal days will be awarded on July 1 of each year. In order to qualify for the two (2) personal days, an employee must have completed his or her probationary period prior to July 1. In other words, a new employee will not get any personal days until July 1 following the completion of his or her probationary period.
 3.
 - A. All employees shall be entitled to bereavement leave up to three (3) days with pay for a death in the immediate family.
 - B. An additional two (2) days may be granted by the Department Head, at his/her discretion, for a death in the immediate family.
 - C. Immediate family shall be defined as follows: Spouse, child, adopted child, parent, parent by adoption, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law,
 - D. Employees shall be entitled to one (1) day of bereavement leave to attend the funeral of the following family members: aunt, uncle, grandparent-in-law, niece and nephew.
 - E. Extensions may be granted by application to the Department Head.
 4. Paid leave for juror or witness service will be granted for the period of time he/she is unable to return to work. A copy of all or any subpoena along with any monies

received from this service (other than personal expenses, such as travel) shall be transmitted to the City Comptroller.

B. Leave Without Pay

Written leaves of absence without pay may be granted by the City Manager as appropriate for a period of six months. Upon expiration of the leave, the employee will be reinstated to the position held before the leave was granted.

C. Accidental Injuries

1. The City shall provide and maintain Worker's Compensation Insurance coverage on each employee covered by this Agreement.
2. In case of accidental personal injury to any employee covered by this Agreement arising out of and in the course of his/her employment, the City shall adjust the employee's pay so that he nets the same amount as if he had actually worked. This shall be accomplished by either paying the difference to the employee, or if the Worker's Compensation benefit is more than the net pay, the City shall deduct the amount of the difference from a withholding account. Any payments by the City shall be made until the employee is able to return to work, but in no event shall such payments by the City exceed fifty-two (52) weeks.
3. If, during the incapacitation of any employee due to injury arising out of the course of his employment, the employee shall be entitled to annual leave in accordance with this Section V. Paragraph A., then said employee shall be indemnified in pay or awarded annual leave at a later date equal to the annual leave lost because of the said injury at the discretion of the Department Head.

D. Military Leave of Absence

Any bargaining unit member who is ordered for active military service as a member of the Armed Forces of the United States of America, or who is engaged in activities in the Reserve Forces of the United States of America, or State National Guard, shall be granted leave of absence to perform such military duties with the City paying the difference in salary between the employee's base pay and his military pay for said duty and without loss of leave time. Such leave shall be considered military leave. However, the payment of the salary differential shall not exceed fourteen (14) days a year and shall not apply to regular monthly meetings.

Family and Medical Leave Act: Independent of any other section of this contract, employees shall be entitled to leave as required by the Family and Medical Leave Act.

The Association and the employer agree that Interim Policy as implemented by the City Manager regarding the Family Medical Leave Act, Policy #30, shall be applicable to the employees covered by this agreement. It is further agreed that should management initiate a change to said policy that it will be negotiated with the Association and subject to all appropriate approvals (unless required by law).

E. Medical Appointments

The City shall allow each full-time permanent employee time off with pay for a doctor, dentist, hospital or other medical related appointments not lasting over two (2) hours per appointment. Employees may take time off in half hour increments but will not exceed a total of 6 hours per contract year.

**SECTION IV
PAY INCREASES, LONGEVITY, MEDICAL INSURANCE**

A. COLA ADJUSTMENT

Effective July 1, of each year from July 1, 2016 through June 30, 2017~~8~~, a COLA Adjustment percentage increase shall be computed which shall not be less than 2% nor more than 5%.

The COLA Adjustment percentage shall be determined by the ten (10)-year rolling average in the CPI-U for the Boston-Brockton-Nashua -MA-NH-ME-CT all items index as computed by the Bureau of Labor Statistics of the U.S. Department of Labor for the most recent calendar year preceding the July 1 adjustment. BLS's calendar year for this index is November through November, it is not published on a December to December basis. The reference base is 1982-1984 equals 100 until BLS updates the reference base at which time the parties agree to adopt the official reference based as used by BLS.

Thus if the ten (10)-year rolling average in the CPI-U for the Boston SMSA calendar year 2004 (Nov. 2003-Nov. 2004) is 1.5% the applicable COLA adjustment would be 2%; if it is 3.5% the applicable COLA adjustment would be 3.5%; if it is 5.5% the applicable COLA adjustment would be 5.0%

Applicability After Contract Expires: It is clearly understood that in the event that the two year Working Agreement expires without a successor Working Agreement being settled prior to July 1, 2018~~9~~ that no further COLA adjustments after July 1, 2017~~8~~ will be generated under the Working Agreement even if the Working Agreement has an evergreen clause. It is further agreed that continuation of COLA adjustments are not to be deemed "status quo" as the term has been used by the PELRB in the event that a successor agreement has not been settled by July 1, 2018~~9~~

B. Any bargaining unit member working more than forty (40) hours in a work week as set forth in Section VI A shall be paid at the rate of one and one-half (1 1/2) times his/her rate of pay.

C. An employee called in after hours shall be paid a minimum of four (4) hours at one and one-half (1 1/2) times his/her-rate of pay. Any member of the bargaining unit who is required to be on call for a week at a time will be paid a stipend of one hundred and fifty-five dollars (\$155.00) for the week. The Water Chief Plant Operator called out during off-duty hours will earn one-half day comp time, subject to Supervisor's approval, with a maximum of ten (10) days of accrual and limited to one-half day accrual during any day.

- D. An employee promoted to a position which has a higher maximum hourly rate shall receive a pay raise for one step over his/her present rate upon promotion or to the minimum of the new position, whichever is greater, and such increase as is set forth in the Salary Plan, thereafter, based upon the date of promotion.
- E. All general increases shall be additional to the step increases to which the employees are entitled.
- F. Medical Insurance: The City will provide health insurance for all bargaining unit members for individual, two person, or family coverage as appropriate. The health insurance plan shall be SchoolCare Plan of the New Hampshire School Health Care Coalition as administered in accordance with its Articles of Agreement and By-laws or equal and comparable coverage. Newly hired employees into the SMA bargaining unit who are not already covered by health insurance provided by the City shall be entitled to said coverage on the first of the month following date of hire.

The parties' current health insurance arrangement will remain in place until July 1, 2016. For health insurance coverage effective July 1, 2016, or as soon as possible thereafter, the Union will move entirely to only the AB 20 10/20/45 plan with the City paying 90% of the premium cost and the employee paying 10% of the premium cost. The City's total contribution to health insurance (including any premium, additional tax or assessment) will not exceed the current threshold levels for assessment of the "Cadillac Tax" under the Affordable Care Act (\$10,200/single \$27,500/2-person and family).

The parties agree that employees currently receiving stipends in lieu of health insurance coverage will continue to receive them at the dollar level in effect at the time this agreement is reached. No additional employees shall receive such stipends when both spouses work for the City. In order to receive health insurance opt-out stipend, employee must present proof of enrollment in alternative employer-sponsored health insurance plan that does not subject the City to any fees, fines or assessments under the Affordable Care Act. Further the City will not provide health and/or dental coverage if an employee is already covered by the same or similar health and/or dental plan by the City or School Department.

The Association agrees to participate in a City-wide committee to explore health insurance options.

- H. Longevity: Employees shall receive the following longevity bonuses payable in December to employees who are on the payroll at the time of payment. Longevity payments will be made annually at the level established below based upon full-time service with the City:

	July 1, 2016
After the completion of 5 years of service	\$ 301.89
After the completion of 10 years of service	\$ 603.78
After the completion of 15 years of service	\$ 905.67
After the completion of 20 years of service	\$ 1,207.56
After the completion of 25 years of service	\$ 1,509.45
After the completion of 30 years of service	\$ 1,811.34
After the completion of 35 years of service	\$ 2,113.23

These longevity bonuses will increase by the 10-year rolling average each July 1 of this contract.

- I. The City shall undertake to defend and pay any judgment issued against an employee covered by this Agreement arising out of an act or omission of the employee for personal injury, including death or damage to property while the employee was engaged in the performance of his duties.
- J. The City shall enroll all members of the Alliance in the SchoolCare – Plan 2 1500 Max (DPO2C) for individual, two-person or family coverage or equal and comparable coverage.
- K. The City shall provide a group life insurance policy for all eligible members of the Association in the amount of the current annual pay of the individual employee (rounded up to the nearest one thousand dollars), in accordance with the conditions set forth in the insurance policy.
- L. Should the parties agree in writing to establish a cafeteria style plan dealing in insurance issues during the course of this agreement — such plan would only become effective if ratified by the Association, approved by the city Manager and approved by the City Council.
- M. The City will provide long-term disability insurance to members of the bargaining unit with no cost to the employee.
- N. Employees will be entitled to a course reimbursement up to \$2,000 per fiscal year, by the City for courses taken that would provide for improved job performance. Prior approval by the City Manager is required. Reimbursement shall be contingent upon successful completion of the course.
- O. Employees shall be paid in accordance with the following schedule:

First 12 months	Step A
After 12 months satisfactory service	Step B
After 24 months satisfactory service	Step C
After 36 months satisfactory service	Step D
After 48 months satisfactory service	Step E
After 120 months satisfactory service	Step F
After 300 months satisfactory service	Step G

SECTION V ANNUAL LEAVE

- A. Bargaining Unit Members shall be paid for actual time worked, all approved leaves and all approved holidays.
- B. Bargaining Unit Members shall receive paid annual leave as follows after completing one (1) full year's service:

1 through 60 months service ---- 6.664 hours/mo.
61 through 72 months service ---- 7.336 hours/mo.

73 through 84 months service ----	8 hours/mo.
85 through 96 months service ----	8.664 hours/mo.
97 through 108 months service ----	9.336 hours/mo.
109 through 120 months service ----	10 hours/mo.
121 through 132 months service ----	10.664 hours/mo.
133 through 144 months service ----	11.336/mo.
145 through 156 months service ----	12 hours/mo.
157 through 168 months service ----	12.664 hours/mo.
169 through 180 months service ----	12.336 hours/mo.

- C. The accumulated leave allowed will be four hundred (400) hours per calendar year. Any unused annual leave at the end of the year may be applied to four hundred (400) hour cap. In the event an employee has accumulated more than four hundred (400) hours of unused annual leave at the end of each year, said employee shall be paid no more than eighty (80) hours accumulated annual leave in excess of four hundred (400) hours. Payment will be made in February following the calendar year.

SECTION VI HOURS OF WORK AND OVERTIME

- A. The work week for a Bargaining Unit Member shall be as follows:
1. Public Works: Forty (40) hours per week, Monday through Friday. The City may modify the Monday through Friday limitation in this provision for vacant and new positions or upon mutual agreement with an employee.
 2. Recreation: Any consecutive five days totaling forty hours. Compensatory time or overtime payment at the option of the Department Head based on 1 1/2 times salary after forty (40) hours.
 3. All holidays shall be considered part of his/her forty (40) hours and shall be compensated as set forth in Section IV, but paid leave including but not limited to sick leave, vacation, personal, doctor's appointments and comp time will not be considered time worked for overtime purposes. Effective July 1, 2014, bereavement shall be considered part of his/her forty (40) hours and shall be compensated as set forth in Section IV.

If the City approves a successor agreement with AFSCME Local #1386 that allows paid leave including but not limited to vacation, sick leave, personal, bereavement, doctor's appointments or comp time to be counted as time worked for overtime purposes, then the City shall reimburse any SMA bargaining unit member who lost OT under this agreement attributable to that overtime provision that was not replicated in the AFSCME successor agreement. For example, if the AFSCME successor agreement does not exclude vacation from time worked for OT purposes, then any SMA bargaining unit member who lost overtime under this agreement due to vacation shall be reimbursed for such overtime. Further, this agreement shall be reformed to reflect the AFSCME overtime provisions on the effective date of the AFSCME successor agreement.

- B. Non-Bargaining Unit Members may work overtime only on condition that members of

the Alliance are not available.

- C. Any Bargaining Unit Member who shall perform duties of a higher rate for more than five (5) consecutive days shall be paid at the higher rate of pay while performing such duty, but at no time shall any alliance member be paid at a lower rate than that at which he/she is classified except for demotion because of physical incapacity or under Section II, F.
- D. **COMP-TIME IN LIEU OF OVERTIME:** The parties agree that in lieu of overtime, a department head (totally within his/her discretion) may grant comp-time if the employee agrees to accept it, subject to City Manager approval. Comp-time, if granted, must be granted in accordance with FLSA requirements.

SECTION VII SICK LEAVE

Eligibility: Sick leave without loss of pay shall be computed at the rate of one hundred and twelve (112) hours per year (or 9.334 hours per month).

- A. Employees hired prior to May 1, 1990 shall be entitled to Accumulated Sick Leave without limitation as to the number of days.
- B. Employees hired on or after May 1, 1990 shall have Sick Leave Accumulation limited to 1200 hours.
- C. Employees hired after July 1, 1996 shall accumulate sick leave as set forth in Item B above, but shall receive no payment of sick leave upon retirement, termination, or death. Employees in this category who have accrued at least eight hundred (800) sick hours at beginning of a calendar year will be entitled to be paid twenty four (24) sick hours pay if no sick hours are used in the calendar year and sixteen (16) sick hours of pay if eight sick hours are used in the calendar year.

PAYOUT

- D. Upon retirement from employment or termination of the employee, an amount equal to eighty-five percent (85.0%) of the employee's accumulated sick leave shall be paid to the employee. Upon death of an employee, while in the employment of the City, the City shall pay to the employee's estate an amount equal to one-hundred (100%) percent of the employee's accumulated sick leave.

BUY OUT OPTION

- E. The parties agree that in the event the City Council appropriates money to use to buy out a portion of employee's sick leave, that each employee may accept buyout of any portion he or she voluntarily agrees to in writing based upon the terms offered. The parties recognize that if limited buyout funds are available, buyout offers will be made to employees based on seniority.

NOTICE PROVISIONS

F. To be entitled to payment as set forth above, the employee must give the City notice by February prior to the fiscal year in which payment is to be made. If such notice is not given and the employee retires or voluntarily terminates employment, the employee will not be entitled to be paid for his or her accumulated sick leave until the first pay period of July following his or her retirement or termination or 120 days after his or her retirement or termination which ever is later. If the employee is involuntarily terminated by the City or leaves under one of the following exceptions notice will be waived and then the employee will be paid for his or her accumulated sick leave within seventy five days of termination.

1. Resignation at the request of the City Manager.
2. Disability retirement.
3. Retirement caused by serious illness or injury which otherwise does not qualify for disability retirement.
4. Retirement caused by a serious family illness where the employee is needed to attend the family member in need.
5. Other circumstances that arise precipitously which make it impossible for an employee to meet the notice requirements of this section, only if the City Manager approves in advance of the payment without the required notice.

[Employees who give sufficient notice will be able to receive payout in two separate years].

SECTION VIII HOLIDAYS

Alliance members shall be paid at their regular rate for the following legal holidays:

New Year's Day
Martin Luther King, Jr. Day (which is the State's
Civil Rights Day)
Washington's Birthday
Veteran's Day
One-half day on Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Monday if Christmas comes on Tuesday
Friday if Christmas comes on Thursday

In the event the City eliminates 1/2 day on Good Friday from the AFSCME Local 1386 contract in exchange for 1/2 day on Christmas Eve and 1/2 day on New Year's Eve, the Alliance will adopt the same schedule regarding these holidays.

When a holiday falls on a Saturday, the preceding Friday shall be considered a holiday for Alliance members. If a holiday falls on a Sunday, the following Monday shall be considered a holiday.

SECTION IX EQUIPMENT

- A. The City shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of a Department and the Alliance may meet once in ninety (90) days at the request of either party to discuss such regulations. The Alliance agrees that its members who are employees of a Department will comply with the Department's Rules and Regulations relating to safety, economy, continuity and efficiency of the service to the Department and the public.
- B. Each Department agrees to furnish raincoats and boots for all employees for whom such issue is necessary. The employees agree to exercise due care in the use and storage of such items. All replacements of previous issue shall be made only when an article is turned in or exchanged for one issued.
- C. Each Department shall furnish rubber gloves for all work on existing sewer lines.
- D. The Alliance and its members agree to exercise proper care and to be responsible for all Department property issued or entrusted to them.
- E. All SMA bargaining unit members will be provided uniforms which must be worn when the employee is working if the departmental policy requires it.

Each department will be responsible for developing its own uniform policy.

Effective July 1, 2016 all SMA employees will be entitled to reimbursement two (2) times per year, of up to one hundred and twenty five dollars (\$125.00) per reimbursement, for the purchase of appropriate, work-related footwear. Employees must submit a receipt to the City evidencing an appropriate purchase in order to receive this reimbursement. Each department shall have the right to establish specifications for footwear for jobs to ensure safety.

SECTION X GRIEVANCE PROCEDURE

- A. A grievance shall mean a complaint by an employee or group of members arising out of an interpretation of the provisions of this Agreement or conditions of employment implied but not necessarily stated in this agreement.

A grievance to be considered under this procedure must be initiated by the member within seven (7) working days of its occurrence.

- B. Failure at any step of this procedure to communicate the decision on a grievance within

the specified time limits shall permit the aggrieved member to proceed to the next step. (This is specifically meant to apply to situations where a department head might try to sit on a grievance and not respond to it.)

- C. Any member who has a grievance shall put it in writing with his/her Department Head, in an attempt to resolve the matter at that level.
- D. If, as a result of the submission of the grievance, the matter is not resolved to the satisfaction of the member within seven (7) working days, he/she shall set forth the grievance in writing to the City Manager or the Commission, as appropriate, specifying:
 - 1. The nature of the grievance and date occurred;
 - 2. The nature and extent of the loss or inconvenience;
 - 3. His/her dissatisfaction with decisions previously rendered.
 - 4. The results of previous discussion.

The City Manager shall communicate, their decision to the grievant in writing within seven (7) working days of receipt of the written grievance.

- E. If a grievance is not resolved to the Union's satisfaction, the Union will notify the City Manager within 15 working days after receipt of the decision of its intention to arbitrate or the decision rendered will be binding on both parties. Arbitrators shall be selected according to the procedures established by PELRB. The parties will share the cost of the arbitrator's fees on a 50/50 basis.
- F. It is further agreed that any arbitration rendered under this contract shall be subject to the review provisions of RSA-542.
- G. An arbitrator deciding a grievance under this contract shall have no authority to alter, amend, change, add to or delete, the terms of the contract of the parties.
- H. For the purposes of this section working days shall be Monday through Friday excluding Saturdays, Sunday and holidays.

SECTION XI AMENDMENT

- A. The signing of this Agreement by the authorized representative of the Alliance, and the City shall constitute the effective date of this Agreement.
- B. This Agreement remains in effect until June 30, 2018. Should neither party to this Agreement initiate negotiations as required by law, this Agreement shall automatically be renewed.
- C. To promote peace and harmony, meetings between the Alliance and the City Manager shall be conducted at approximately 3:30 p.m.

**SECTION XII
CONFLICT**

In the event of a conflict between the provisions of this Agreement and the existing policies and procedures of the City in regard to wages, hours of work and working conditions, it is agreed that this Agreement shall govern the relationship between the parties.

**SECTION XIII
COPIES**

Copies of this Agreement shall be provided to all Alliance members along with any appendices at the City's expense.

**SECTION XIV
CLASSIFICATION STUDY**

The City agrees to review the classification of the Spinnaker Point Supervisor position as soon as the contract receives City Council approval, with any adjustment effective upon the date of the consultant's recommendation.

**SECTION XV
STANDBY MONITORING COMPENSATION SYSTEM**

An employee required to be on stand-by to monitor and control the water system and/or the Waste Water System via a lap top computer or similar device during non-working hours will be compensated as follows:

1. \$2.55 per hour while on stand-by to monitor and control including responses to beeper alarms, computer trouble shooting, etc. and payable whether or not any alarms go off.
2. When an employee who is on stand-by to monitor the system must come in to correct the Problem, the employee will receive a two hour minimum at overtime rate. [As opposed to a 4 hour emergency call-in set forth in SMA Contract Section IV, Paragraph D]. Effective June 8, 2009, this minimum will be changed to three (3) hours.
3. It is understood that an employee who is on standby to monitor the system will not be paid for mileage or travel time if he/or must return to the plant to correct a problem.
4. The compensation system set forth in #1, #2, and #3 above shall be subject to revision if necessary to efficiently deal with operating conditions. Such revisions would have to be negotiated although interim adjustments could be put into effect pending negotiations.

Signed this _____ day of _____ 2016.

For the City of Portsmouth

For the Supervisory Management Alliance

John P. Bohenko,
City Manager

Paula Anania
Negotiating Team Member

Dianna Fogarty,
Human Resources Director

Barry Foley
Negotiating Team Member

Thomas Closson
City Negotiator

Todd Croteau
Negotiating Team Member

Peter Rice
Public Works Director

Dave Desfosses
Negotiation Team Member

DRAFT

Ann Sharpe

From: Coppal House Farm <coppalhouse@comcast.net>
Sent: Thursday, January 18, 2018 2:31 PM
To: Ann Sharpe
Subject: SGA Market Contract

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Ann,

On behalf of the Seacoast Grower's Association, I would like to ask for a continuance of the current contract for the 2018 season for the Portsmouth Farmer's Market. Please let me know when you would be available to meet to discuss any and all questions you may have on renewing this contract. Thank you.

John Hutton

SGA President

Coppal House Farm

118 North River Rd
Lee, NH 03861
603-659-3572

LICENSE AGREEMENT

DRAFT

2/15/18

1
2
3 The City of Portsmouth, a municipal corporation with a principal place of
4 business at 1 Junkins Avenue, Portsmouth, New Hampshire 03801 (hereinafter
5 "City") and the Seacoast Growers' Association, a non-profit association of individual
6 vendors (hereinafter "Vendors" or "Association") with a principal place of business at
7 Portsmouth, New Hampshire and a mailing address at PO Box 4401, Portsmouth New
8 Hampshire 03802-4401 agree as follows:

9
10 1) The Seacoast Growers' Association is licensed by the Portsmouth City
11 Council to operate a Farmers' Market on Saturday mornings between May 65, 20178
12 through November 43, 20178 pursuant to the conditions enumerated below.

13
14 2) Each individual member Vendor of the Seacoast Growers' Association, as
15 well as the Association itself, jointly and severally agree to the following conditions relative
16 to permission to use the Upper Municipal Lot by the Seacoast Growers' Association
17 granted by the City.

A. SITE CONDITIONS:

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- 21 • The City Hall Municipal Lot will be reserved for use by the Association as
22 defined in the attached Appendix I. The Association is authorized to cover
23 the existing handicap parking signs in the municipal parking lot and to utilize
24 the spaces as otherwise designated as handicap spaces during the hours
25 in which the Farmer's Market is authorized. The Association shall
26 immediately remove the coverings from the handicap parking space signs
27 at the end of the authorized period. There shall be no use by the
28 Association of Lot B as shown on the attached Appendix I.
 - 29
 - 30 • Parking on grassy areas prohibited.
 - 31
 - 32 • Market area to be left in broom-clean condition one hour after closing.
 - 33
 - 34 • All trash generated by the market shall be removed by the Association upon
35 closing of the Farmers' Market and shall be maintained in a clean, neat
36 condition during the market operation.
 - 37
 - 38 • The Vendors shall implement any temporary marking of Vendor spaces
39 which may be directed by the City.
 - 40
 - 41 • The Seacoast Growers' Association shall provide police coverage from 8:00
42 a.m. to 12:00 p.m. unless otherwise determinate by the Police Chief, at its
43 own expense, to control traffic and monitor parking during the hours when
44 the Farmers' Market is in operation.
 - 45
 - 46 • A centrally located hand washing booth shall be available at all times.

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- The Seacoast Growers' Association agrees to operate the Farmer's Market during the 2017 season on a "CARRY IN – CARRY OUT" basis.

B. HOURS AND TIME OF MARKET:

- Hours of operation will be 8:00 a.m. until 1:00 p.m.
- Set up and breakdown time will be two hours before and one hour after operation hours.

C. SALE OF ITEMS:

- Products which may be sold at the Seacoast Growers' Association market shall follow the guidelines and definitions outlined within the Association's Bylaws and Rules and Regulations (a copy of which is attached hereto as Appendix II).
- ~~• No more than forty percent (40%) of the vendors at any Market may engage in any activity which requires a food permit.~~
- New food vendor permit applications will be processed within thirty (30) days.
- After the commencement of the season new food vendors may only be added to the Farmer's Market on two dates to be predetermined by the Health Officer.

D. HEALTH REQUIREMENTS:

The Health Officer will have the authority to shut down the entire market if any single Vendor fails to comply with any Health Officer's directive to cure any situation creating a public health concern. The Health Officer shall make reasonable efforts to notify the President of the Seacoast Growers' Association or his/her assignee(s) at the time a warning is issued. Specific health requirements include, but are not limited to the following:

- Vendors shall be excepted from the general City requirement of obtaining a Hawkers & Peddlers License (\$250.00). The following license fee schedule shall apply to Farmer's Market Vendors:
 1. Fruit and vegetable vendors at the Farmer's Market pay no fee.
 2. Non-produce/Non-food vendors at the Farmer's Market pay no fee.

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3. Prepared food vendors (anything other than non-prepared fruits and vegetables) and sellers of potentially hazardous agricultural products pay a seasonal fee of \$140.00 per season.

- Non-recycled farm fresh eggs may be sold provided that they are stored at proper temperature (at or below forty-one (41) degrees Fahrenheit) during transport to and while displayed at the Farmers' Market.
- Baked goods sold at the Farmers' Market must be individually or collectively wrapped while displayed and sold and baked in a licensed facility.
- Any Vendor who sells potentially hazardous foods (which includes any perishable food or food product which consists in whole or in part of milk or any other ingredient capable of supporting rapid and progressive growth of infectious and toxigenic micro-organisms including, but not limited to, cream fillings and pies, cakes and pastries, custard products, meringue-topped baked goods or butter-cream type fillings in bakery products **meats and poultry**), shall take appropriate measures to ensure that such products are transported, stored, and displayed in refrigerated or ice-cooled containers to maintain temperature of such products at 41 degrees Fahrenheit or below at all times so to prevent spoilage or contamination.
- All animals are prohibited within the Farmers' Market with the exception of hearing ear dogs, guide dogs and service dogs as they are defined in RSA 167-D:1.
- The above items do not eliminate or supersede other areas of compliance set by ordinance or regulations or within the grant of authority by the Portsmouth City Council.
- In addition to the foregoing, each Vendor member of the Seacoast Growers' Association shall comply with all applicable Federal, State and Municipal laws, regulations and ordinances.
- No vendor shall provide fruit or vegetables to be sampled onsite unless a three bay sink is provided, **to properly wash-rinse-sanitize all equipment and utensils used for sampling (knife, cutting board, colander, etc.). The colander is then used for washing fruits and vegetables to be sampled. ~~in which all such fruits, vegetables and the utensils provided to cut or serve them shall be washed on site (fruits and vegetables in a collander).~~** No spillage onto the ground shall be permitted from the three bay sink.
- **On-site food preparation and equipment are limited to simple grilling, reheating/hot holding, dispensing and assembling of foods and beverages.**

137 E. OTHER CONDITIONS:
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- 139
- 140 • The Seacoast Growers' Association shall provide the City with a current list
141 of board members with appropriate contact information.
 - 142 • The Seacoast Growers' Association agrees to indemnify and hold the City
143 of Portsmouth harmless for any and all claims of liability, (including bodily
144 injury or property damage) of any type or kind arising out of the
145 Association's operation or use of this license agreement. This provision
146 shall survive termination of this agreement.
 - 147
 - 148 • Additionally, the Seacoast Growers' Association shall maintain general
149 liability insurance in the amount of Two Million Dollars (\$2,000,000.00)
150 naming the City of Portsmouth as an additional insured. A certificate
151 demonstrating this insurance shall be kept on file with the City Clerk of the
152 City at all times relevant to the operation of the Association under this
153 agreement.
 - 154
 - 155 • The City hereby approves the sale of the following alcohol products at the
156 Farmer's Market by Association members:

157
158 ~~1. Wine by Jewelltown Vineyards~~

159 ~~2.1.~~ Hard Cider products by Nottingham Orchards; and

160 ~~3.2.~~ Beer by Throwback Brewery.
161

162 No other alcohol sales or possession is approved.
163

164 There shall be no open containers or consumption of alcoholic beverage on
165 municipal premises. All alcoholic beverage sales must be conducted in
166 strict accordance with state law and any rules adopted pursuant thereto by
167 the State of New Hampshire Liquor Commission. This provision of the
168 license agreement with the Association may be revoked immediately and
169 without cause if that action is determined to be appropriate by the City.
170

- 171
- 172 • Should Seacoast Growers' Association provide patrons access to the
173 restroom facilities located in City Hall, an individual will be designated for
174 each date of operation to escort patrons to the restroom and out of the
175 building. A list of responsible persons and the dates they are assigned this
176 responsibility shall be submitted to the Health Department with the
177 application packet. The Health Department must approve in advance of
178 any modification.
 - 179 • For the purpose of operating the Farmer's Market on the property of the City
180 of Portsmouth it is understood that neither a Homestead License issued by
181 the State of New Hampshire nor a Home Food Processors License issued
182 by the State of Maine is recognized or confers any benefit to the vendor.

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- This agreement may be terminated at the sole discretion of the City of Portsmouth in the event that:
 1. The Seacoast Growers' Association fails to abide by the terms of this agreement.
 2. It is determined that the City of Portsmouth has a paramount need for the area which would otherwise be utilized by the Seacoast Growers' Association.
- The City reserves the right to modify any provision in this agreement in the event that such modification is made necessary by any change in state or federal law.

CITY OF PORTSMOUTH

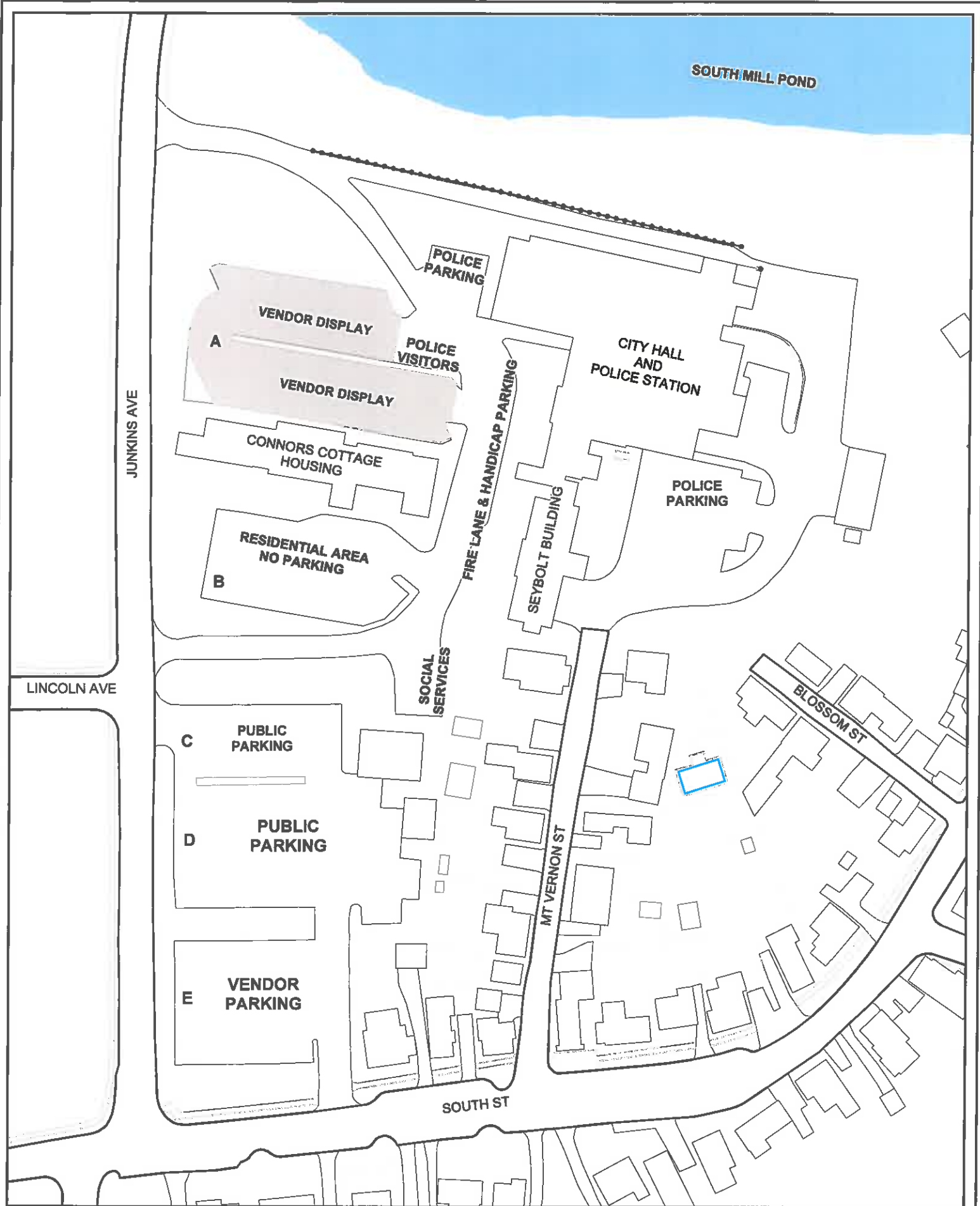
Dated: _____

By: _____
John P. Bohenko, City Manager
Pursuant to vote of the City Council on
~~January 23, 2017~~

SEACOAST GROWERS' ASSOCIATION

Dated: _____

By: _____
John Hutton, President
Pursuant to vote by the Seacoast Growers'
Association on _____.



**Appendix 1: Farmer's Market
Seacoast Growers Association 2018 Season**

Map prepared by Portsmouth Department of Public Works, 12 February 2018
Map document: U:\Projects\0042 Farmers Market\Farmers Market Parking2018.mxd

SEACOAST GROWERS ASSOCIATION BYLAWS

ARTICLE I

Section 1. Name:

The name of this organization shall be: "The Seacoast Growers Association."

Section 2. Seal:

The seal of this organization shall consist of a flat-faced circular die, with the words and figures cut or engraved thereon.

ARTICLE II

The association has been organized on a non-profit basis for the following:

Section 1. To provide markets for seacoast area growers to sell their products directly to the consumer, thereby strengthening the local farm economy and the viability of small scale family farms. Seacoast growers are defined as those in York County, Maine and Rockingham and Strafford Counties, New Hampshire;

Section 2. To establish and maintain operating standards that will inspire public confidence in the farmer's market concept;

Section 3. To provide the organization with publicity and by other techniques to assist in promoting the sale, at the market, of Seacoast Growers Association members' products;

Section 4. To engage in such other mutually beneficial activities as the membership may desire;

Section 5. To carry out educational and promotional activities among seacoast area citizens for the support of local agriculture.

Section 6. To do all that is legal in obtaining its objectives that the Board of Directors in its discretion deems appropriate or consistent with the above stated purposes.

ARTICLE III

Definitions

Farmer: is an individual or production unit who operates a farm.

Farm: is an agricultural enterprise that produces farm products.

Farm Products: are defined as vegetables, fruits, herbs, berries, and other items grown for human food; natural fibers such as wool and linen; seedlings, plants, greenhouse or nursery stock, houseplants, perennials and ornamentals; livestock and their products; products from the woodlot, poultry and bees.

Production unit: is a family or other group of two or more people who operate the same farm.

Craft vendor: is a member, who offers for sale, their own locally made crafts.

Prepared food: baked goods, jams, jellies, and similar prepared foods made by the vendor.

Concessionaries: Seafood vendors, meat or fiber co-ops. Vendors in these categories will be considered on a case-by-case basis.

ARTICLE IV

Membership

Section 1.

A. Active Membership: Active members shall consist of farmers, prepared foods, and craft vendors who have been granted acceptance by the Board of Directors, have passed any necessary jurying, who pay the membership fee established and shall abide by these bylaws, rules and regulations. One vote per entry is allowed. Active membership shall expire on January 15th of each year if no application for renewal has been received. (The intent of expiration in no way constitutes automatic approval if application has been received by January 15th)

B. Patron: A patron shall consist of person(s) who would like to contribute to the Association in a monetary or volunteer form and wish to support the purposes and goals of the Seacoast Growers Association. There shall be no voting privileges extended. Patrons shall fill out a "Patron Form", pay the patron fee established, agrees to abide by the bylaws, rules and regulations of the Association.

Section 2. Annual Meeting: The annual meeting of the members shall be held within the month of March at such location as specified in the notice as provided in "Section 5" hereof. In the event that such annual meeting is omitted by oversight or otherwise on the date herein provided for, a substitute annual meeting maybe held in place thereof and any business transacted or elections held at such meeting shall be as valid as if transacted or held at the annual meeting. Such substitute meeting shall be called in the same manner and as prescribed for special member's meetings. Except when otherwise required by law or by these Bylaws any business may be transacted at the annual meeting irrespective of whether or not the notice of the meeting shall have contained a reference thereto.

Section 3. Special Meetings: Special meetings of the members shall be held whenever called by the President. The president must call a general meeting of all members when presented with a petition signed by not fewer than one-quarter (1/4) of the members of the association.

Section 4. Place of Meeting: The annual meeting and any special meeting of the members shall be held at such place within or without the State of New Hampshire as shall be designated in the notice of such meeting.

Section 5. Notice: Notice of all members' meetings, stating the day, hour and place and the agenda and purpose for which such meetings are called, shall be given by the clerk in writing to each member or record entitled to vote, at his or her registered address at least thirty (30) days and not more than fifty (50) days prior to the date of the meeting. Any notice of meeting may be waived by a member by submitting, before and after the meeting a waiver, signed either in person or by proxy or by attendance at the meeting, either in person or by proxy.

Section 6. Quorum and Required Vote: At any meeting of the members, a majority of the members entitled to vote shall constitute a quorum, but a lesser number may adjourn any meeting to a future date at which a quorum shall be present or represented. No notice of the adjourned meeting need be given if the time and place are announced at the meeting at which the adjournment is taken and the adjournment is less than thirty (30) days. When a quorum is present at any meeting, a majority of votes cast by these entitled to vote on the subject matter shall decide any questions unless some greater vote is required by law, the Articles of Incorporation, or these Bylaws. In elections of the directors, those receiving the greatest number of votes, even though not receiving a majority, shall be deemed elected.

Section 7. Consents: Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if written consent, setting forth the action so taken is signed by all the members entitled to vote on such action and are filed with the clerk of the corporation as part of the corporate records. Such written consent shall have the same effect as a unanimous vote of the members and may be stated as such in any certificate or document required or permitted to be filed with the Secretary of State, and in any certificate or document prepared or certified by any officer of the corporation for any purpose.

Section 8. Conduct of Meetings: All meetings of this organization shall be conducted in an orderly fashion and in substantial conformity with Roberts Rules of Order. All matters shall be decided by a simple majority of members present unless stipulated elsewhere in the Bylaws.

ARTICLE V

Board of Directors

Section 1. Board of Directors: The business of the Association shall be managed by a Board of Directors which shall consist of not less than five active members and one alternate to be elected by vote of the active membership each year at the annual meeting. Tenure of the office is three and one half years. From the directors, a President, a Vice President, Secretary and Treasurer shall be chosen. Each of these offices shall be for a

one-year term. The officers shall be subject to the general direction and control of the Board of Directors. A vote may be passed by the support of three Directors.

Section 2. Vacancies in the Board of Directors: Any vacancy on the Board of Directors shall be filled as follows: The remaining Board members shall name a person to fill the vacancy until the next annual meeting.

Section 3. Composition of the Board of Directors: At least three of the five members should be actively engaged in farming.

Section 4. Board members shall receive a \$200.00 voucher each year that they serve. The Treasurer shall receive an additional voucher for up to \$300.00. This voucher may only be used toward the membership fee and stall fees.

Section 5. The Association shall indemnify any Director, Officer, or former Director or Officer of the Association against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceedings in which he/she is made a party by reason of being or having been such Director or Officer, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty. The indemnification provided by this Article V shall not be deemed exclusive of any other rights to which such Director or Officer may be entitled under any Bylaw, agreement, vote of the Board of Directors or otherwise.

Section 6. At any meeting of the Board of Directors, a majority of the Directors as fixed by the Bylaws shall constitute a quorum. Provided a quorum is present, the votes of a majority of the Directors attending a meeting shall be sufficient for the conduct of business.

ARTICLE VI

Disciplinary Procedures

Section 1. Violations of any Bylaws or Rules and Regulations will be dealt with by a Market Manager or Board Member. The Manager or Board Member may give a verbal warning notice to a producer for an infraction of the Bylaws or Rules and Regulations. If a producer receives two verbal warning notices, the President shall call a meeting of the Board. The Board will then take a formal vote giving the Manager or President the power to take appropriate action if a third violation of the Bylaws or Rules and Regulations occurs. Actions may include fines, site inspection, suspension or expulsion.

Section 2. Upon the Board members' determination, the President shall give written notice to the violating member of the dates, the nature(s) of the violation(s), and any corrective action to be taken should a third violation occur.

Section 3. Any member receiving such verbal and/or written notice of a violation must correct the violation immediately, or at the latest, by the next market day after such notice is received.

Section 4. Any member may bring forward a product challenge when they believe that another vendor is misrepresenting his/her product. Product challenges must be signed by the person bringing the challenge and preferably be supported by physical evidence of the offense. Product challenges shall not be anonymous. The product challenge must be made on the day of, or within the week the violation is observed.

Section 5. The vendor receiving the product challenge must respond to the challenge in writing. Failure to admit or deny a challenge may result in a determination that the challenge is valid.

Section 6. The Board shall determine if a site visit is necessary, and if so, shall conduct the visit in a timely manner to make a determination on the product challenge. If the vendor is found in violation, the Board will then take a formal vote giving the Manager or President the power to take appropriate action. Actions may include fines, site inspection, suspension or expulsion.

Section 7. A member may appeal any disciplinary action taken against them by providing to the Board a petition of support signed by at least two-thirds of the voting membership.

ARTICLE VII

Section I. These Bylaws shall be amended by a two-thirds vote of those members in good standing in attendance at the annual meeting. Proposed changes of the Bylaws shall be in writing and provided to all members at least twenty-one days prior to the annual meeting.

ADOPTED: January 6, 1994

SIGNED: January 20, 1994

AMENDED: March 24, 1995

SIGNED March 31, 1995

AMENDED:

SIGNED: February 27, 1997

AMENDED: March 14, 2013

SIGNED March 14, 2013

QUITCLAIM DEED

NOW COMES MERTON ALAN INVESTMENTS, LLC, a New Hampshire Limited Liability Corporation, having an address of PO Box 284, Stratham, County of Rockingham, State of New Hampshire (hereinafter "Grantor"),

FOR CONSIDERATION PAID, receipt of which is hereby acknowledged, grants to the **CITY OF PORTSMOUTH**, a municipal corporation having an address of 1 Junkins Avenue, Portsmouth, County of Rockingham, State of New Hampshire (hereinafter "Grantee"), with **QUITCLAIM COVENANTS**, the following described property situate on the southerly side of Cate Street in Portsmouth, County of Rockingham, State of New Hampshire, more particularly bounded and described in Schedule A attached hereto.

Meaning and intending to convey a portion of the premises conveyed to Merton Alan Investments, LLC by Deed of Phillip Singer, Trustee of Revocable Living Trust Agreement, as amended, dated December 26, 1990 and recorded in the Rockingham County Registry of Deeds on February 28, 2007 at Book 4771, Page 1259.

THIS IS NOT HOMESTEAD PROPERTY.

IN WITNESS WHEREOF, Grantor has executed this Deed on the ___ day of _____, 2017.

MERTON ALAN INVESTMENTS, LLC

By: _____

STATE OF NEW HAMPSHIRE
ROCKINGHAM COUNTY, SS

On this ____ day of _____, 2017, before me, personally appeared _____, duly authorized member of Merton Alan Investments, LLC, known to me, or satisfactorily proven to be, the person whose name is subscribed to the foregoing instrument, and acknowledged that he, as such Member, executed the foregoing instrument for the purposes therein contained on behalf of said Merton Alan Investments, LLC.

Justice of the Peace/Notary Public (Seal)
Print Name:
My Commission Expires: _____

Schedule A

Being a 0.22 (9,626± square feet) parcel of land located on the southerly side of Cate Street and the westerly side of Bartlett Street in the City of Portsmouth, County of Rockingham, State of New Hampshire. Said parcel of land being shown as "Land to be Transferred from Tax Map 165 Lot 1 to City of Portsmouth" on a plan entitled "Tax Map 165 Lot 1, Land Transfer & Easement Plan, 30 Cate Street, Portsmouth, New Hampshire, County of Rockingham, Owned by Merton Alan Investments, LLC" prepared by MSC, a division of TFMoran, Inc., dated October 31, 2017 and recorded at the Rockingham County Registry of Deeds as Plan #_____. Said parcel of land being bounded northerly and westerly by Cate Street, easterly by Bartlett Street and southerly by land now or formerly of Merton Alan Investments, LLC recorded in Book 4771 Page 1259 and is more particularly described as follows:

BEGINNING at an iron rod in the northerly line of said land of Merton Alan, near the southerly edge of the pavement of Cate Street, said iron rod being located N55°03'55"E, a distance of 290.92 feet from a magnetic nail, thence from the point of **BEGINNING**, N35°39'44"W, a distance of 20.00 feet to a railroad spike in the pavement of Cate Street; thence along Cate Street the following three courses:

along a compound curve to the left, first curve having a radius of 11,431.20 feet, a chord of N54°10'15"E, a distance of 66.50 feet, an arc length of 66.50 feet to a railroad spike in the pavement; thence continuing along said compound curve with a second curve having a radius of 2,836.93 feet, a chord of N51°00'15"E, a distance of 296.95 feet, an arc length of 297.08 feet to a railroad spike in the pavement; thence N48°00'15"E, a distance of 91.75 feet to a magnetic nail in the pavement near the intersection of Bartlett Street;

thence along the westerly side of Bartlett Street S46°29'45"E, a distance of 43.87 feet to a point, thence through the said land of Merton Alan with a new line the following five courses:

S73°25'15"W, a distance of 33.95 feet to a point;
S49°24'29"W, a distance of 79.26 feet to a point;
S54°27'20"W, a distance of 64.93 feet to a point;
S57°36'22"W, a distance of 34.79 feet to a point; and
S51°51'25"W, a distance of 251.90 feet to the point of **BEGINNING**.

EASEMENT DEED

NOW COMES MERTON ALAN INVESTMENTS, LLC, a New Hampshire Limited Liability Corporation, having an address of PO Box 284, Stratham, County of Rockingham, State of New Hampshire (hereinafter "Grantor"),

FOR CONSIDERATION PAID, receipt of which is hereby acknowledged, grants to the **CITY OF PORTSMOUTH**, a municipal corporation having an address of 1 Junkins Avenue, Portsmouth, County of Rockingham, State of New Hampshire (hereinafter "Grantee"), with **QUITCLAIM COVENANTS**, the following described Easements:

- (1) Parcel 1, Bartlett Street Easements: A 15' wide Easement on the westerly side of Bartlett Street, northwesterly of the Boston and Maine Railroad bridge abutment, for future road widening, consisting of 659 s.f. and being shown on a plan entitled, "TAX MAP 165, LOT 1, LAND TRANSFER & EASEMENT PLAN, 30 CATE STREET, PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, OWNED BY MERTON ALAN INVESTMENTS, LLC," prepared by TFM-MSC Civil Engineers, dated October 12, 2017;
- (2) Parcel 2, Tip Down Easements: Sidewalk Easements A, B, C & D located on the south side of the reconfigured Cate Street for the purpose of Sidewalk "Tip Downs" on the southerly side of the proposed Cate Street sidewalk shown on Sidewalk Easement "A" (19 s.f.); Sidewalk Easement "B" (57 s.f.); Sidewalk Easement "C" (83 s.f.); and Sidewalk Easement "D" (71 s.f.) on a plan entitled, "TAX MAP 165, LOT 1, LAND TRANSFER & EASEMENT PLAN, 30 CATE STREET, PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, OWNED BY MERTON ALAN INVESTMENTS, LLC," prepared by TFM-MSC Civil Engineers, dated October 31, 2017."

For title reference, see conveyance to Merton Alan Investments, LLC by Deed of Phillip Singer, Trustee of Revocable Living Trust Agreement, as amended, dated December 26, 1990 and recorded in the Rockingham County Registry of Deeds on February 28, 2007 at Book 4771, Page 1259.

THIS IS NOT HOMESTEAD PROPERTY.

IN WITNESS WHEREOF, Grantor has executed this Deed on the ___ day of _____, 2017.

MERTON ALAN INVESTMENTS, LLC

By: _____

STATE OF NEW HAMPSHIRE
ROCKINGHAM COUNTY, SS

On this ___ day of _____, 2017, before me, personally appeared _____, duly authorized member of Merton Alan Investments, LLC, known to me, or satisfactorily proven to be, the person whose name is subscribed to the foregoing instrument, and acknowledged that he, as such Member, executed the foregoing instrument for the purposes therein contained on behalf of said Merton Alan Investments, LLC.

Justice of the Peace/Notary Public (Seal)
Print Name:
My Commission Expires: _____

LEGEND

- BOOK NO./PAGE NO.
- CD4-W CHARACTER DISTRICT 4-WEST END
- EP EDGE OF PAVEMENT
- GW GATEWAY ZONE
- IRH RD SET 08/29/2013
- L LENGTH
- MNET MAGNETIC NAIL SET 08/29/2013
- N/F NOW OR FORMERLY
- R RADIUS
- RCD ROCKINGHAM COUNTY RECORDS OF DEEDS
- RRSET RAILROAD SPIKE WITH PUNCH
- SF SQUARE FEET
- SOC SLOPED GRANITE CURB
- TC TRANSPORTATION CORRIDOR DISTRICT
- VCC VERTICAL GRANITE CURB
- MAP/LOT ASSESSORS MAP & PARCEL NUMBER
- Δ CENTRAL ANGLE
- SIGN POLE
- CHAINLINK FENCE
- PROPERTY LINE
- ZONE LINE
- CONCRETE
- LAND TO BE TRANSFERRED
- PROPOSED EASEMENT
- ACCESS EASEMENT

EASEMENT LINE TABLE		
LINE	BEARING	LENGTH
L1	N73°25'15"E	17.31'
L2	S46°29'45"E	39.63'
L3	S43°30'15"W	15.00'
L4	N46°29'45"W	48.20'
L5	N73°25'15"E	16.64'

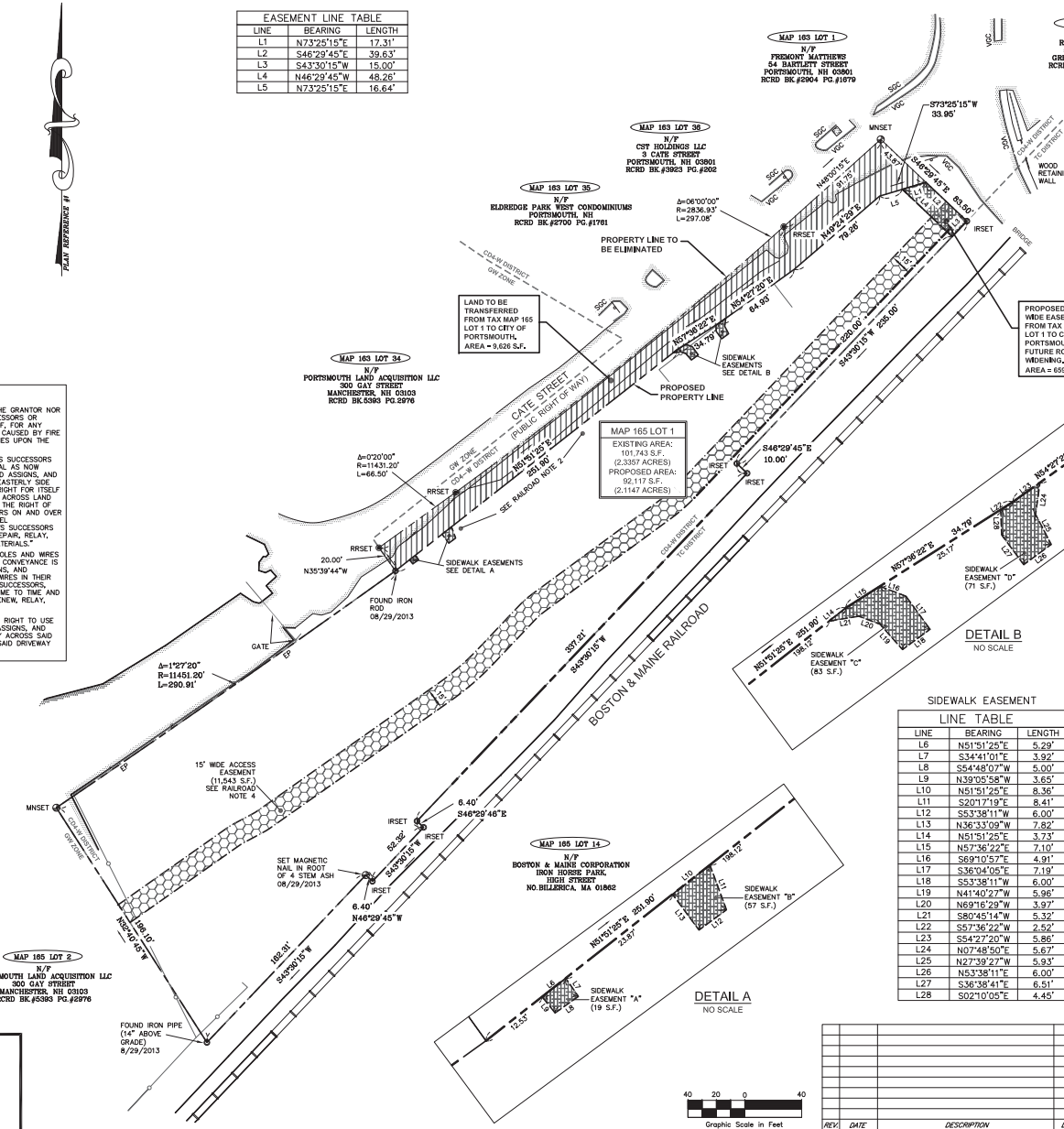
RAILROAD NOTES:

- SEE RCD BK #1704 PG #323
- ...WITHIN THE TERM OF ONE HUNDRED YEARS FROM THE DATE HEREOF NEITHER THE GRANTOR NOR ITS SUCCESSORS OR ASSIGNS SHALL BE LIABLE TO THE SAID GRANTEE, ITS SUCCESSORS OR ASSIGNS OR TO ANY LESSEE OF SAID PARCEL OF LAND OR OF ANY PART THEREOF, FOR ANY DAMAGE TO ANY BUILDINGS OR PROPERTY UPON THE ABOVE DESCRIBED PREMISES CAUSED BY FIRE WHETHER COMMUNICATED DIRECTLY OR INDIRECTLY BY OR FROM LOCOMOTIVES UPON THE RAILROAD OPERATED BY THE GRANTOR OR OTHERWISE."
- "SAID CONVEYANCE IS HEREBY MADE SUBJECT TO THE RIGHT OF THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, TO MAINTAIN SAID SECTIONS OF SIDETRACK AND SIDETRACK MATERIAL AS NOW LOCATED OR MAY HEREINAFTER BE LOCATED BY THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, AND TO MAINTAIN FOR PUBLIC DELIVERY FACILITIES TO THE EASTERLY SIDE, LINE OF CATE STREET, SHOWN ON PLAN ATTACHED HERETO, TOGETHER WITH THE RIGHT FOR ITSELF AND PATRONS TO PASS AND REPASS ON FOOT AND WITH VEHICLES N, OVER AND ACROSS LAND BETWEEN SAID CATE STREET AND SAID PUBLIC DELIVERY TRACK, AND SUBJECT TO THE RIGHT OF THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, TO OPERATE LOCOMOTIVES AND CARS ON AND OVER SAID TRACKS TO SERVE THE ABOVE DESCRIBED PARCEL IN ADDITION TO THE PARCEL SOUTHWESTERLY THEREOF, AND SUBJECT ALSO TO THE RIGHT OF THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, TO ENTER UPON SAID PREMISES FROM TIME TO TIME TO INSPECT, REPAIR, RELAY, RENEW, MAINTAIN AND REMOVE SAID SECTIONS OF SIDETRACKS AND SIDETRACK MATERIALS."
- "EXCEPTING FROM THIS CONVEYANCE ANY AND ALL SIGNAL APPARATUS, CABLES, POLES AND WIRES AS NOW LOCATED WITHIN THE LIMITS OF THE ABOVE DESCRIBED PARCEL, AND SAID CONVEYANCE IS HEREBY MADE SUBJECT TO THE RIGHTS OF THE GRANTOR, ITS SUCCESSORS, ASSIGNS, AND LICENSEES, TO MAINTAIN AND USE SAID SIGNAL APPARATUS, CABLES, POLES AND WIRES IN THEIR PRESENT LOCATION, AND FURTHER, SUBJECT TO THE RIGHT OF THE GRANTOR, ITS SUCCESSORS, ASSIGNS, AND LICENSEES, TO ENTER UPON THE ABOVE DESCRIBED PARCEL FROM TIME TO TIME AND AT ANY AND ALL REASONABLE TIMES IN ORDER TO MAINTAIN, REPAIR, RELAY, RENEW, RELAY, REMOVE AND USE SAID SIGNAL APPARATUS, CABLES, POLES AND WIRES."
- "THE GRANTOR HEREBY RESERVES FOR ITSELF, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO USE FOR DRIVEWAY PURPOSES, IN COMMON WITH THE GRANTEE, ITS SUCCESSORS AND ASSIGNS, AND WITH OTHERS NOW OR HEREINAFTER HAVING RIGHTS THEREIN, THE EXISTING DRIVEWAY ACROSS SAID PARCEL, AS NOW LOCATED AND SHOWN ON SAID PLAN ATTACHED HERETO, OR AS SAID DRIVEWAY MAY HEREAFTER BE RELOCATED BY THE GRANTEE, ITS SUCCESSORS OR ASSIGNS."

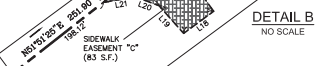
I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY THOSE UNDER MY DIRECT SUPERVISION AND ARE THE RESULT OF A FIELD SURVEY CONDUCTED IN FEBRUARY 2012 & OCTOBER 2016. THIS SURVEY CONFORMS TO THE ACCURACY REQUIREMENTS OF AN URBAN SURVEY OF THE NEW HAMPSHIRE CODES OF ADMINISTRATION OF THE BOARD OF LICENSED LAND SURVEYORS. I FURTHER CERTIFY THAT THIS SURVEY IS CORRECT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, AND THE FIELD TRAVERSE SURVEY EXCEEDS A PRECISION OF 1:15,000.

CITY OF PORTSMOUTH PLANNING BOARD

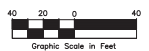
CHAIRPERSON _____ DATE _____



MAP 165 LOT 1
EXISTING AREA:
101,743 S.F.
(2.337 ACRES)
PROPOSED AREA:
92,117 S.F.
(2.147 ACRES)



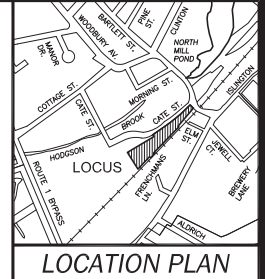
SIDEWALK EASEMENT LINE TABLE		
LINE	BEARING	LENGTH
L6	N51°51'25"E	5.29'
L7	S34°41'01"E	3.92'
L8	S54°48'07"W	5.00'
L9	N39°05'58"W	3.65'
L10	N51°51'25"E	8.36'
L11	S20°17'19"E	8.41'
L12	S53°38'11"W	6.00'
L13	N36°33'09"W	7.82'
L14	N51°51'25"E	3.73'
L15	N57°36'22"E	7.10'
L16	S89°10'57"E	4.91'
L17	S36°04'05"E	7.19'
L18	S53°38'11"W	6.00'
L19	N41°40'27"W	5.96'
L20	N69°16'29"W	3.97'
L21	S80°45'14"W	5.32'
L22	S57°36'22"W	2.56'
L23	S54°27'20"W	5.86'
L24	N07°48'50"E	5.67'
L25	N27°39'27"W	5.93'
L26	N53°38'11"E	6.00'
L27	S36°38'41"E	6.51'
L28	S02°10'05"E	4.45'



REV.	DATE	DESCRIPTION	DR	CK

MAP 164 LOT 2
RICHARD A. PACINI
50 MAPLE DRIVE
GREENLAND, NH 03040
RCD BK #2271 PG #1217

MAP 184 LOT 4
N/F
BOSTON & MAINE CORPORATION
IRON HORSE PARK, HIGH STREET
NO BILLCERRA, MA 01862



NOTES:

- THE PARCEL IS LOCATED IN THE CHARACTER DISTRICT 4-WEST END (CD4-W).
- THE PARCEL IS SHOWN ON THE CITY OF PORTSMOUTH ASSESSOR'S MAP 165 AS LOT 1.
- THE PARCEL IS LOCATED IN FLOOD ZONE X AS SHOWN ON FLOOD INSURANCE RATE MAP, ROCKINGHAM COUNTY, NEW HAMPSHIRE, PANEL 259 OF 681, MAP NUMBER 3301502025SE, EFFECTIVE DATE MAY 17, 2005.
- OWNER OF RECORD:
MERTON ALAN INVESTMENTS, LLC
C/O JOAN RYAN & CASAGLIA
459 LAFAYETTE ROAD
HAMPTON, NH 03041
RCD BK #4771 PG #1259
- ZONING REQUIREMENTS: CD4-W
MINIMUM LOT AREA 5,000 SF
MINIMUM LOT AREA PER DWELLING UNIT 2,500 SF
MINIMUM OPEN SPACE 15%
BUILDING PLACEMENT - PRINCIPAL BUILDING
MAXIMUM PRINCIPAL FRONT YARD 10'
MAXIMUM SECONDARY FRONT YARD 5'
SIDE YARD
MINIMUM REAR YARD 15'
NR - NO REQUIREMENT
GREATER OF 5' FROM REAR LOT LINE OR 10' FROM CENTER LINE OF ALLEY**
- EXISTING PARCEL AREA: 101,743 S.F. 2.337 ACRES
PROPOSED PARCEL AREA: 92,117 S.F. 2.147 ACRES
- THE INTENT OF THIS PLAN IS TO SHOW THE LOCATION OF BOUNDARIES IN ACCORDANCE WITH THE CURRENT LEGAL DESCRIPTIONS. IT IS NOT AN ATTEMPT TO DEFINE UNWITTING RIGHTS, DETERMINE THE EXTENT OF OWNERSHIP OR DEFINE THE LIMITS OF TITLE.
- THE PURPOSE OF THIS PLAN IS TO TRANSFER LAND (9,626 S.F.) AND TO DEFINE EASEMENTS FOR SIDEWALKS AND FUTURE ROAD WIDENING FROM TAX MAP 165 LOT 1 TO THE CITY OF PORTSMOUTH, PER THE CONDITIONS OF APPROVAL AS STATED IN A LETTER FROM THE CITY OF PORTSMOUTH PLANNING DEPARTMENT TO MERTON ALAN INVESTMENTS, LLC DATED FEBRUARY 21, 2017, IN REFERENCE TO THE FEBRUARY 16, 2017 PLANNING BOARD MEETING.
- EXISTING USE OF PROPERTY IS VACANT.

PLAN REFERENCES:

- "LAND IN PORTSMOUTH, N.H. BOSTON AND MAINE RAILROAD TO ALL STATE REALTY CORPORATION J.F. KEWAN, ASST. CHIEF ENG'G, SCALE 1" = 50', FEBRUARY 1961, BY BRENTON V. SCHOFIELD, RCD PLAN #760.
- PLAN OF LAND FOR JOSEPH J. OBREN JR. & SR. CATE STREET/ROUTE 1 BYPASS COUNTY OF ROCKINGHAM PORTSMOUTH, N.H." BY RICHARD P. MILLETTE AND ASSOCIATES, DATED NOVEMBER 17, 1988, RCD PLAN #0-1010.
- "RIGHT-OF-WAY AND TRACK MAP BOSTON AND MAINE R.R. OPERATED BY BOSTON AND MAINE R.R. STATION 2928-95 TO STATION 2962-20 BY OFFICE OF VALUATION ENGINEER DATED JUNE 30, 1914, WITH LAST REVISION DATED DECEMBER 1981.
- "EXISTING FEATURES PLAN TAX MAP 165 LOT 1 PROPERTY OF MERTON ALAN INVESTMENTS LLC BARTLETT STREET PORTSMOUTH, NEW HAMPSHIRE COUNTY OF ROCKINGHAM, BY MSC CIVIL ENGINEERS & LAND SURVEYORS, INC., DATED SEPTEMBER 6, 2013 WITH REVISION D DATED 10/16/2013. PLAN IS NOT RECORDED.
- "SITE PLAN MERTON ALAN INVESTMENTS, LLC PROPOSED TOWNHOUSE DEVELOPMENT BARTLETT & CATE STREET PORTSMOUTH, NEW HAMPSHIRE" BY TONKAGOND ENGINEERS, DATED 12/19/2006, WITH REVISION D DATED 2/29/2017. PLAN IS NOT RECORDED.

**TAX MAP 165 LOT 1
LAND TRANSFER & EASEMENT PLAN**

**30 CATE STREET
PORTSMOUTH, NEW HAMPSHIRE
COUNTY OF ROCKINGHAM**

OWNED BY
MERTON ALAN INVESTMENTS, LLC

SCALE: 1" = 40' (21x24")
1" = 80' (11x17")

OCTOBER 21, 2017

	Civil Engineers	170 Commerce Way, Suite 102
	Structural Engineers	Portsmouth, NH 03801
	Traffic Engineers	Phone (603) 431-2222
	Land Surveyors	Fax (603) 431-0910
	Landscape Architects	www.tfmron.com
	Scientists	

47248.00	DR	MB
	CK	CADPRL

MEMORANDUM OF AGREEMENT

NOW COME the **CITY OF PORTSMOUTH**, a New Hampshire Municipal Corporation, having an address of 1 Junkins Avenue, Portsmouth, County of Rockingham, State of New Hampshire (hereinafter "City"), and **MERTON ALAN INVESTMENTS, LLC**, a New Hampshire Limited Liability Corporation, having a mailing address of PO Box 284, Stratham, County of Rockingham, State of New Hampshire (hereinafter "Merton"), and stipulate and agree as follows:

- (1) Merton is the owner of a parcel of land situate on the southerly side of Cate Street at the intersection of Bartlett Street in Portsmouth, and shown on a Plan entitled, "Merton Alan Investments, LLC, 'Proposed Townhouse Development, Bartlett & Cate Street, Portsmouth, New Hampshire, December 19, 2016, revised September 13, 2017,'" prepared by Tighe & Bond Consulting Engineers, 177 Corporate Drive, Portsmouth, New Hampshire, 03801 (hereinafter "Plan") [Attached].
- (2) On September 21, 2017, Merton obtained Amended Site Plan Approval to construct a 31 unit residential townhouse development consisting of 5, 45' tall buildings ranging in size from 40' x 40' to 40' x 198', with related paving, lighting utilities, landscaping, drainage and associated site improvements, for its property at the intersection of Cate & Bartlett Streets as shown on the Plan.
- (3) Prior to the recording of the Plan, the City is desirous of reconfiguring Cate Street in the area of the Merton property and Merton agrees to convey to the City, at no cost, a strip of land containing approximately 9,626 s.f., along the northerly boundary of the Merton parcel, to facilitate the City's reconfiguration of the roadway. The area to be conveyed to the City being the shaded land shown on the insert in the upper left hand corner of the Plan referred to above.
- (4) Prior to the issuance of an occupancy permit the following conditions shall be met:

(A) Merton:

- (1) Merton shall be responsible to mill existing pavement on Cate Street in front of the site from the intersection with Bartlett Street, west approximately 470 feet.
- (2) Merton shall be responsible for the new curbing and sidewalk along the south side of the relocated Cate Street right of way from the intersection of Bartlett Street, west approximately 400 feet to the easterly side of the site's proposed driveway.
- (3) Merton shall be responsible for constructing roadway widening along the project side (south side) of the relocated right of way, including installation of base gravels and the binder course.
- (4) Merton shall be responsible for construction of the tip down ramps and crosswalk at the southeasterly intersection of Cate Street and Bartlett Street.

(B) City:

The City shall be responsible to provide the wearing course on the existing milled portion of the road and the new portion of the reconfigured and widened Cate Street right of way.

- (5) The City will provide reasonable access to Merton from Cate Street from the two driveways shown on the approved Merton Plans.
- (6) Prior to the recording of the Plan, Merton shall convey to the City the following Easements as depicted on a plan entitled, "TAX MAP 165, LOT 1, LAND TRANSFER & EASEMENT PLAN, 30 CATE STREET, PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, OWNED BY MERTON ALAN INVESTMENTS, LLC," prepared by TFM-MSC Civil Engineers, and dated October 31, 2017.

- (A) **Bartlett Street Widening Easement:** An Easement along the westerly side of Bartlett Street to permit the City to reconfigure the right of way and/or sidewalk along Bartlett Street as shown on the Plan.

- (B) **Tip Down Easement:** An Easement for the “tip downs” for the public sidewalk to be constructed on the southerly side of Cate Street as shown on the Easement Plan.

CITY OF PORTSMOUTH

By:

Date

John P. Bohenko, City Manager

Date

Juliet Walker, Planning Director

Date

Peter Rice, Director of Public Works

MERTON ALAN INVESTMENTS, LLC

By:

Date

HOEFLE, PHOENIX, GORMLEY & ROBERTS, P.A.
ATTORNEYS AT LAW

127 Parrott Avenue, P.O. Box 4480 | Portsmouth, NH, 03802-4480
Telephone: 603.436.0666 | Facsimile: 603.431.0879 | www.hpgrlaw.com

HAND DELIVERED

February 13, 2018

Mayor Jack Blalock and Portsmouth City Council
City of Portsmouth
1 Junkins Ave.
Portsmouth, New Hampshire, 03801

Re: Request of Clipper Traders, LLC for Zoning Change from Office Research (OR) and
Transportation Corridor (TC) to Character District 4 West End (CD4-W)
Property Location: 105 Bartlett Street Tax Map 157, Lot 1, 2; Map 164, Lot 1, 4 (also
shown on Tax Maps 139 and 144)

Dear Mayor Blalock and Members of the Council:

On behalf of Clipper Traders, LLC ("Clipper"), please accept this letter and the attached exhibits in support of Clipper's request to initiate the Planning Board and City Council zoning change procedure for land between Bartlett Street and Maplewood Avenue, abutting the Boston and Maine railroad tracks, the North Mill Pond and the existing CD4-W zone, presently under contract for purchase from the Boston and Maine R.R.

I. EXHIBITS

1. Portsmouth Zoning Ordinance -- Office Research Dimensional Standards (§10.531 and §10.532).
2. Portsmouth Zoning Ordinance Character District 4-West End Provisions.
 - Figure 10.5A41.10B (CD4-W Development Standards)
 - §10.5A42.10 (Façade Types)
 - §10.5A42.12 (Building Placement)
 - §10.5A43.20 (Façade Modulation)
 - §10.5A43.30 (Building and Story Heights)
 - §10.5A43.40 (Maximum Building Footprint)

DANIEL G. HOEFLE
dhoefle@hpgrlaw.com
R. TIMOTHY PHOENIX
tphoenix@hpgrlaw.com
LAWRENCE B. GORMLEY
lgormley@hpgrlaw.com

STEPHEN H. ROBERTS
sroberts@hpgrlaw.com
R. PETER TAYLOR
ptaylor@hpgrlaw.com
JOHN AHLGREN
jahlgren@hpgrlaw.com

KIMBERLY J.H. MEMMESHEIMER
kmemmesheimer@hpgrlaw.com
MATTHEW G. STACHOWSKE
1 mstachowske@hpgrlaw.com
KEVIN M. BAUM
kbaum@hpgrlaw.com

MONICA F. KIESER
mkieser@hpgrlaw.com
SAMUEL HARKINSON
sharkenson@hpgrlaw.com
OF COUNSEL:
SAMUEL R. REID

- §10.5A43.60 (Building Types)
 - §10.5A44.30 (Parking)
 - §10.5A45 (Community Space)
 - Map 10.5A21.B (Building Height Standards)
3. Area of Rezoning Request -identifying surrounding zones including CD4-W abutting the subject parcel.
 4. 2/9/18 Concept Site Plan-by Winter Holben Architecture & Design.
 5. 1/30/18 Neighborhood PowerPoint presentation (partial).
 6. Tax Maps 139, 144, 157, 164.
 7. Site photographs.

II. PROJECT/SITE HISTORY

The subject parcel is currently owned by Boston and Maine R.R. At about 10.67 acres, it abuts the North Mill Pond to the southwest, the Boston and Maine railroad tracks to the southeast, the Granite State Mineral storage yard to the northeast, Ricci Lumber Buildings and CD4-W zone to the northwest. Clipper is under contract to purchase a portion¹ of the property from the railroad. Located upon the site are several Ricci Lumber buildings, the remains of the old locomotive turntable and roundhouse, and a functional machine shop. The northeastern portion of the site has traditionally been used by the railroad for railcar storage.

III. ZONING DISTRICT ANALYSIS/DEVELOPMENT PLAN

Presently zoned Office Research and a sliver of Transportation Corridor (see **Exhibit 3**), Clipper is of the understanding that the OR designation is simply a placeholder, that an appropriate zoning district designation has not until now been particularly important because it has been used by and for the railroad for well over 100 years. The Office Research district purposes are "to provide for campus-style development of office buildings, research and development facilities, and complementary uses." (PZO section 10.410) Permitted in the OR

¹ Clipper is in discussions with Boston and Maine concerning the purchase of the remainder of the property.

zone are such uses as residential care facilities, schools, museums, offices, hospitals, general service establishments, hotels, indoor and outdoor motor vehicle storage. (PZO section 10.440, Table of Uses) Residential uses are prohibited. Dimensionally, the OR zone adjacent to North Mill Pond requires large lots of 2 acres, 200' of frontage, and yards of 70 feet front, 50 feet rear and on the side. (PZO section 10.532) Building heights of up to 60 feet are permitted. (PZO section 10.531) (See **Exhibit 1**). Surrounded by CD4-W and other residential zones (See **Exhibit 3**), clearly the parcel should not be zoned OR. In addition to the railroad property, several other parcels including Ricci Lumber and Great Rhythm Brewing are in the OR/TC zones.

Clipper envisions a multi-building residential project. Still in the development stages, the present plans include a multilevel residential apartment building and several townhouse style buildings, the latter likely developed as condominiums. (See **Exhibit 4**).² Access to the site will be over the road from Bartlett Street, past Ricci Lumber and Great Rhythm to a roundabout, with driveways then servicing the buildings. *Id.* A preliminary neighborhood meeting was held at Great Rhythm on January 30, 2018, at which a PowerPoint presentation detailed the reasoning behind Clipper's request for a zoning change as well as exhibiting the site history and present plans. (See **Exhibit 4**). Attended by approximately 50 neighbors as well as several city councilors and planning staff members, Clipper believes that the preliminary presentation was enthusiastically well received. Of particular interest was Clipper's proposed public "Greenway" along the North Mill Pond for the entire length of the parcel to Bartlett Street.

In order to proceed with the intended redevelopment, it is necessary to rezone the OR/TC zones to permit residential use. After considering the zoning district options, including discussions with the Planning Department staff, Clipper believes that the most appropriate

² Clipper submitted a subdivision plan for the portion of the property currently under agreement to the Planning Department on February 12, 2018.

zoning district for the parcel is CD4-W with the existing development incentives for providing the Greenway, simply requiring an extension of the existing CD4-W zone and West End Incentive Overlay District abutting the parcel to the southwest. (See **Exhibit 3**). This would also include an amendment to Map 10.5A21B to extend the adjacent 2-3 story (short 4th) height requirement area (45' maximum building height) over the rezoning area. (See **Exhibit 2**, Map 10.5A21B).

The purpose of character based zoning is:

to encourage development that is compatible with the established character of its surroundings and consistent with the City's goals for the preservation and or enhancement of the area. This is accomplished by providing a range of standards for the elements of development and buildings that define a place. (PZO section 10.5A 11)

The provisions of Article 5A character based zoning “shall take precedence over all other provisions of the zoning ordinance that are in conflict with Article 5A.” (PZO section 10.5 A 14.10) The recently enacted (June 19, 2017) CD4-W district, developed after a lengthy period of vetting, including community input,

consists of a medium to high density area with a mix of building types and residential, retail and other commercial uses. There are shallow or no front yards and medium to no side yards, with variable private landscaping and on-site accessory parking. Streets have sidewalks and street trees or other pedestrian amenities and defined medium blocks. (PZO section 10.5 A 41. 10 B)

Development standards include yards from 5 to 15 feet, 50% front-line buildout, minimum lot area of 5000 s.f., lot area per dwelling unit 2500 s.f. and 15% minimum open space. The maximum building footprint is 15,000 s.f. Building heights of up to 45 feet are permitted. (PZO Sections 10.5 A 41.10 B; 10.5 a 43. 31; Map 10.5 A 20 1B.) The West End Incentive Overlay District amends these development standards to include: maximum building

footprint of 30,000 s.f.; minimum lot area of 2,000 s.f.; lot area per dwelling unit with no minimum; and an increase of 1 additional story up to 10 ft. in height. (PZO Section 10.5 A 46.10).

Based upon its investigation of the proposed rezoning area, the existence of the CD4-W zone on a portion of the property to be acquired, surrounding zoning districts, discussions with Planning Department staff and the neighborhood PowerPoint presentation, Clipper believes that the parcel and its proposed project fits best with the purposes of the CD4-W zoning district and its with incentives. Clipper also believes that an extension of that district to rezone the parcel is both reasonable and in keeping with the requirements of the City Zoning Ordinance, Master Plan and development regulations.

Clipper respectfully requests that the City proceed as required to rezone the identified parcel CD4-W with West End Overlay and 2-3 story (short 4th) height requirements incentives, with staff recommendation for approval. The development team would be happy to meet further with City staff and/or provide any needed or requested additional exhibits, materials, or information.

Respectfully submitted,



R. Timothy Phoenix

cc: Juliet Walker, Planning Director
Clipper Traders, LLC
Winter Holben Architecture + Design
Ambit Engineering
Terra Firma Landscape Architecture

Exhibit 1

Portsmouth Zoning Ordinance - Office Research
Dimensional Standards

Section 10.530 Business and Industrial Districts

10.531 Table of Dimensional Standards – Business and Industrial Districts¹

	B	GB	WB	I	WI	OR
Minimum Lot Dimensions						
Lot Area	20,000 sf	43,560 sf	20,000 sf	2 acres	2 acres	3 acres ²
Lot Area per dwelling unit	2,500 sf	NR	NR	NA	NA	NA
Continuous street frontage	100'	200'	100'	200'	200'	300' ²
Depth	80'	100'	100'	200'	200'	300' ²
Minimum Yard Dimensions						
Front	20'	30'	30'	70'	70'	30' ²
Side	15'	30'	30'	50'	50'	73' ²
Rear	15'	50'	20'	50'	50'	30'
Maximum Structure Dimensions						
Structure height	50'	60'	35'	70' ³	70' ³	60' ³
Roof appurtenance height	10'	10'	10'	10'	10'	10'
Building coverage	35%	30%	30%	50%	50%	30%
Floor Area Ratio	NR	NR	NR	NR	NR	NR
Minimum open space	15%	20%	20%	20%	20%	30%

Notes:

1. See Article 5A and Article 5B for dimensional standards in Character and Gateway Neighborhood Mixed Use Districts.
2. See Section 10.532.10 for requirements for lots adjacent to North Mill Pond.
3. See Section 10.532.20 for reduced structure height within 200' of North Mill Pond or Piscataqua River.

NA = Not Applicable NR = No Requirement



10.532 Exceptions to Dimensional Standards for Certain Lots in the Industrial and OR Districts

10.532.10 North Mill Pond

In the Office Research district, **lots** in the area bounded by North Mill Pond, Maplewood Avenue, Islington Street and Bartlett Street shall be subject to the requirements of the Industrial district with respect to minimum **lot area, street frontage, lot depth, and yards.**

10.532.20 Building Height Setback from Waterfront

In the Industrial, Waterfront Industrial and Office Research districts, no portion of a **building** that is less than 200 feet from the **highest observable tide line** of the Piscataqua River or the North Mill Pond shall exceed 45 feet in height. Docking and offloading **structures** and equipment (such as cranes) are exempt from this restriction.

10.533 Special Yard Requirements on Lafayette Road

Notwithstanding the minimum **front yard** requirements specified in Section 10.521 or Section 10.531, for any **lot** adjoining Lafayette Road between the Route 1 Bypass and the Rye town line, no **building, structure,** parking area, or display or storage area shall be located less than 80 feet from the centerline of Lafayette Road or 30 feet from the sideline of Lafayette Road, whichever represents the greater **setback,** except as otherwise permitted by this Ordinance.

10.534 Inclusion of Waterfront Public Access in Open Space

In a Business or Industrial District, a portion of a **lot** that is used to provide public access along a waterfront shall be counted as **open space** for the purpose of satisfying the requirement for minimum **open space** on a **lot,** as follows:

10.534.10 Each square foot of **lot area** that is duly recorded and enforceable by the City as waterfront public access shall be counted as 1.5 square feet of required **open space.**

10.534.20 Each square foot of **lot area** that is used for, but not enforceable by the City as, waterfront public access shall be counted as 1.0 square foot of required **open space.**

Section 10.540 Airport Districts

In the Airport, Airport Industrial, Pease Industrial and Airport Business Commercial districts, land use controls are governed by State statute. The statute provides that land acquired by the Pease Development Authority (PDA) from the federal government is not subject to the City of Portsmouth's land use controls, including the Zoning Ordinance, but instead is subject to land use controls adopted by the PDA, consistent with the City's Master Plan. The dimensional regulations in the following table therefore have no direct

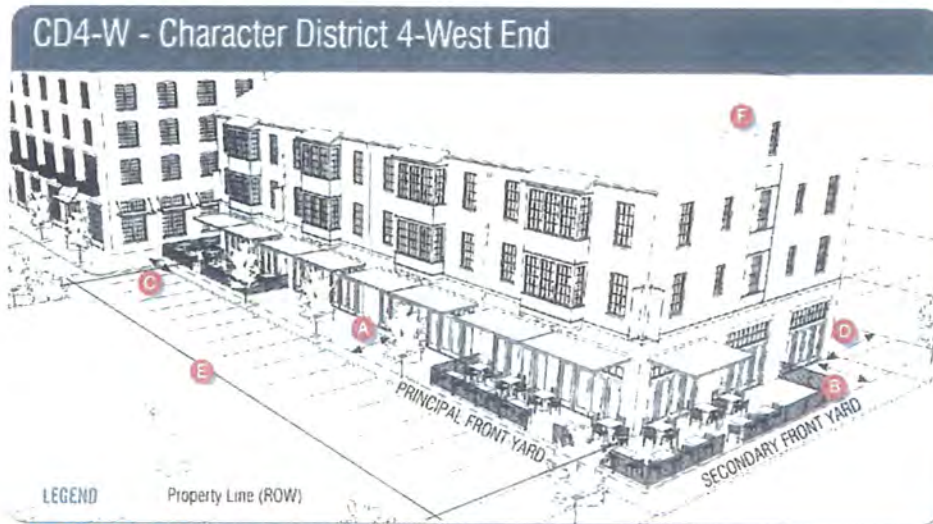
Exhibit 2
Portsmouth Zoning Ordinance
Character District 4-West End Provisions

**FIGURE 10.5A41.10B DEVELOPMENT STANDARDS
CHARACTER DISTRICT 4—WEST END (CD4-W)**

This district consists of a medium-to-high density area with a mix of **building** types and residential, retail, and other commercial **uses**. There are shallow or no **front yards** and medium to no **side yards**, with variable private **landscaping** and on-site accessory parking. **Streets** have **sidewalks** and **street trees** or other pedestrian amenities, and define medium **blocks**.



**FIGURE 10.5A41.10B DEVELOPMENT STANDARDS
CHARACTER DISTRICT 4—WEST END (CD4-W)**



BUILDING PLACEMENT – PRINCIPAL BUILDING*

Maximum principal front yard	10 ft	A
Maximum secondary front yard	15 ft	B
Side yard	NR	C
Minimum rear yard	Greater of 5 ft from rear lot line or 10 ft from center line of alley	D
Minimum front lot line buildout	50%	

* Except for items listed under Section 10.5A42.12

BUILDING AND LOT OCCUPATION

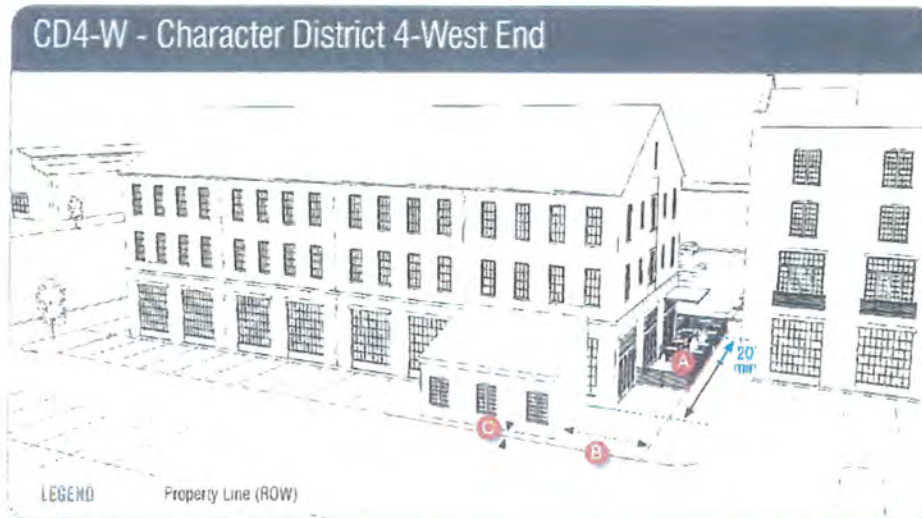
Maximum building block length	200 ft	E
Maximum façade modulation length	80 ft (see Section 10.5A43.20)	
Maximum entrance spacing	50 ft	
Maximum building coverage	60%	
Maximum building footprint	15,000 sf (or as allowed by Section 10.5A43.40)	

Minimum lot area	5,000 sf
Minimum lot area per dwelling unit	2,500 sf
Minimum open space	15%
Maximum ground floor GFA per use	15,000 sf

BUILDING FORM – PRINCIPAL BUILDING

Building height	See Map 10.5A21.B & Section 10.5A43.30	F
Maximum finished floor surface of ground floor above sidewalk grade	36"	
Minimum ground story height	12 ft	
Façade glazing:		
Shopfront façade	70% min.	
Other façade types	20% min. to 50% max.	
Roof type	flat, gable, hip, gambrel, mansard	
Roof pitch, if any		
Gable	6:12 min. to 12:12 max	
Hip	3:12 min.	
Mansard/gambrel	6:12 min. to 30:12 max.	

**FIGURE 10.5A41.10B DEVELOPMENT STANDARDS
CHARACTER DISTRICT 4—WEST END (CD4-W)**



BUILDING PLACEMENT – OUTBUILDING

Minimum front yard	20 ft behind a façade of a principal building	A
Minimum side yard	0 ft	B
Minimum rear yard	3 ft	C

BUILDING TYPES

See Figure 10.5A43.60 for **building** type definitions

House	not permitted
Duplex	not permitted
Rowhouse	permitted
Apartment building	permitted
Live/work building	permitted*
Small commercial building	permitted
Large commercial building	permitted

*Residential **uses** are not permitted on the **ground floor**

BUILDING & LOT USE

See Sections 10.5A30 and 10.440

FAÇADE TYPES

See Figure 10.5A43.10 for **façade** type definitions
Except where required **façade** types are indicated on Map 10.5A21C, the below standards apply:

Porch	not permitted
Stoop	permitted
Step	permitted
Shopfront	permitted
Officefront	permitted
Forecourt	not permitted
Recessed-entry	permitted

PARKING

See Section 10.5A44.30

COMMUNITY SPACE

See Section 10.5A45

10.5A42 Building Placement

10.5A42.10 Yards

10.5A42.11 **Yards** shall be as required in Figures 10.5A41.10A-D (Development Standards).

10.5A42.12 **Yards** may be increased above the maximum permitted for truncated corners or other subtractive massing techniques, alleys, vehicular **accessways**, increased **sidewalk** width or **community spaces**.

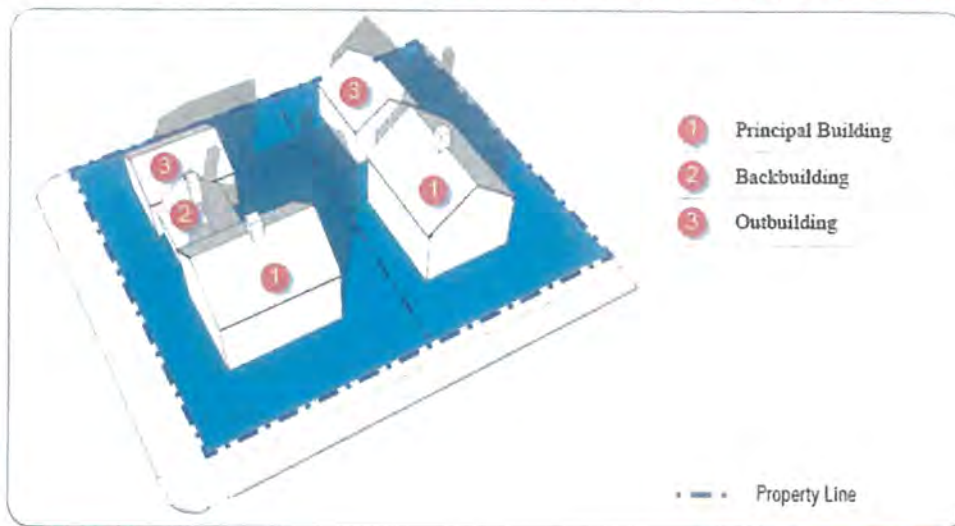
10.5A42.20 Façade Alignment

The **façade** facing the **principal front yard** shall be parallel to the **front lot line**. Where the **front lot line** is curved, the **façade** shall be parallel to a straight line connecting the points of intersection of the **front lot line** and the **side lot lines**.

10.5A42.30 Outbuildings and Backbuildings

A detached **outbuilding**, or an **outbuilding** attached to a **principal building** with a **backbuilding**, may be built on each **lot** to the rear of the **principal building**, as illustrated generally in Figure 10.5A42.10 (Principal Building/Backbuilding/Outbuilding).

FIGURE 10.5A42.10 PRINCIPAL BUILDING/BACKBUILDING/ OUTBUILDING

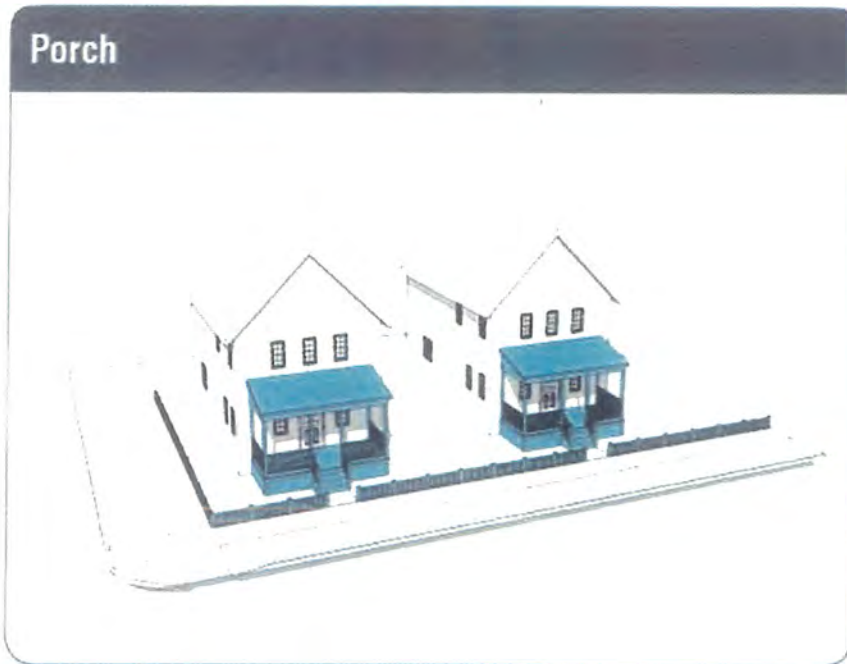


10.5A43 Building Form and Façades

10.5A43.10 Façade Types

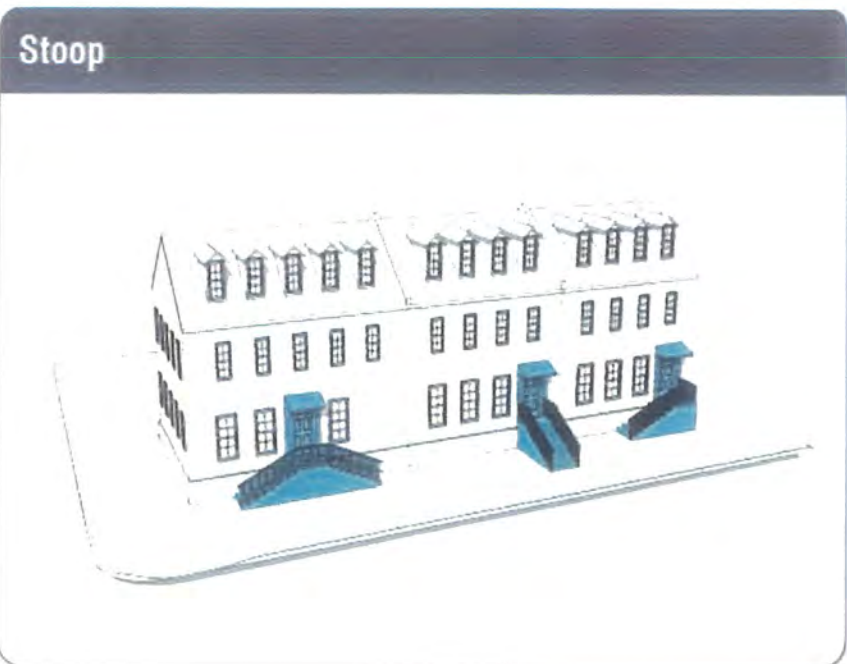
The **façade** facing the **principal front yard** shall conform to Figure 10.5A43.10 (Façade Types) and Figures 10.5A41.10A-D (Development Standards), and to any applicable **façade** type requirements indicated on the **Regulating Plan**. Permitted **building** form and **façade** types may be combined.

FIGURE 10.5A43.10 FAÇADE TYPES



The **façade** is set back from the **front lot line** with an attached porch or stoop permitted to **encroach**. This may be used with or without a fence to maintain **street** spatial definition.

Permitted districts:
CD4-L1, CD4-L2, G1, G2



The **façade** is aligned close to the **front lot line** with the **ground floor** elevated from the **sidewalk** for privacy. The entrance has an exterior stair and landing.

This type is recommended for **ground floor residential use**.

Permitted districts:
CD5, CD4, CD4-W, CD4-L1,
CD4-L2, G1, G2

FIGURE 10.5A43.10 FAÇADE TYPES (CONTINUED)

Step



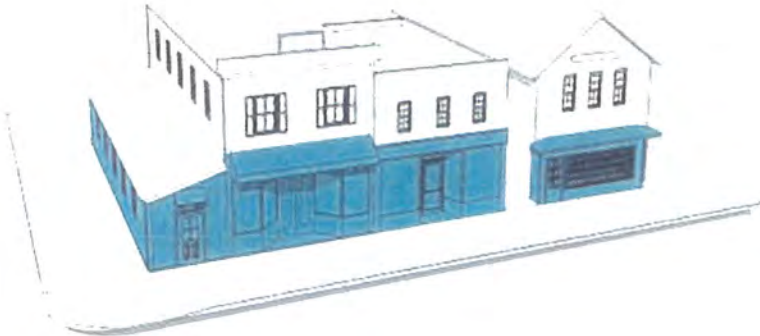
The **façade** is aligned close to the **front lot line** with the **ground floor** elevated from the **sidewalk** for privacy. The entrance has an exterior single step without a landing.

This type is recommended for **ground floor** residential, **office** or retail **use**.

Permitted districts:

CD5, CD4, CD4-W, G1, G2
Only permitted in CD4-L1 &
CD4-L2 where indicated on
Map 10.5A21C.

Shopfront



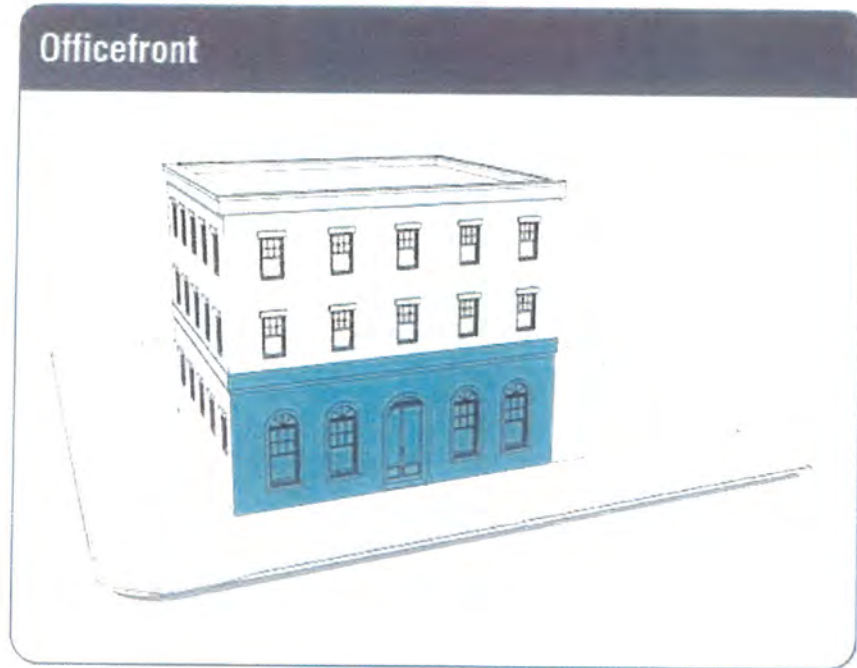
The **façade** is aligned close to the **front lot line** with the **building** entrance at **sidewalk** grade and with substantial glazing on the **ground floor**.

This type is conventional for retail, **office** or **restaurant use**.

Permitted districts:

CD5, CD4, CD4-W, CD4-L2,
G1, G2
Only permitted in CD4-L1 where
indicated on Map 10.5A21C.

FIGURE 10.5A43.10 FAÇADE TYPES (CONTINUED)

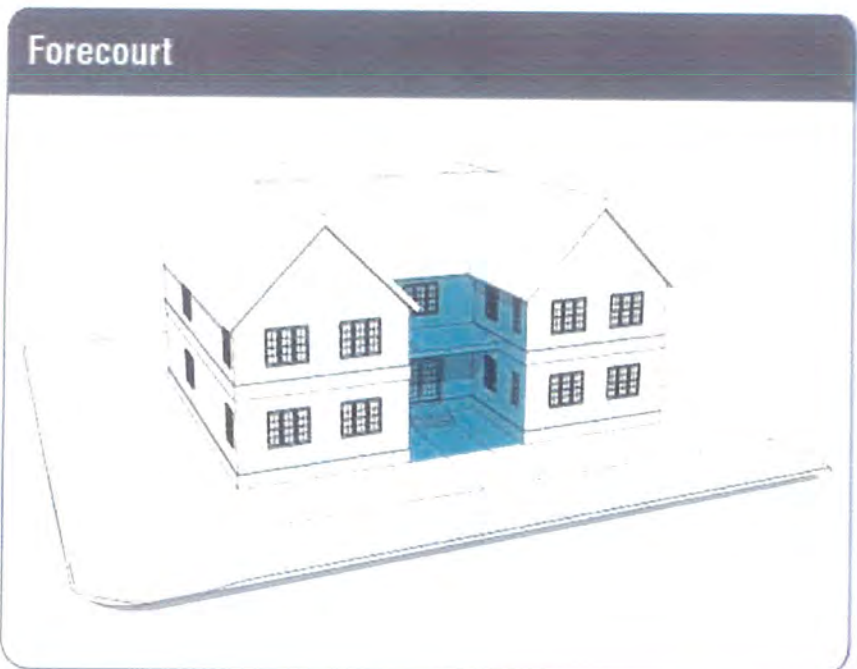


The **façade** is aligned close to the **front lot line** with the building entrance at or elevated above **sidewalk** grade. It may have substantial glazing on the **sidewalk** level.

This type is conventional for **office use**.

Permitted districts:

CD5, CD4, CD4-W, G1, G2
Only permitted in CD4-L1 & CD4-L2 where indicated on Map 10.5A21C.



The two ends of the **façade** are close to the **front lot line** and the central portion is set back.

Permitted districts:

CD4-L1, CD4-L2, G1, G2
This **façade** type is not permitted in the Downtown Overlay District.

FIGURE 10.5A43.10 FAÇADE TYPES (CONTINUED)

Recessed-Entry

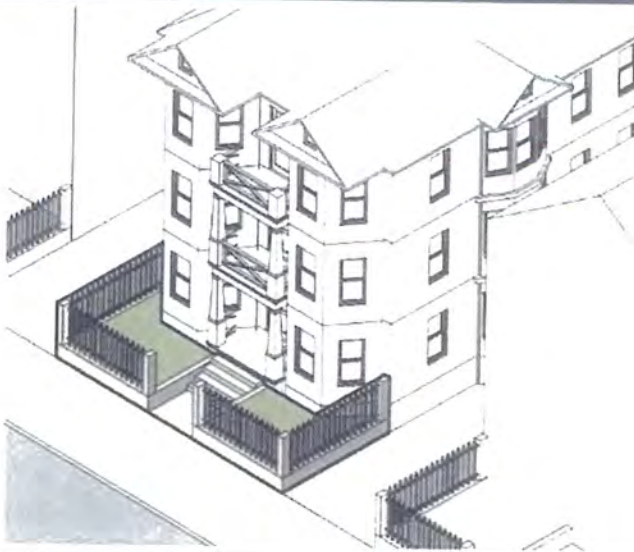


The **façade** is aligned close to the **front lot line** and the primary **building** entrance is recessed within the **façade**.

This type is conventional for residential **use**.

Permitted districts:
CD4-L1, CD4-L2, CD4,
CD4-W, CD5, G1, G2

Dooryard

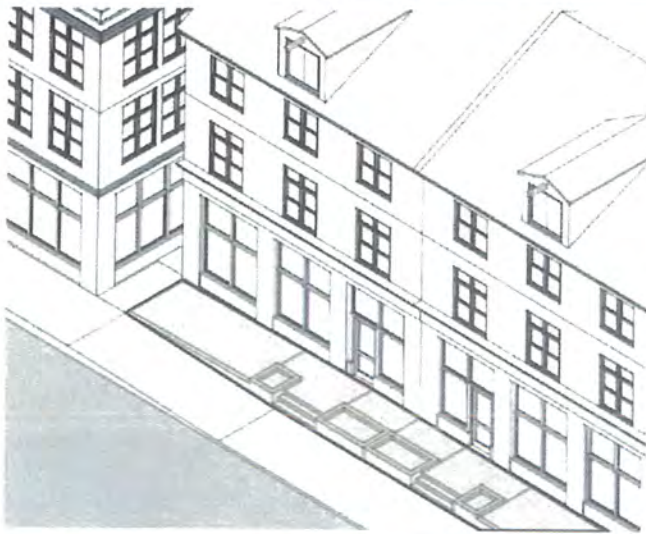


The **building** facade is aligned close to the **street** line, and the **frontage** is defined by a low wall, decorative fence or hedge providing a strong spatial definition from the public **sidewalk**. The result is a small semi-private yard containing the principal entrance. The yard may be slightly raised, sunken, or at-grade, and may be planted or landscaped. A paved walkway from the **sidewalk** to the front door is required. This type is commonly associated with **ground floor** residential **use**.

Permitted districts: G1, G2

FIGURE 10.5A43.10 FAÇADE TYPES (CONTINUED)

Terrace



Building facade is at or near the **street** line with an elevated terrace that may encroach into the **front yard** or **setback** providing level or terraced public circulation along the façade. This type can be used to provide at-grade access while accommodating a grade change along a **street** line. Frequent steps up to the terrace are necessary to avoid dead walls and maximize access. This type is required to be used in conjunction with other facade types to define individual or shared entries facing the **street**.

Permitted districts: G1, G2

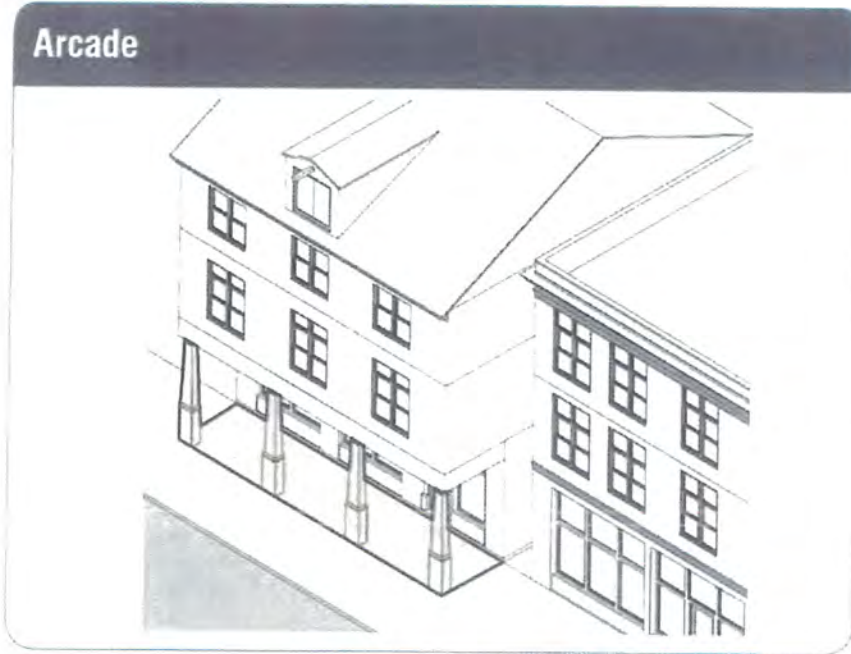
Gallery



The **building** facade is set back from the **street** line with an attached one or two **story** cantilevered shed or a lightweight colonnade that is built to the **street** line. This type is intended for **buildings** with **ground floor** commercial, hospitality or retail uses. This facade type is required to be used in conjunction with other types to define individual or shared first floor entries facing the street.

Permitted districts: G1, G2

FIGURE 10.5A43.10 FAÇADE TYPES (CONTINUED)



Only the **ground floor** level of the **building** facade is set back from the **street** line. The **building** facade for the upper floors is at the **street** line and is supported by a colonnade with habitable space above. This façade type is intended for **buildings** with **ground floor** commercial, hospitality or retail uses. This type is required to be used in conjunction with other facade types to define individual or shared first floor entries facing the street.

Permitted districts: G1, G2

10.5A43.20 Façade Modulation

10.5A43.21 Except as listed in 10.5A43.22, a **façade** shall be modulated by major breaks in the **façade** plane and/or changes in exterior materials or rooflines. No individual section of a **façade** shall be longer than the maximum **façade** modulation length listed in Figures 10.5A41.10A-D (Development Standards).

10.5A43.22 In the Historic District, **Façades** that have a high degree of fenestration, traditional masonry detailing, and traditional window styling (including windows recessed in the openings and with multiple panes) shall be exempt from the **façade** modulation requirements listed in Figures 10.5A41.10A-D (Development Standards).

10.5A43.30 Building and Story Heights

10.5A43.31 Specific height requirement areas are designated on Map 10.5A21B. The maximum **building height** in each height requirement area shall be as follows:

Height Requirement Area	Minimum Height in Stories	Maximum Height in Stories	Maximum Height in Feet
1 story	1	1	20
2 stories	2	2	35
2 stories (short 3 rd)	2	2 + short 3 rd	35
2-3 stories	2	3	40
2-3 stories (short 4 th)	2	3 + short 4 th	45
2-4 stories	2	4	50
2-4 stories (short 5 th)	2	4 + short 5 th	60
2-5 stories	2	5	60

10.5A43.32 A **roof appurtenance** may exceed the maximum allowed **building height** as specified on Map 10.5A21B (Building Height Standards) by 10 feet, subject to the following:

- (a) All **roof appurtenances** and other features that exceed the allowed **building height** for the zoning district shall not exceed 33 percent of the total roof area of the **structure** and, except for elevators and stair towers, shall be set back at least 10 feet from any edge of the roof.
- (b) Solar energy panels shall not be subject to the 33 percent limitation provided that they are not visible from a point 20 feet above the edge of the **street** right-of-way on the opposite side of the **street**.
- (c) The area of **roof appurtenances** that comply with this section shall not be considered as part of the **building's gross floor area** calculations.

10.5A43.33 A **development** that is not located in an incentive overlay district and that contains at least one acre of **lot area** shall be allowed an additional **story** in height (up to 10 feet) if at least 20% of the property is assigned and

improved as a **community space**. Such **community space** shall count toward the required **open space** listed in Figures 10.5A41.10A-D (Development Standards). The size, location and type of the **community space** shall be based on the size and location of the **development**, and the proposed and **adjacent uses**.

10.5A43.40 Maximum Building Footprint

10.5A43.41 No **building** or **structure** footprint shall exceed the applicable maximum **building footprint** listed in Figures 10.5A41.10A-D (Development Standards) except as provided in Sections 10.5A43.42-44 below.

10.5A43.42 In the CD5 district, a detached **liner building** may have a **building footprint** of up to 30,000 sq. ft. if it meets all other **development** standards and is integrated into a **parking structure** through the provision of **community space** or shared access.

10.5A43.43 For a **building** that contains **ground floor** parking, a **parking garage** or **underground parking levels**, and is not subject to Section 10.5A43.42, the Planning Board may grant a conditional use permit to allow a **building footprint** of up to 30,000 sq. ft. in the CD4 or CD4-W districts, and up to 40,000 sq. ft. in the CD5 district, if all of the following criteria are met:

- (a) No **story** above the **ground floor** parking shall be greater than 20,000 sq. ft. in the CD4 or CD4-W districts or 30,000 sq. ft. in the CD5 district.
- (b) All **ground floor** parking areas shall be separated from any public or private **street** by a **liner building**.
- (c) At least 50% of the **gross floor area** of the **ground floor** shall be dedicated to parking.
- (d) At least 30% of the property shall be assigned and improved as **community space**. Such **community space** shall count toward the required **open space** listed under Figures 10.5A41.10A-D (Development Standards) and **community space** required under Section 10.5A46.20. The size, location and type of the **community space** shall be determined by the Planning Board based on the size and location of the **development**, and the proposed and **adjacent uses**.
- (e) The **development** shall comply with all applicable standards of the ordinance and the City's land use regulations.

10.5A43.44 The **building footprint** of a **parking structure** shall be no greater than 40,000 sq. ft., and the **façade** length shall be no greater than 300 feet.

10.5A43.50 Streetscreens

Any **streetscreen** in a **front yard** shall be built on the same plane as the **façade** of the **principal building** and shall be between 3.5 and 4.0 feet in height.

10.5A43.60 Building Types

Buildings in each Character district shall be of one or more of the **building** types specified for such Character district in Figure 10.5A43.60 (Building Types).

FIGURE 10.5A43.60 BUILDING TYPES

House



A residential **building** that has the appearance of a **single-family dwelling**, with **yards** on all sides.

Permitted districts:

CD4-L1, CD4-L2

This **building** type is not permitted in the Downtown Overlay District.

Duplex



A residential **building** with two vertically-separated units with separate entrances. The **building** may have **yards** on all sides, or it may be divided along the party wall by a **lot line** where permitted by the standards of the Character district.

Permitted districts:

CD4-L1, CD4-L2

This **building** type is not permitted in the Downtown Overlay District.

Rowhouse



A **building** that may occupy the full width of the **lot** and shares a party wall with one or more **buildings** of the same type, with a minimal **front yard**.

Permitted districts:

CD4, CD4-W, CD4-L1, CD4-L2

This **building** type is not permitted in the Downtown Overlay District.

FIGURE 10.5A43.60 BUILDING TYPES (CONTINUED)

Apartment Building



A **building** that has the appearance of a **multifamily dwelling**, with **yards** on all sides.

Permitted districts:

CD4, CD4-W, CD4-L1, CD4-L2, G1, G2

This **building** type is not permitted in the Downtown Overlay District.

Live / Work Building



A **building** designed to accommodate a **ground floor commercial use** and a residential **use** above or beside.

Permitted districts:

CD5, CD4, CD4-W, CD4-L1, CD4-L2, G1, G2

Residential **uses** are not permitted on the **ground floor** in the Downtown Overlay District.

Small Commercial Building



A **building** with a **shopfront** or **officefront facade** type and minimal or no **front yard**, and that is no more than 3 **stories** in height.

Permitted districts:

CD5, CD4, CD4-W, CD4-L2, G1, G2

FIGURE 10.5A43.60 BUILDING TYPES (CONTINUED)

Large Commercial Building



A **building** with a shopfront or **officefront façade** type and minimal or no **front yard**, and that is 4 or more **stories** in height.

Permitted districts:
CD5, CD4, CD4-W, G1, G2

Cottage



A small detached **single family dwelling** with narrow massing.

Permitted districts: G1, G2

Paired House



A residential building type with narrow massing and horizontally attached or semi-attached **dwelling units** generally perpendicular to the **front lot line**. These **buildings** contain up to 3 **dwelling units** and are often designed to resemble large farmhouses with attached carriage houses.

Permitted districts: G1, G2

FIGURE 10.5A43.60 BUILDING TYPES (CONTINUED)

Gateway Townhouse



These small footprint attached **single family** residential **buildings** have narrow massing and may be located on individual or common **lots**. Each unit is separated horizontally by a common wall and groups of buildings may be separated by a common driveway or **community space**.

Permitted districts: G1, G2

Mixed Use Building



A variable footprint **building type** that typically accommodates a variety of **ground floor** commercial uses and upper residential and office uses at the scale that compliments the historic character of the neighborhood.

Permitted districts: G1, G2

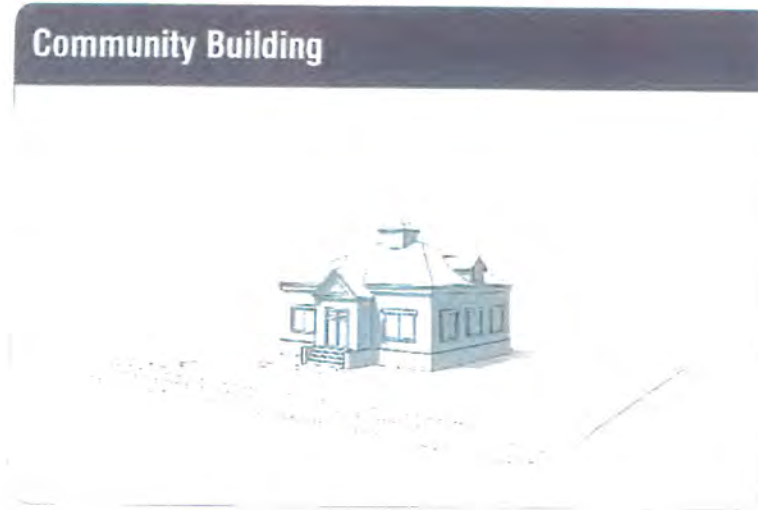
Flex Space / Fabrication Building



A **building** located and designed to accommodate a small footprint for fabrication and light industrial uses. Flex buildings are also used to provide affordable space to small and creative business enterprises.

Permitted districts: G1, G2

FIGURE 10.5A43.60 BUILDING TYPES (CONTINUED)



A **building** located and designed to accommodate public or civic uses such as a neighborhood center and similar public gathering facilities and spaces. Community Buildings may be privately owned and operated as an accessory **building** and amenity for a residential and mixed use developments.

Permitted districts: G1, G2

10.5A44 Off-Street Parking and Loading Requirements

10.5A44.10 General

10.5A44.11 Except as otherwise provided in this Section, all **buildings, structures** and **uses** in the Character districts and Civic districts shall comply with the **off-street parking** requirements set forth in Section 10.1110.

10.5A44.12 **Buildings, structures** and **uses** in the Character districts and Civic districts that are also within the Downtown Overlay District shall comply with the additional standards in Section 10.643.

10.5A44.20 Number of Required Spaces

10.5A44.21 **Uses** in the Character districts and Civic districts that are not located in the Downtown Overlay District shall provide **off-street parking** in accordance with Section 10.1112.

10.5A44.22 **Uses** in the Character districts and Civic districts that are included in the Downtown Overlay District shall comply with the **off-street parking** requirements for the Downtown Overlay District in accordance with Section 10.1115.

10.5A44.23 Subject to approval by the Planning Board, any portion of the required **off-street parking** spaces may be dedicated to public use.

10.5A44.30 Parking, Loading, and Driveway Locations and Standards

10.5A44.31 All **off-street parking** spaces shall be located at least 20 feet behind any **façade** of a **principal building**, except when in an **underground parking level**. This restriction shall not apply to **off-street parking** for a **single-family** or **two-family dwelling**.

10.5A44.32 **Parking lots** and loading areas shall be screened from the **street** by a **building** or **streetscreen** except for any **driveway**.

10.5A44.33 **Driveways** at the **street** and within a required **front yard** shall be no wider than 24 feet.

10.5A44.34 All **parking lots, garages,** and **parking structures** shall include a pedestrian exit directly to a **front lot line**.

10.5A44.35 The above-ground portion of a **parking structure** or **garage** shall have a **liner building** at least the height of the **ground floor** along the entire width of any **front yard** except for **driveways** and pedestrian entrances.

10.5A44.36 A **parking lot** containing more than 75 parking spaces shall have least one internal pedestrian walkway at least 8 feet wide that is paved differently from the parking spaces with respect to texture, material, style, and/or color.

10.5A44.40 Parking Lot Landscaping

Parking lots that contain 10 or more spaces shall conform to the following:

10.5A44.41 Landscape islands:

- (a) **Parking lots** shall contain one landscaped island for every 10 parking spaces.
- (b) A **parking lot** with more than one landscaped island shall have such islands distributed throughout the **parking lot**.
- (c) Each landscaped island shall be a minimum of 325 square feet.

10.5A44.42 Trees:

- (a) **Parking lots** shall contain at least one tree for every 7 parking spaces.
- (b) No parking space shall be more than 75 feet from a tree within the **lot**, as measured from the center of the tree to the nearest line demarcating the space.
- (c) All trees shall be separated from paved surfaces by at least 3 feet.

10.5A44.43 All **landscaping** required pursuant to this Section 10.5A44.40 shall be located and designed in a manner to protect the vegetation from vehicular damage.

10.5A44.50 Loading Docks, Storage and Service Areas

Loading docks, storage and service areas shall not be permitted between the **principal building** and any **front lot line**.

10.5A45 Community Spaces

10.5A45.10 Figure 10.5A45.10 (Community Spaces) describes the types of **community spaces** that may be provided as part of a **development** in accordance with Sections 10.5A42, 10.5A43 or 10.5A46.10.

10.5A45.20 A **community space** that is provided on site and otherwise qualifies as **open space** shall count towards the **open space** requirement for the **development**.

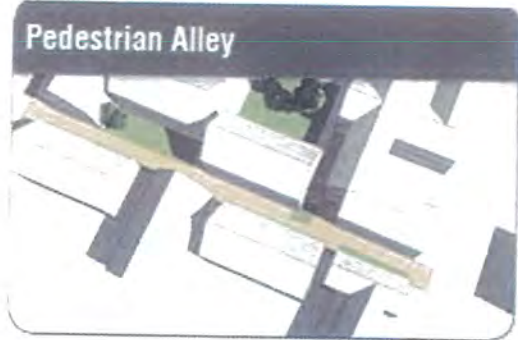
FIGURE 10.5A45.10 COMMUNITY SPACES



An area of natural, semi-natural, or planted space set aside for human enjoyment and recreation or for the protection of wildlife or natural habitats. A **park** may consist of grassy areas, trees and other natural or planted landscape features, and may also contain walking **paths** and trails, monuments, fountains, playground equipment, benches, picnic tables and similar amenities.



A linear **community space** that may follow natural corridors providing unstructured and limited amounts of structured recreation. A **greenway** may be spatially defined by **landscaping** rather than buildings. Its landscape shall consist of **paths** and trails, waterbodies, and trees, naturalistically disposed.



A paved/brick pedestrian connector between buildings. **Pedestrian alleys** provide shortcuts through long blocks and connect **community spaces** and parking areas with **streets**. **Pedestrian alleys** may be covered by a roof and/or lined by **shopfronts**. The minimum width shall be 15 feet.



A wide pedestrian **sidewalk** located between the building façade and the public right of way. Wide pedestrian **sidewalks** provide space between the **façade** and the curbline for comfortable pedestrian movement, **street** trees and **street** furniture.

FIGURE 10.5A45.10 COMMUNITY SPACES (CONTINUED)



A **community space** available for unstructured recreation and community purposes. A **square** is spatially defined by buildings. Its landscape shall consist of **paths**, ground cover and trees, formally disposed. **Squares** shall be located at the intersection of important **streets**. The minimum size shall be 1/8 acre.



A **community space** available for community purposes and commercial activities. A **plaza** should be spatially defined by buildings. Its landscape should consist primarily of pavement. Trees are optional. **Plazas** should be located at the intersection of important **streets**. The minimum size shall be 1/8 acre.



A **community space** available for informal activities in close proximity to neighborhood residences. A **pocket park** is spatially defined by buildings. Its landscape shall consist of **paths**, lawns and trees, formally disposed. The minimum size shall be 500 sq. ft.



A **community space** designed and equipped for the recreation of children. A **playground** should be fenced and may include an open shelter. **Playgrounds** shall be interspersed within residential areas and may be placed within a block. **Playgrounds** may be included within **parks** and greens. The minimum size shall be 500 sq. ft.

FIGURE 10.5A45.10 COMMUNITY SPACES (CONTINUED)

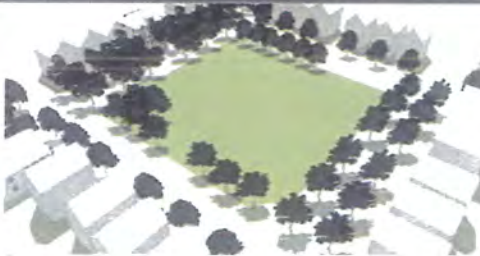
Recreation Field or Court



A publicly accessible **open space** designed and equipped for active recreation and organized sports. Playing fields and courts may include grass, artificial turf, clay, dirt, stone dust, concrete, asphalt, ice or other pervious or impervious materials to support various sporting events.

Permitted districts: G1, G2

Common or Green



A space for active and passive recreation and gathering purposes. A common or green is a free-standing site with thoroughfares on all sides and landscape consisting of naturally disposed lawns, paths, and trees.

Permitted districts: G1, G2

Community Garden or Farm



A space designed as individual garden plots available to residents for urban agriculture purposes, including storage facilities for necessary equipment. Community gardens may be freestanding or incorporated as a subordinate feature of a community park, neighborhood park, or pocket park.

Permitted districts: G1, G2

Outdoor Dining Cafe



Outdoor dining cafes are permitted as an ancillary activity of any restaurant, pub, or other food and drink establishment. The operator of the outdoor dining cafe may be granted permission from the City for locations on the public sidewalk.

Permitted districts: G1, G2

FIGURE 10.5A45.10 COMMUNITY SPACES (CONTINUED)

Courtyard



A courtyard or court is an enclosed area, often surrounded by a **building** or complex that is open to the sky.

Permitted districts: G1, G2

10.5A46 Incentive Overlay Districts

The Incentive Overlay Districts are designated on Map 10.5A21B. In such areas, certain specified **development** standards may be modified as set forth in Section 10.5A46.10 below, if the **development** provides **community space** or **workforce housing** in accordance with Section 10.5A46.20, as applicable:

10.5A46.10 Incentives to Development Standards

DEVELOPMENT STANDARDS	INCENTIVES	
	North End Incentive Overlay District	West End Incentive Overlay District
Maximum building coverage	No Change	80%
Maximum building footprint	30,000 sf	30,000 sf
Minimum lot area	No Change	2,000 sf
Minimum lot area per dwelling unit	No Change	No minimum
Maximum building height	Plus 1 story up to 10 ft ¹	Plus 1 story up to 10 ft ^{1,2}
Minimum off-street parking	Residential: 1 space per dwelling unit 0.5 space per micro-unit	Residential: 1 space per dwelling unit 0.5 space per micro-unit Non-residential: 25% reduction from underlying standard

¹ In order to receive the **building height** incentive, the **sidewalk** width in front of any **façade** shall be at least 10 feet plus two feet for each story of **building height** above three stories. Any property area needed to comply with this requirement shall count as **open space** as listed in Figures 10.5A41.10A-D (Development Standards) as **community space**; even if less than 15 feet in width.

² For parcels over 80,000 sq. ft. in area that are located south of Islington Street, up to two stories or 20 feet may be added to the maximum **building height** provided both requirements listed under Section 10.5A46.22 (1) and (2) are met.

10.5A46.20 Requirements to Receive Incentives to the Development Standards

10.5A46.21 For a **lot** located **adjacent** to, or within 100 feet of, North Mill Pond, Hodgson Brook or the Piscataqua River, the **development** shall include a **community space** consisting of a continuous public **greenway** at least 20 feet in width that is parallel to the waterfront for the entire length of the **rear** or **side lot line**. The **greenway** shall include legal and physical access to abutting **lots** or public ways. When access is not available due to current conditions on an abutting **lot**, provisions shall be made for future access in a location determined by the Planning Board.

10.5A46.22 For a **lot** that is more than 100 feet from North Mill Pond, Hodgson Brook or the Piscataqua River, the **development** shall include either a **community space** or **workforce housing** as specified below:

(1) **Community space** option – All of the following criteria shall be met:

- (a) The **community space** shall be a **community space** type that is permitted within the applicable Character district.
- (b) The **community space** shall constitute at least 20% of the gross area of the **lot** and shall not have any dimension less than 15 feet.
- (c) The **community space** shall adjoin the public **sidewalk** and shall be open on one or more sides to the **sidewalk**.
- (d) The **community space** shall include trees and other **landscaping** to provide shade and reduce noise, and pedestrian amenities such as overlooks, benches, lighting and other **street** furniture.
- (e) The **community space** shall be located on or **adjacent** to the same **lot** as the **development**, except as provided in (f) below.
- (f) The Planning Board may grant a conditional use permit to allow a proposed **community space** to be located on a different **lot** than the **development** if it finds that all of the following criteria will be met:
 - (i) An appropriate **community space** cannot feasibly be provided on the same **lot** as the **development**.
 - (ii) The proposed **community space** is within the same Incentive Overlay District as the **development**.
 - (iii) The proposed **community space** is suited to the scale, density, **uses** and character of the surrounding properties.

(2) **Workforce housing** option – One or more of the following criteria shall be met:

- (a) At least 30% of the **dwelling units** within a **building**, but no less than three units, shall be **workforce housing units** for sale (**affordable** to a household with an income of no more than 100 percent of the **area median income** for a 4-person household). Such units shall be at least the average **gross floor area** of the proposed units in the **building** or 1,000 sq. ft., whichever is greater. The **workforce housing units** shall be distributed throughout the **building** wherever **dwelling units** are located; or
- (b) At least 10% of the **dwelling units** within a **building**, or at least two units, shall be **workforce housing units** for rent (**affordable** to a household with an income of no more than 60 percent of the **area median income** for a 3-person household). Such units shall be at least the average **gross floor area** of the proposed units in the **building** or 800 sq. ft., whichever is greater. The **workforce housing units** shall be distributed throughout the **building** wherever **dwelling units** are located.

10.5A46.23. When a proposed **development** in an Incentive Overlay District includes **community space** in excess of the amount required to support a proposed incentive under Section 10.5A43.43 or Sections 10.5A46.10 through 10.5A46.22, the Planning Board may grant a conditional use permit to allow the excess **community space** to be credited to the developer or its assigns for use in another **development** in the same Incentive Overlay District.

- (1) The conditional use permit shall specify the total amount of **community space** provided, the portion of such **community space** to be credited toward incentives in the proposed **development**, and the amount of excess **community space** that may be credited toward a future project in accordance with the standards set forth in Section 10.5A43.43 or Sections 10.5A46.10 through 10.5A46.22.
- (2) The conditional use permit may allow for conveyance to the City of unimproved land in lieu of **community space** that conforms to the types shown in Figure 10.5A45.10, subject to the following:
 - (a) The application for a conditional use permit to credit unimproved land in lieu of **community space** shall include a complete site plan and design for the proposed **community space**.
 - (b) In order for a future **development** to receive incentive credit for the excess unimproved land, the future developer will be required to improve the land to be a conforming **community space** as determined by the Planning Board at the time of site plan approval, except as provided in (c) below.
 - (c) At any time after receiving title to such unimproved land, the City may, at its option, improve such land to be a conforming **community space**. If the City exercises this option, in order for a future **development** to receive the incentive credit, the future developer shall pay to the City an amount representing the cost to the City of carrying out the improvements that were required to improve the land to be a conforming **community space**.
- (3) The terms of the conditional use permit shall be documented in a Prospective Development Incentive Agreement (PDIA) to be entered into between the developer and the Planning Department. The maximum term of a PDIA shall not exceed fifteen (15) years, following which the rights to any unused incentive shall become null and void.
- (4) The only effect of a conditional use permit and PDIA under this section shall be to increase the allowable **building footprint** or **building height**, or to reduce the required **off-street parking**, in accordance with Section 10.5A43.43 or Sections 10.5A46.10 through 10.5A46.22.

- (5) The granting of a conditional use permit and the execution of a PDIA under this Section 10.5A46.23 shall not be deemed to supersede or waive any of the other provisions of this Article 5A or other applicable provisions of this Ordinance, nor shall such approval be considered to represent the granting of land use approval for any future **development**.
- (6) Future use of the excess **community space** to support a future project shall require the granting of a conditional use permit by the Planning Board, whether or not the **community space** is on the same parcel as the future project.

Section 10.5A50 Civic Districts

10.5A51 Purpose

- 10.5A51.10 Civic districts are designated to preserve existing **buildings** and **uses** which are open to the general public and owned and operated by a not-for-profit organization or entity other than the City of Portsmouth.

10.5A52 Standards

- 10.5A52.10 Permitted **uses** in the Civic district are **uses** open to the general public and dedicated to arts, culture, education, religion, recreation, government, transit, gardening, horticulture, public gathering, assembly or meeting.
- 10.5A52.20 **Structures** may be converted to other civic **uses** permitted under 10.5A52.10.
- 10.5A52.30 When specified in the Site Plan Review Regulations, **Site Plan** approval is required for changes made to existing **structures** or the **lot**.
- 10.5A52.40 New **structures**, **alterations** and expansions of existing **structures** in the Civic district are exempt from the requirements of 10.5A42 and 10.5A43 provided that all **uses** remain civic.
- 10.5A52.50 **Structures** in the Civic district that are proposed for and/or converted to non-civic **uses** permitted under 10.5A30 shall require **Regulating Plan** amendment as set forth in Section 10.5A22.

Section 10.5A60 Definitions

This Section provides definitions for certain terms in Article 5A and Article 5B that are not otherwise defined in Article 5A, Article 5B, or Article 15:

Backbuilding

A single-story **structure** connecting a **principal building** to an **outbuilding**. See Figure 10.5A42.10 (Principal Building/Backbuilding/Outbuilding).

Map 10.5A21B

Building Height Standards

Legend

Height requirement area	Maximum building height*
1 Story	20'
2 Stories	35'
2 Stories (short 3rd)	35'
2-3 Stories	40'
2-3 Stories (short 4th)	45'
2-4 Stories	50'
2-4 Stories (short 5th)	60'
2-5 Stories	60'

*Penthouse Levels may exceed the building height by 2 feet

1. A short story includes either 1) use of a top story below the cornice line of a sloped roof that is at least 20% shorter in height than the story below, or 2) a story within a mansard roof with a pitch no greater than 30:12

2. When a lot is assigned to more than one height requirement standard refer to the requirements listed in Section 10.5A21.22

3. Attic space within either a gable, gambrel, hip or hip-top mansard roof or a penthouse level on a flat roof is not considered a story. Attic space is permitted above the top story provided the proposed building is no greater than the maximum building height

Incentive Overlay Districts

Within the Incentive Overlay Districts, certain specified development standards including height, density and parking, may be modified pursuant to Section 10.5A4.7

•••• North End Incentive Overlay District

Between Maplewood Avenue and Russell Street, the boundary of the North End Incentive Overlay District is established at 100 feet from the mean high water line

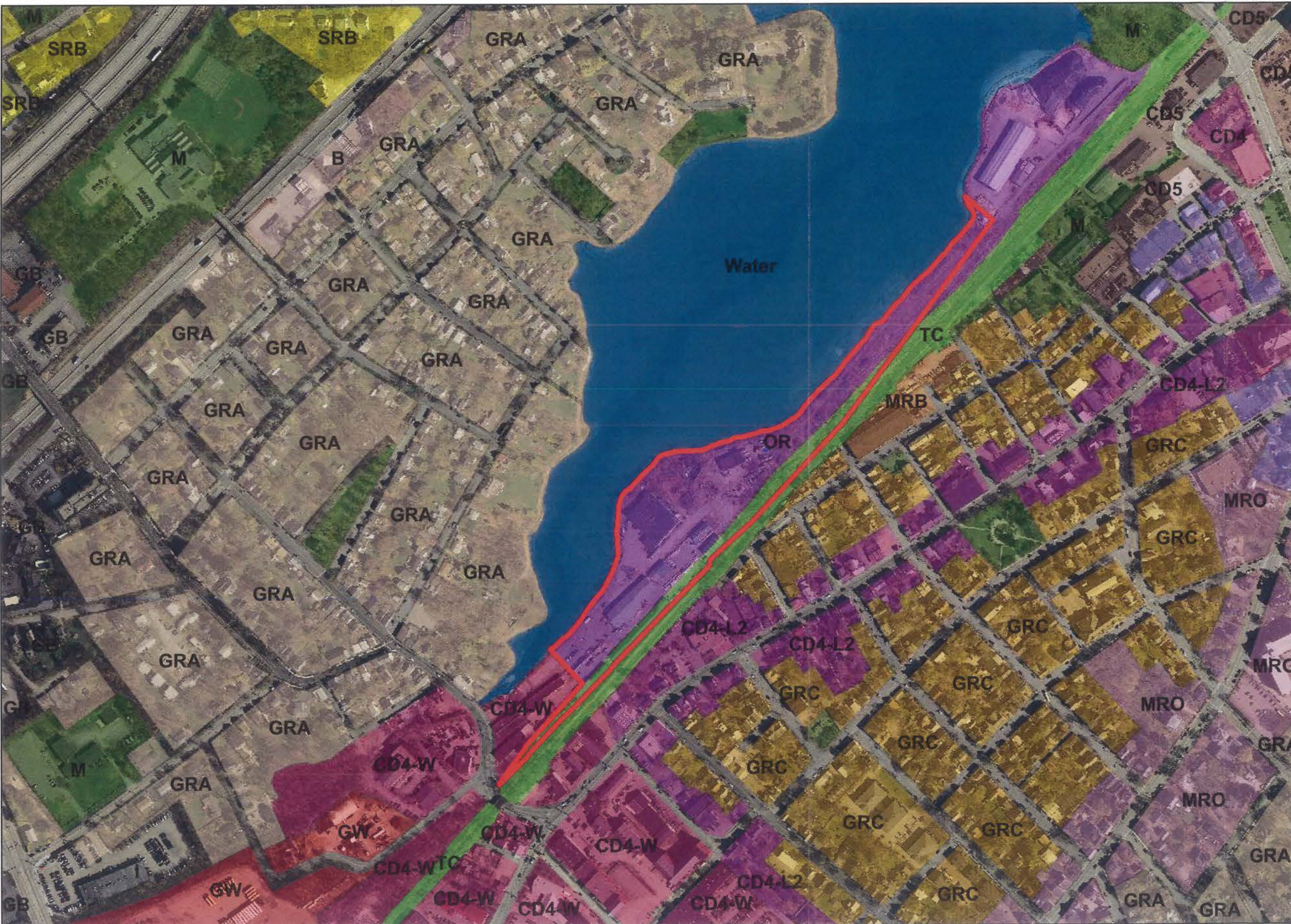
•••• West End Incentive Overlay District

The boundary of the West End Incentive Overlay District is established at 200 feet from the rear lot lines of the abutting Atlantic Road lots and/or 100 feet from the rear lot lines of lots that abut the public or private portions of Chevrolet Avenue, whichever is greater



Exhibit 3
Area of zoning request

AREA OF REZONING REQUEST



Legend

AREA OF REZONING REQUEST

ZONING DISTRICTS

- B
- CD4
- CD4-L1
- CD4-L2
- CD4-W
- CD5
- Civic
- GRA
- GRB
- GRC
- GW
- M
- MRB
- MRO
- NRP
- OR
- SRB
- TC
- Water

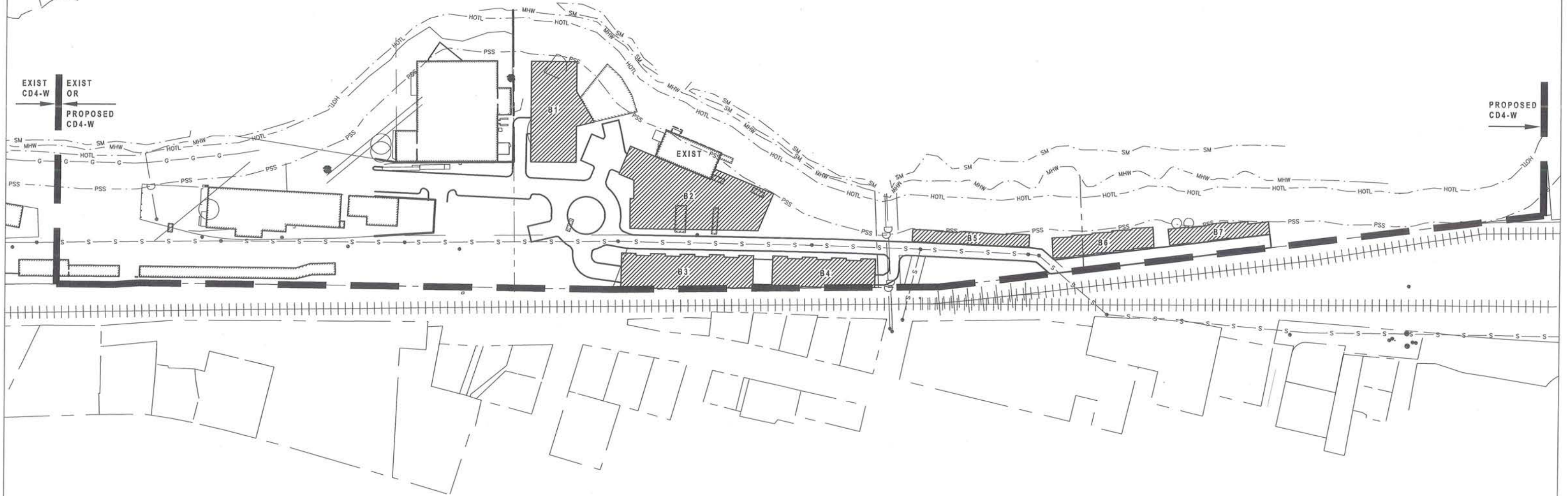


0 200 400 800 1,200 1,600

AMBIT ENGINEERING, INC.
 Civil Engineers & Land Surveyors
 200 Griffin Road, Unit 3
 Portsmouth, N.H. 03801-7114
 Tel (603) 430-9252
 Fax (603) 436-2315

Exhibit 4
2/9/18 Site Plan

FEBRUARY 9TH, 2018



CLIPPER TRADERS, LLC
FORMER RAILYARD SITE

CONCEPT SITE PLAN

7 WALLINGFORD SQUARE
UNIT 2099
KITTEERY, ME 03904
207.994.3104

**WINTER
HOLBEN**
architecture + design

09FEB2018
WINTER HOLBEN: BH/MR
SCALE: NTS

PROJECT NO: 17112

DRAWING NO.

Exhibit 5

1/30/18 Town Meeting Presentation (partial)



welcome

FORMER RAILYARD PROPERTY

REZONING DISCUSSION

LOCAL PROJECT TEAM

Doug Pinciario
Clipper Traders

Ed Hayes
Ricci Lumber

Terrence Parker ASLA
terrafirma landscape
architecture

John Chagnon
Ambit Engineering

Brandon Holben AIA
Elisa Winter Holben
WINTER HOLBEN
architecture + design

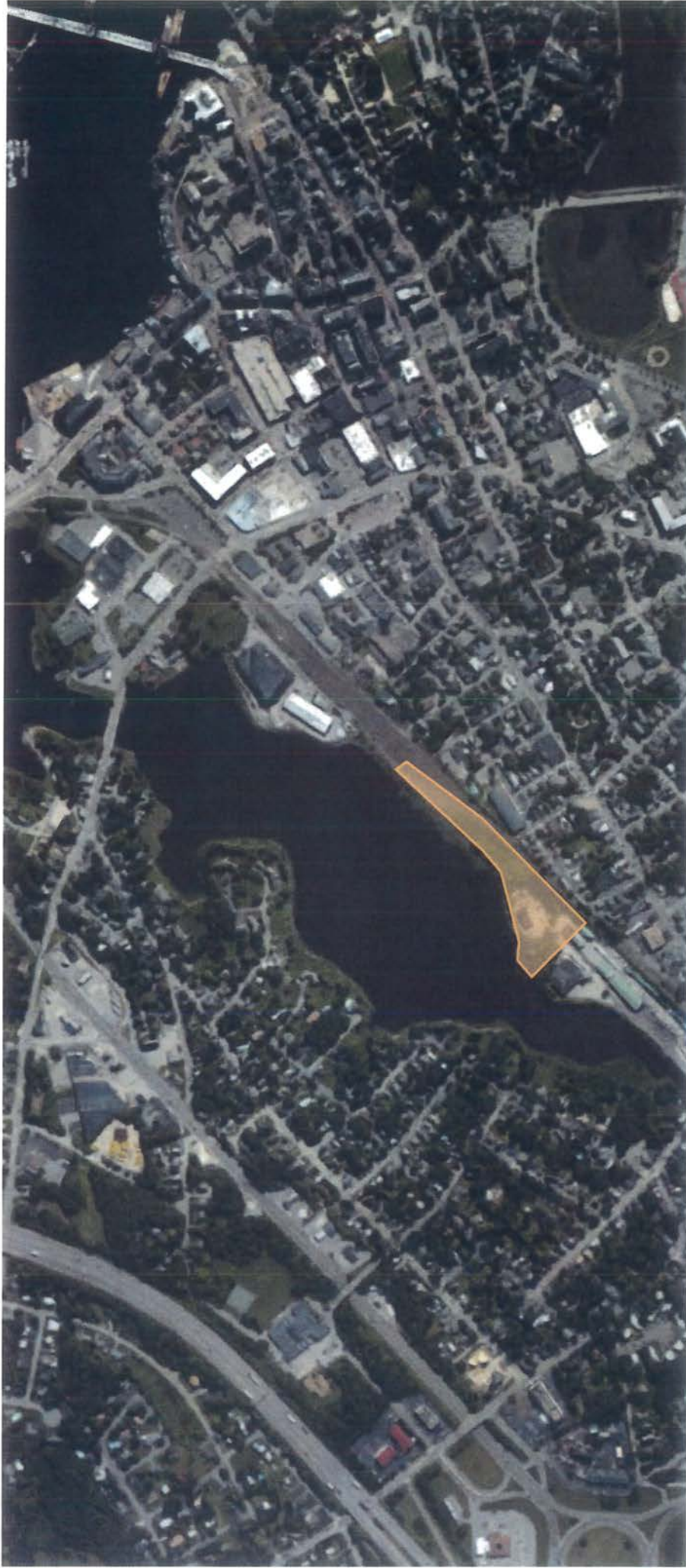
Stephen G. Pernaw, P.E., PTOE
Stephen G. Pernaw & Company, Inc.
Traffic Engineer

Tim Phoenix
Hoefle Phoenix Gormley & Roberts, P.A.
Attorneys at Law

project overview

PROJECT OVERVIEW

railyard site



project goals

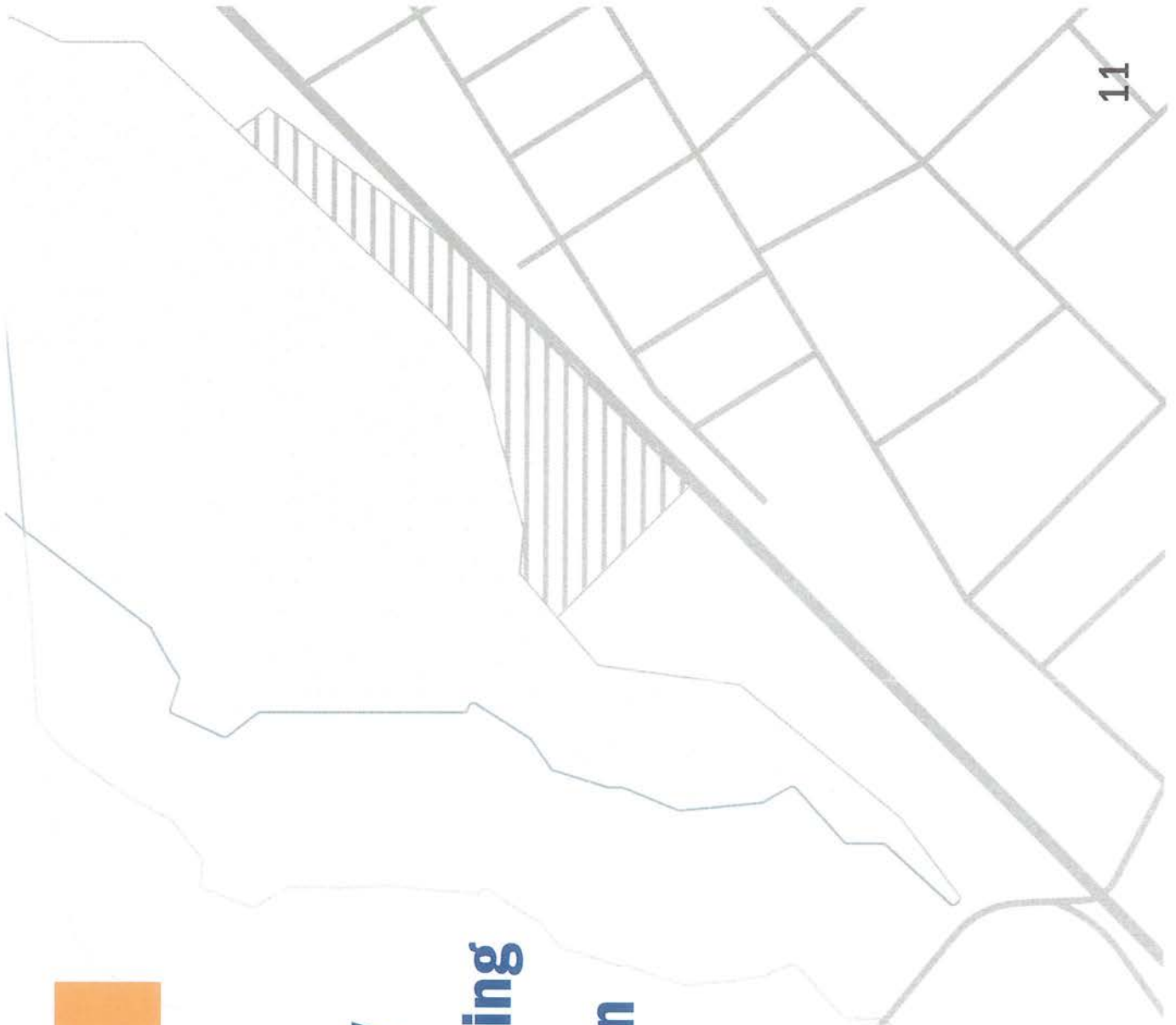
1) TO COLLABORATE WITH THE CITY IN A REZONING EFFORT

**2) TO CREATE A COMMUNITY EXTENSION OF
THE WEST END NEIGHBORHOODS**

**3) TO OPEN UP SAFE PUBLIC ACCESS THROUGH
A PUBLIC GREENWAY**

PRESENTATION

- 1) site history**
- 2) current zoning**
- 3) future vision**
- 4) Q & A**



site history

A stylized map of a site on an orange background. The map features a grid of light orange lines representing streets. A prominent grey path or road runs from the top left towards the bottom right. A red hatched area, possibly representing a specific site or feature, is located in the upper right quadrant of the map.

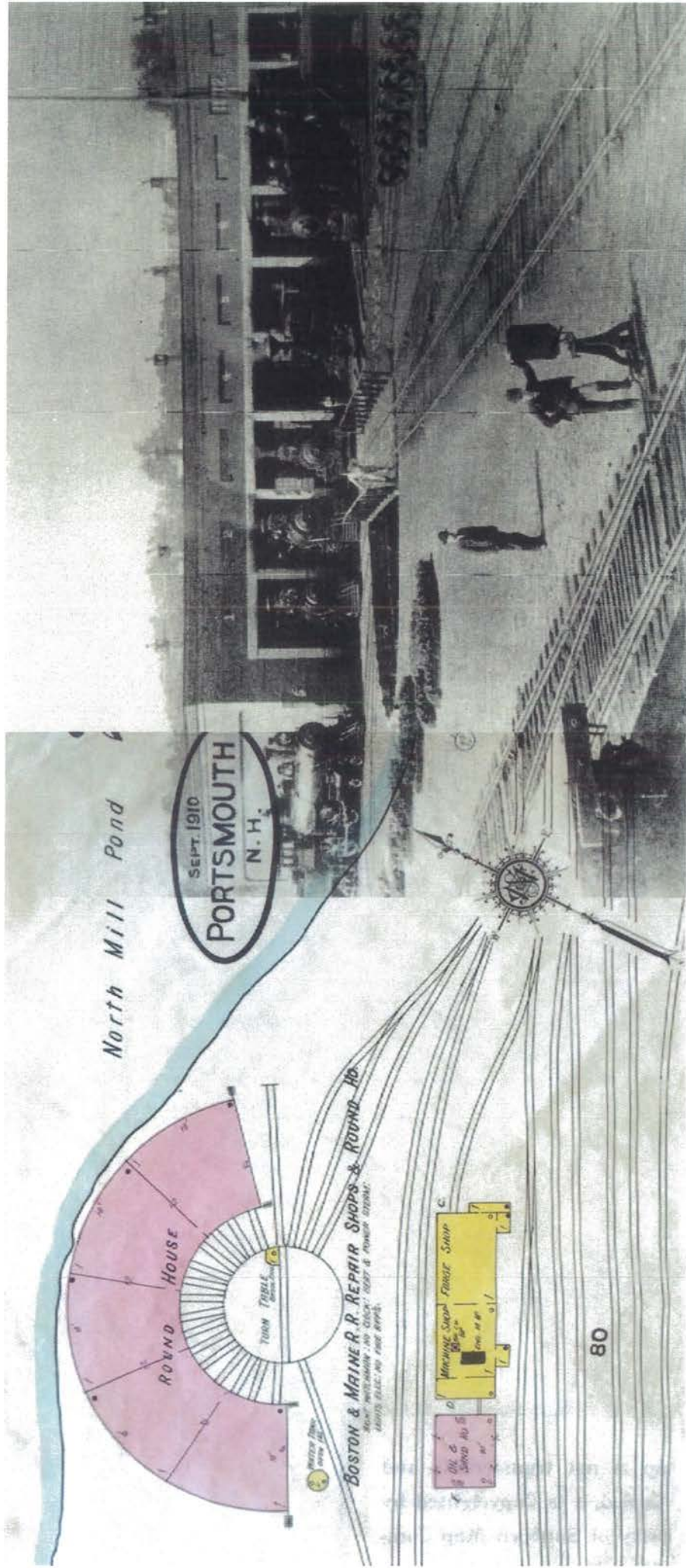
SITE HISTORY

1840's historic portsmouth



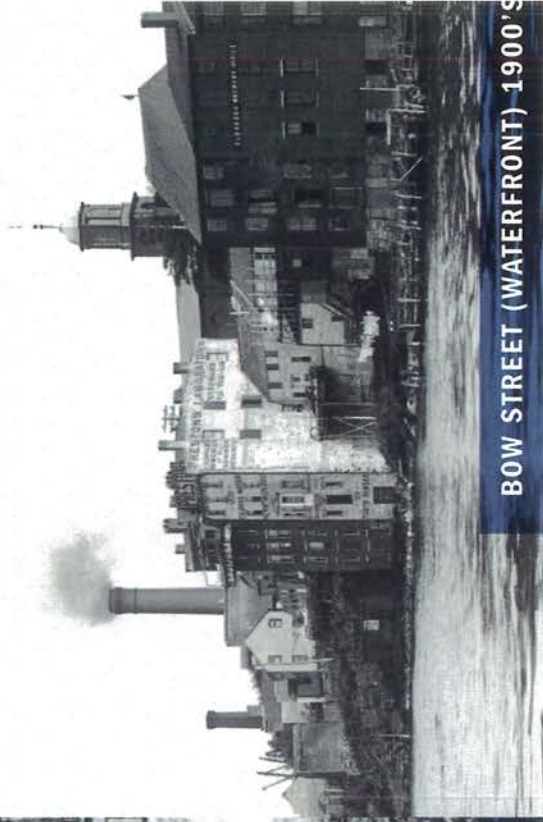
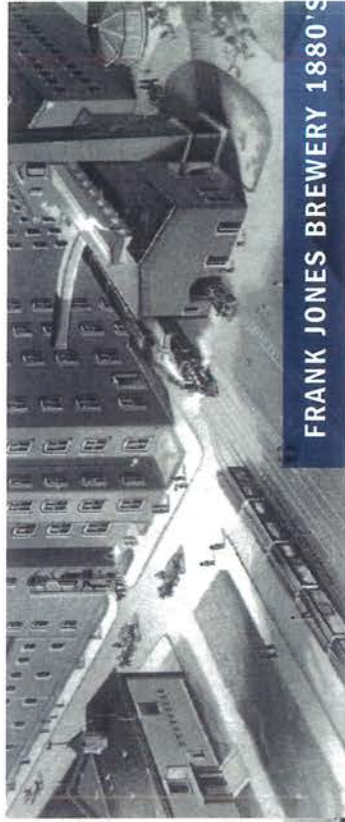
SITE HISTORY

1910 railyard



SITE HISTORY

industrial heritage



SITE HISTORY

industrial heritage



SITE HISTORY

summary

1) industrial heritage

2) connectivity between areas of town



current zoning

CURRENT ZONING

zoning map



CURRENT ZONING

summary

- 1) current zoning could allow for a use that would need **more parking and create more traffic**
- 2) character based zoning allows for a **residential neighborhood**

future vision



FUTURE VISION

west end vision plan



FUTURE VISION

west end vision plan - **live, work, play**

Land Use

- Diversity of uses and housing types

Civic Space

- create plazas, paths, parks, trails and **greenways**

Transportation Infrastructure

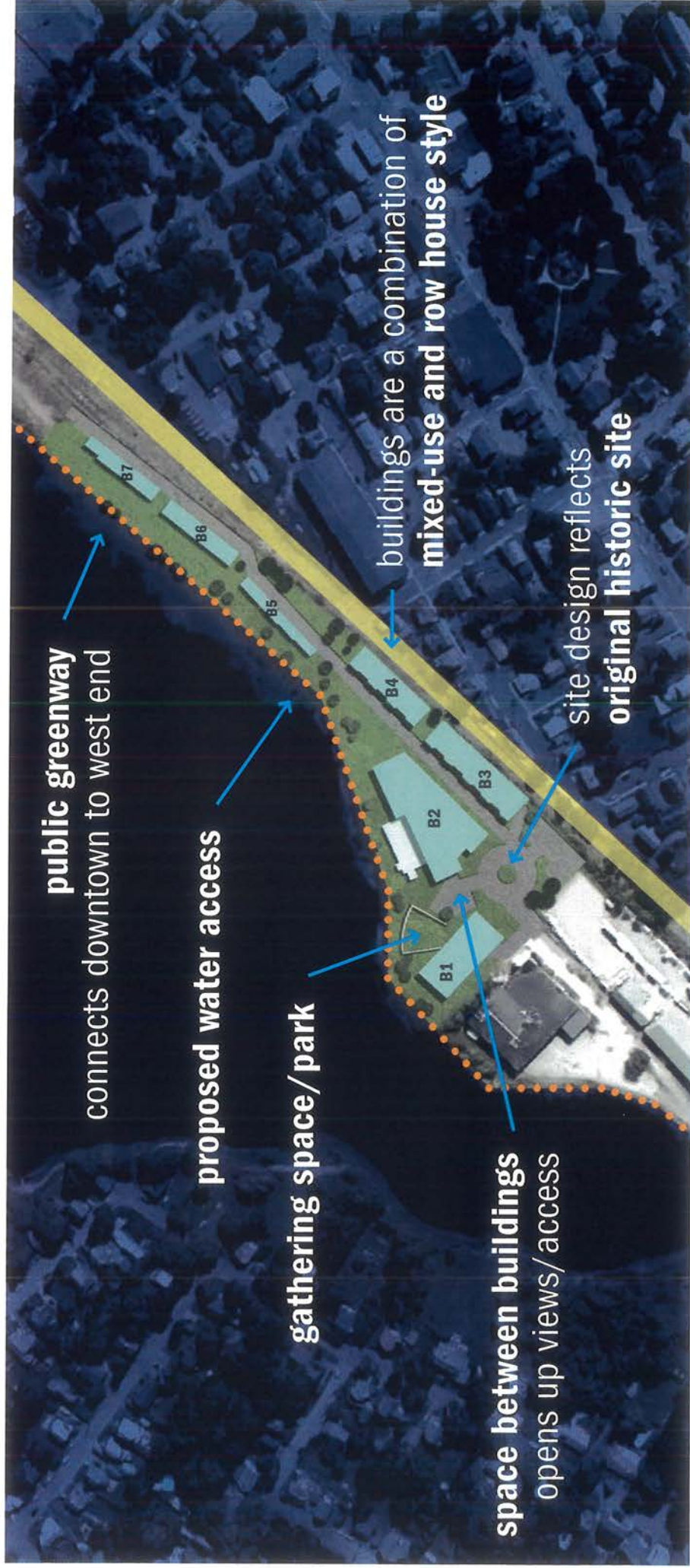
- **Multi-modal** transportation and generous sidewalks, rail trails and bike facilities

Building Design

- respond to surrounding context and views by **stepping down** building heights

FUTURE VISION

connected neighborhood experience



FUTURE VISION

greenway concept

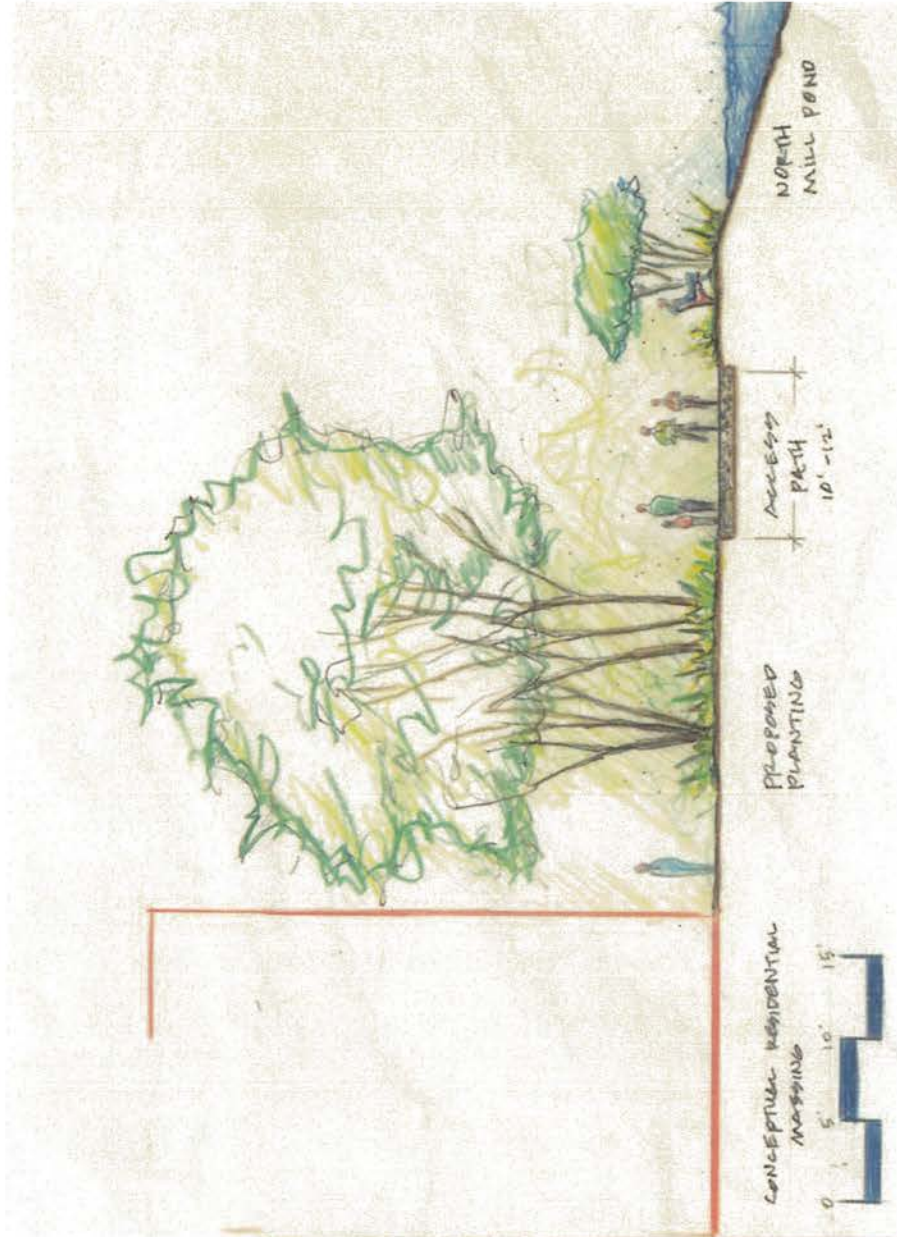
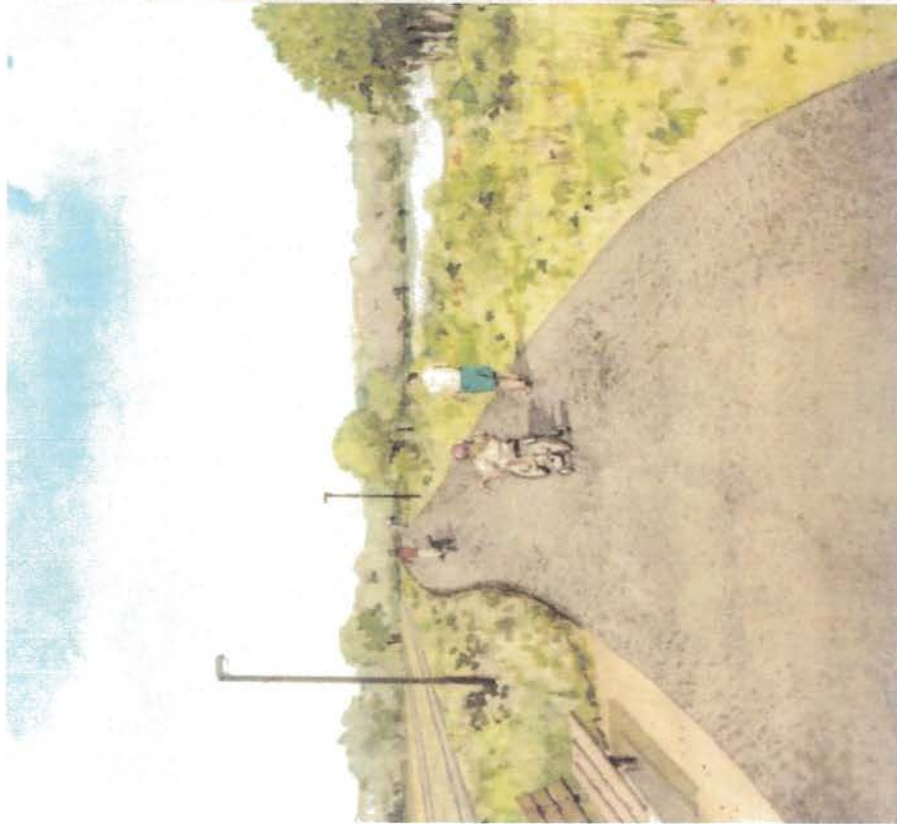
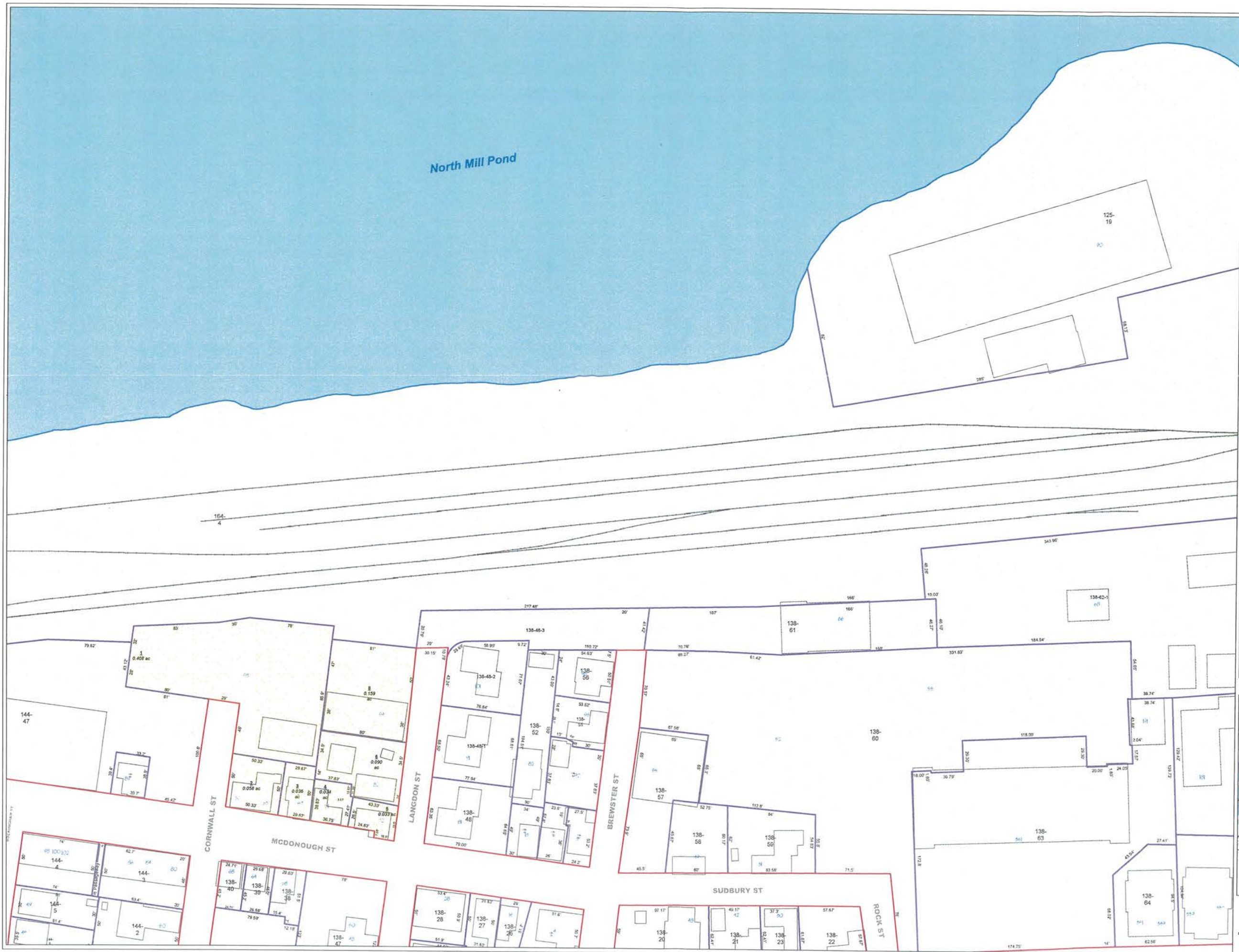
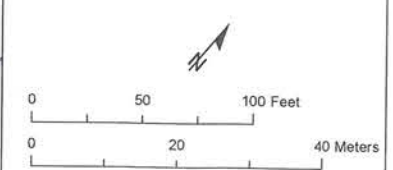


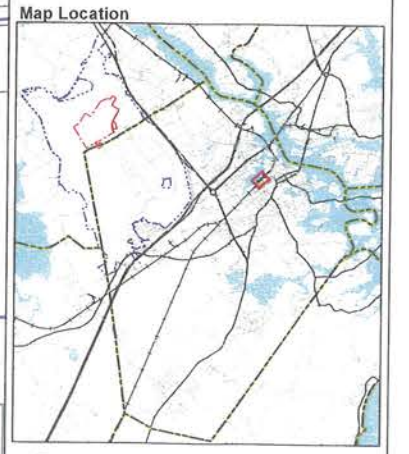
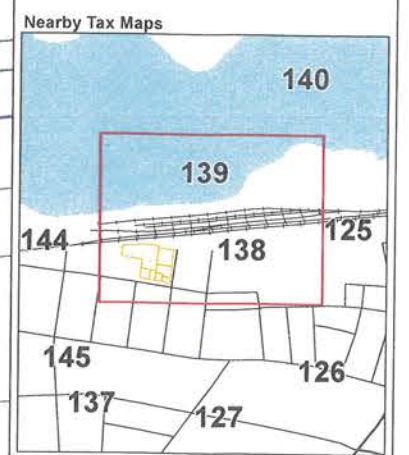
Exhibit 6
Tax Maps



- Partial Legend**
 See the cover sheet for the complete legend
- 7-5A Lot or lot-unit number
 - 2.56 ac Parcel area in acres (ac) or square feet (sf)
 - 25 Address area
 - 233-137 Parcel number from a neighboring map
 - 68 Parcel line dimension
- SIMS AVE Street name
- Parcel boundary
 - Parcel/ROW boundary
 - Water boundary
 - Structure (1994 data)
- Parcel covered by this map
 - Parcel from a neighboring map (see other map for current status)



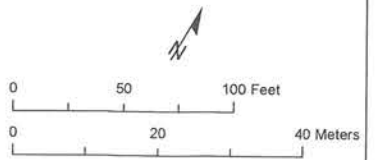
This map is for assessment purposes only. It is not intended for legal description or conveyance. Parcels are mapped as of April 1. Building footprints are 2006 data and may not represent current structures. Streets appearing on this map may be paper (unbuilt) streets. Lot numbers take precedence over address numbers. Address numbers shown on this map may not represent posted or legal addresses.



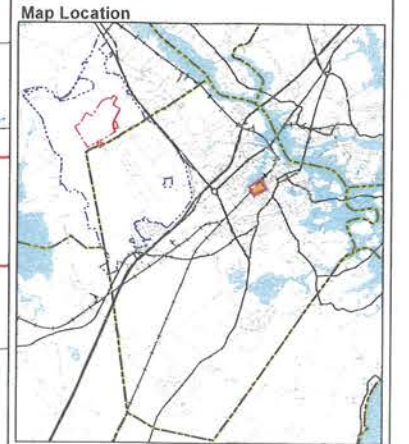
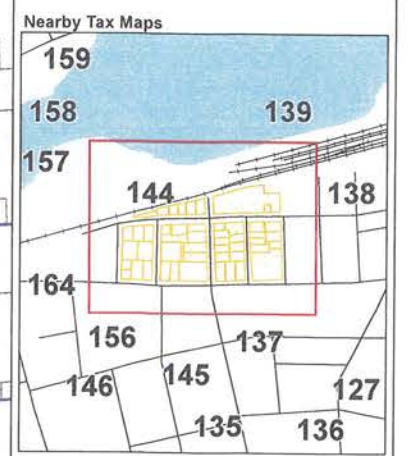
Portsmouth, New Hampshire
 2017
Tax Map 139



- Partial Legend**
 See the cover sheet for the complete legend
- 7-5A Lot or lot-unit number
 - 2.56 ac Parcel area in acres (ac) or square feet (sf)
 - 24 Address number
 - 233-137 Parcel number from a neighboring map
 - 68' Parcel line dimension
 - SIMS AVE Street name
 - Parcel boundary
 - Parcel ROW boundary
 - Water boundary
 - Structure (1994 data)
 - Parcel covered by this map
 - Parcel from a neighboring map (see other map for current status)

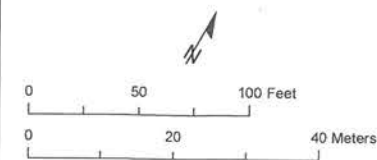


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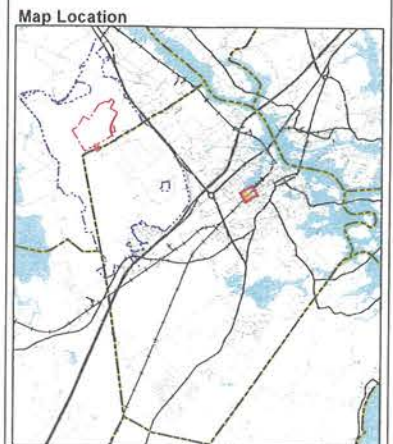
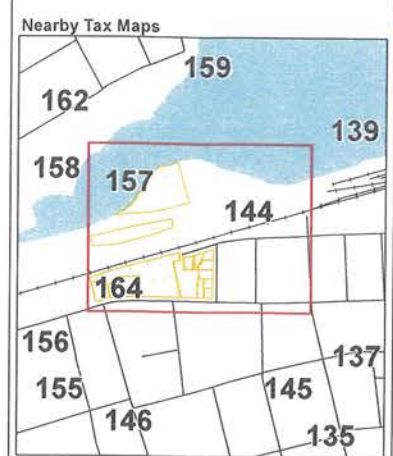




- Partial Legend**
 See the cover sheet for the complete legend
- 7-5A Lot or lot-unit number
 - 2.56 ac Parcel area in acres (ac) or square feet (sf)
 - 23 Address number
 - 233-137 Parcel number from a neighboring map
 - 68' Parcel line dimension
 - SIMS AVE Street name
 - Parcel/Parcel boundary
 - Parcel/ROW boundary
 - Water boundary
 - Structure (1994 data)
 - Parcel covered by this map
 - Parcel from a neighboring map (see other map for current status)

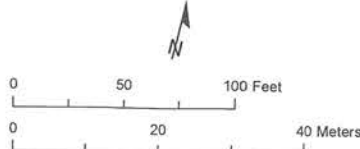


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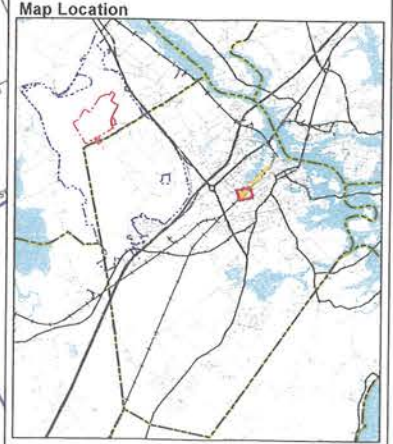
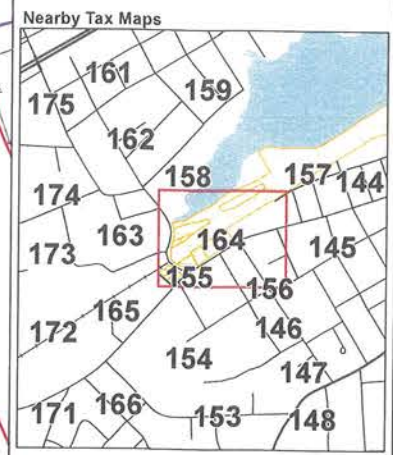




- Partial Legend**
 See the cover sheet for the complete legend.
- 7-5A Lot or lot-unit number
 - 2.56 ac Parcel area in acres (ac) or square feet (sf)
 - 25 Address number
 - 233-137 Parcel number from a neighboring map
 - 68 Parcel line dimension
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Portsmouth, New Hampshire
 2017
Tax Map 164

Exhibit 7
Site Photographs



*Trees & Greenery Committee
Portsmouth Municipal Complex
1 Junkins Avenue
Portsmouth, NH 03801
peter.loughlin@pjllaw.com*

*"There is not a village in America, however badly planned at first,
or ill-built afterwards, that may not be redeemed, in a great measure,
by the aid of shade trees in the streets ... and it is never too late
or too early to project improvements of this kind."*

Andrew Jackson Downing (1815-1852)

February 14, 2018

VIA EMAIL:

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

Dear John:

During 2017, the Trees & Greenery Committee raised the possibility of establishing a fund for citizens interested in contributing to the greenery of the City of Portsmouth. You suggested that a Trust Fund might be established for that purpose. At your request, City Attorney Robert Sullivan worked with members of the Trees & Greenery Committee to develop a Trust Fund that could accommodate donations. At its February 14th meeting, the Trees & Greenery Committee asked that the document prepared by the City Attorney be forwarded to you for inclusion in a future City Council Agenda.

Thank you for your cooperation in this matter.

Respectfully submitted,



Peter J. Loughlin

PJL/dea

Enclosure

PJL2018\2018-02-14 Ltr to Bohenko Re Tree Maint Trust Fund

**CITY OF PORTSMOUTH
TREES AND GREENERY TRUST**

This Trust Agreement is made this _____ day of _____, 2017 by and between the City of Portsmouth, a municipal corporation with a principal place of business at 1 Junkins Avenue, Portsmouth, County of Rockingham, State of New Hampshire acting through its City Council and the Trustees of Trust Funds of the City of Portsmouth with a principal place of business at 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire.

WHEREAS, the planting and maintenance of trees and greenery throughout the City of Portsmouth is determined to enhance the quality of life of City residents and visitors; and

WHEREAS, the Portsmouth City Council desires to create an ongoing repository for funds to be dedicated from any source for the purpose of funding the planting and maintenance of trees and greenery and related greenspace improvements in the City; and

WHEREAS, the Portsmouth City Council desires that funding for the planting and maintenance for trees and greenery be available on an as-needed and as available basis;

NOW THEN, the Portsmouth City Council and the Trustees of Trust Funds of the City of Portsmouth establish this Trust under the following terms and conditions:

1. The Trust created hereby shall be known as the City of Portsmouth Trees and Greenery Trust.
2. In accordance with the procedures established herein the Trustees of Trust Funds (Trustees) shall receive, administer, hold and disburse funds from any source in any amount for the purposes for which the Trust is created.

3. The principal amount of the Trust shall be determined from time to time for any necessary purpose by the total return method of accounting.
4. The purpose of the Trust shall be to fund the planting or maintenance of trees and greenery throughout the City of Portsmouth as may be approved by the City Council or the City Manager of the City of Portsmouth.
5. The Trustees shall disburse funds from the Trust without delineation as to principal or income upon the receipt of written certification by the City Manager of the City of Portsmouth to the Trustees that the disbursement being made is consistent with the purposes for which this Trust has been established and is authorized in accordance with its terms.
6. The Trustees shall hold all funds of the Trust in such accounts or investments as allowed by the laws of the State of New Hampshire as either cash or cash equivalents so that the funds in the Trust shall be in liquid form available for expenditure in any amount at any time.
7. The funds in the Trust may be invested and reinvested by the Trustees without restriction against the pooling of the assets of the Trust with any other trust funds held by the Trustees of the City for investment purposes, so long as the funds are subject to separate accounting.
8. On the request of the City Manager of the City of Portsmouth the Trustees shall notify the City Manager at any time of the funds available for expenditure.
9. The Trust may be terminated at any time by a majority vote of two-thirds of the members of the Portsmouth City Council acting in a meeting properly convened. Upon such termination all funds remaining in the Trust shall be disbursed by vote of the Portsmouth City Council without limitation as to purpose.

TREES AND GREENERY TRUST

Dated

By: _____
Jack Blalock, Mayor

Pursuant to vote of the Portsmouth City
Council on _____, 2017.

TRUSTEES OF THE TRUST FUNDS

Dated

Phyllis Eldridge

Dated

Dana Levenson

Dated

Thomas Watson

Event Listing by Date

Starting Date: 2/20/2018

Ending Date: 12/31/2018

Start End	Type Description	Location	Requestor	Vote Date
3/17/2018 3/17/2018	RACE Matt McFarland is the contact for this event mcfarland@rmdavis.com	St. Patrick's Academy - Banfield Road	St. Patrick School - Clover Ru	12/ 4/2017
3/25/2018 3/25/2018	ROAD RACE Donald Allison is the contact for this event.	Starts at Traip Academy in Kittery, ME thru town	Eastern States 20 Mile	12/ 4/2017
4/14/2018 4/14/2018	ROAD RACE Nick Diana is the contact for this event. This event begins and ends at New Castle Great Island Commons. The start is 9:00 a.m.	Starts and Ends at New Castle Commons	Nick Diana	6/19/2017
4/14/2018 4/14/2018	WALK Emily Christian is the contact for this event.	Little Harbour School - start and finish	National Multiple Sclerosis So	10/16/2017
4/22/2018 4/22/2018	RACE This event travels north on Portsmouth Avenue from Greenland side to Rte. 33 and then goes right on Greenland road back to Greenland. There will be a coned lane all along Rte. 33.	Loco Sports Half Marathon Race	Portsmouth Half Marathon	2/ 5/2018
5/ 6/2018 5/ 6/2018	FAIR Barbara Massar, Executive Director is the contact for this event. This event is Pleasant Street - State Street to Market Square; no parking on Market Street - Bow Street to Isle Shoals Steam Co. entrance. This event is from Noon to 4:00 p.m.	Downtown	Children's Day	8/21/2017
5/ 6/2018 5/ 6/2018	RIDE Contact: Melissa Walden, Associate of Development 207-624-0306 Cycle the Seacoast - First riders leaving Redhook Brewery at 7:00 a.m. and the last rider will be in around 3:00 p.m.		American Lung Association	8/21/2017
5/27/2018 5/27/2018	FUND Lilia-Potter-Schwartz is the contact for this event. This is a triathlon which begins at Portsmouth High School	Portsmouth High School	Education to All Children	11/20/2017
6/ 9/2018 6/ 9/2018	FESTIVAL Barbara Massar is the contact for this event. This event begins at 9:00 a.m. to 4:00 p.m.	Market Square	Market Square Day - Pro Portsm	8/21/2017
6/ 9/2018 6/ 9/2018	ROAD RACE Barbara Massar is the contact for this event. The road race starts at 9:00 a.m. in Market Square	Starts in Market Square	Market Square Road Race - Pro	8/21/2017
6/16/2018 6/16/2018	RACE Kaity Stanton, Special Events Manager is the contact for this event. Raindate: June 17, 2018	Pleasant Street	Big Brothers Big Sisters of NH	9/18/2017
6/23/2018 6/23/2018	PRIDE This event begins at the Portsmouth Public Library and continues as one rainbow down the streets leading to Strawberry Banke.	Library to Strawberry Banke	Seacoast Outright	12/18/2017

Event Listing by Date

Starting Date: 2/20/2018

Ending Date: 12/31/2018

Start End	Type Description	Location	Requestor	Vote Date
6/23/2018 6/23/2018	ROAD RACE Contact: Stephanie Puls, Development Coordinator, Special Events spulis@komennewengland.org (774)-512-0403 This event begins and ends at Great Bay Community College	Great Bay Community College	Susan G. Komen New Hampshire R	10/ 2/2017
6/30/2018 6/30/2018	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 to 9:30 p.m.	Pleasant Street - Summer in the Street Music Serie	Pro Portsmouth	8/21/2017
7/ 7/2018 7/ 7/2018	FESTIVAL Barbara Massar is the contact for this event. This event is part of the Summer in Street Series. It begins at 5:00 p.m. to 9:30 p.m.	Downtown - Pleasant Street	Pro Portsmouth - Summer in the	8/21/2017
7/14/2018 7/14/2018	BIKE TOUR Chris Vlangas, Development Director is the contact. This event begins in Kittery, Maine and travels thru Portsmouth Event begins at 7:30 a.m. Contact Info: 800-757-0203	Shapleigh Middle School in Kittery, Maine	Cystic Fibrosis Foundation	2/ 5/2018
7/14/2018 7/14/2018	MUSIC Barbara Massar, Executive Director is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Pleasant Street - Summer in the Street Music Serie	Pro Portsmouth	8/21/2017
7/21/2018 7/21/2018	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	8/21/2017
7/28/2018 7/28/2018	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	8/21/2017
8/11/2018 8/11/2018	BOAT Molly Bolster of the Gundalow is the contact for this event. director@gundalow.org	Peirce Island Boat Launch	Round Island Regatta	2/ 5/2018
8/25/2018 8/25/2018	BIKE TOUR Emily Christian, Logistics Manager is the contact for this event.	Route 1A South	National Multiple Sclerosis So	11/20/2017
9/15/2018 9/15/2018	WALK Ken La Valley, Chair Registration begins at 8:30 a.m.	Little Harbour School - Begin and End	American Foundation for Suicid	2/ 5/2018
9/16/2018 9/16/2018	RACE Jennie Halstead, Executive Director is the contact. This race begins at 7:30 a.m. with registration Start of the race: 9:00 a.m.	Portsmouth Middle School	My Breast Cancer Support	12/18/2017

Run: 2/15/18
9:51AM

Event Listing by Date

Page: 3

Starting Date: 2/20/2018

Ending Date: 12/31/2018

Start End	Type Description	Location	Requestor	Vote Date
9/22/2018 9/23/2018	TOUR Caroline Piper is the contact for this event. Tel. (603) 686-4338 This is a two day event.	South End Neighborhood	Friends of the South End	2/ 5/2018
9/23/2018 9/23/2018	WALK Kate Corriveau is the contact for this event. Registration begins at 8:30 a.m. Walk Kicks Off at 10:00 a.m.	Little Harbour School - begin and end	Alzheimer's Association	2/ 5/2018

We are checking in on the status of our next meeting to discuss the PFAS in Portsmouth water issues. Based on discussions that took place during the November 9th meeting it seems that we are tracking on three different items:

- Pursuing analytical assistance in understanding the full array of PFAS compounds in Portsmouth water
- Looking into the feasibility of filtration of cooking and drinking water in Portsmouth schools
- Addressing the concerning levels of PFAS compounds present in the Portsmouth #1 well, Collins well and Greenland well

The PFAS contamination in municipal water remains an issue that we are very concerned about and we hope to be able to schedule a follow up meeting in a timely manner.

Thank you.
Lindsey Carmichael

Lindsey Carmichael, MPH
603.957.1231

CITY OF PORTSMOUTH

LEGAL DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 14, 2018
TO: NANCY COLBERT PUFF, DEPUTY CITY MANAGER
FROM: ROBERT P. SULLIVAN, CITY ATTORNEY
RE: RULE 43 – PUBLIC COMMENT SESSION



At the City Council meeting of February 5, 2018 Mayor Blalock requested a change to Council Rule 43 related to the Public Comment Session. Below is the proposed amendment to the Rule (deletions from existing language **stricken in red**; additions to existing language **bolded in red**; remaining language unchanged from existing) and suggested motion.

RULE 43. PUBLIC COMMENT SESSION

B. Public Dialogue:

The City Council shall hold a Council – Public Dialogue session during the period which is forty-five minutes (45) before ~~any otherwise scheduled City Council business the call to order~~; on the night of every other regularly scheduled Council meeting (to be alternated with Public Comment Sessions). At such Council - Public Dialogue Sessions the Council, the City Manager and any appropriate staff as determined by the City Manager shall welcome all interested individuals for an informal dialogue session. The purpose of this session is to provide an opportunity for members of the public to directly interact with members of the Council, the City Manager and any appropriate staff as determined by the City Manager from time to time. By vote of the Council, such Council - Public Dialogue sessions may be scheduled to be held at other times and in other locations in the City beyond City Hall. All Council - Public Dialogue sessions shall be held in accordance with RSA 91-A, the Right-to-Know Law by notice being made and minutes being taken. (AMENDED 08/21/2017)

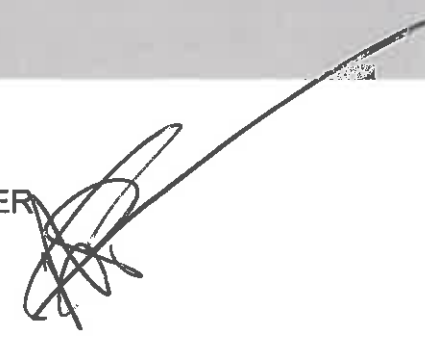
MOTION: Moved that in accordance with City Council Rule 39 the proposed amendment to Council Rule 43 be placed on the agenda for consideration at the Council meeting of March 5, 2018.

CITY OF PORTSMOUTH

LEGAL DEPARTMENT

MEMORANDUM

DATE: February 14, 2018
TO: NANCY COLBERT PUFF, DEPUTY CITY MANAGER
FROM: ROBERT P. SULLIVAN, CITY ATTORNEY
RE: RULE 43 – PUBLIC COMMENT SESSION



By e-mail dated February 13, 2018 Assistant Mayor Lazenby requested a change to Council Rule 43 related to the Public Comment Session. Below is the proposed amendment to the Rule (deletions from existing language **stricken in red**; additions to existing language **bolded in red**; remaining language unchanged from existing) and suggested motion.

RULE 43. PUBLIC COMMENT SESSION

A. Public Comment:

A Public Comment session shall appear on the agenda of every other regular Council meetings (to be alternated with Public Dialogue sessions). This session shall be a period of time not to exceed forty-five minutes during which any member of the public may have three minutes to address any **single** topic which that member of the public has identified to the City Clerk prior to the commencement of the meeting. **Speakers Comments** shall be limited to one **three minute comment period** ~~topic~~ per person per meeting. ~~Speakers and~~ may not defer any of their allotted speaking time to any other person. All speakers must register in person (not electronically or telephonically) with the City Clerk prior to the City Council meeting. Residents, business owners and taxpayers of the City shall be given speaking priority over any other speaker. Any person abusing the provisions of this rule may be prohibited from speaking at future public comment sessions by a majority vote of the City Council. Any provision of this rule may be modified on a per case basis by majority vote of the Council.

* Comments for which a public hearing is scheduled under the same agenda shall not be permitted.

- The Chair reserves the right to select speakers of different issues to be permitted to speak in order to provide a form of various topics to be presented. *(ADOPTED 1/18/94).

MOTION: Moved that in accordance with City Council Rule 39 the proposed amendment to Council Rule 43 be placed on the agenda for consideration at the Council meeting of March 5, 2018.

ACTION ITEMS

PARKING and TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – February 1, 2018
City Hall – Conference Room A

MEMBERS PRESENT: City Manager, John Bohenko,
City Councilor, Doug Roberts
Public Works Director, Peter Rice
Deputy Fire Chief, James Heinz
Police Captain, Frank Warchol
Members: Harold Whitehouse, Ronald Cypher,
Shari Donnermeyer, Mary Lou McElwain and
Ralph DiBernardo

CITY STAFF PRESENT: Parking and Transportation Engineer, Eric Eby
Planning Director, Juliet Walker

Action Items requiring an immediate ordinance during the next Council meeting:
None

Temporary Action Items requiring an ordinance during the annual omnibus:

Action Items:

VII.A. NO PARKING along the west side of Langdon Street, north of McDonough Street

VIII.A. NO PARKING on Dennett Street within 60 feet of the south side of Hunters Hill Avenue

1. Accepted and placed on file meeting minutes from December 7, 2017.
2. Accepted and placed on file financial reports: November 30, 2017 and December 31, 2017.
3. Public Comment: Eight Speakers: David Rheaume, Mark Johnson, Paul Winkley, Charles McMahon, Deb Watson, Peter Weeks, Angela Lambert and Sharon Spinney.
4. (VII.A.) **Action Item:** Request for NO PARKING on both sides of Langdon Street, north of McDonough Street, by Beth Moreau – **VOTED** to prohibit parking along the west side of Langdon Street, north of McDonough Street.

5. (VII.B.) **Action Item:** Request to change parking meter zone designation on Portwalk Place, by Portwalk – **VOTED** to table the action item to change parking meter zone designation on Portwalk Place until the new parking garage is operational or as part of the overall Parking Division budget process.

Public Comment. One Speaker: Peter Weeks

6. (VII.C.) **Action Item:** Request to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street, by Steve Bergeron – **VOTED** to table the action item to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street until the March 1, 2018 meeting. Staff will report back in 90 days on intersection improvements at Middle Street and State Street.
7. (VII.D.) **Action Item:** Request to eliminate 2-hour time limit on Islington Street between Cornwall Street and Rockingham Street, by Islington Green Condo Association – **VOTED** to table the action item until the new parking garage is operational.
8. (VIII.A.) **Action Item:** Report back on request for NO PARKING on Dennett Street at Hunters Hill Avenue, by Cheryl Coviello – **VOTED** to restrict parking on Dennett Street within 60 feet of the south side of Hunters Hill Avenue.
9. (VIII.B.) **Action Item:** Report back: Request for NO PARKING on Brewster Street opposite #30 Brewster Street, by Kelly Hurd – **VOTED** to table action item until road construction is finished and report back in July 2018.
10. (VIII.C.) **Action Item:** Request by neighborhood to close Echo Avenue from the Turnpike. Update on discussions with NHDOT and business owners – **VOTED** to schedule a public meeting with business owners and residents from the Echo Avenue area and include representatives from NHDOT.
11. Public Comment: Three Speakers: Jen McCafferty, Will Gatchell and Charles McMahon
12. (X.A.) **Action Item:** Quarterly bicycle and pedestrian accident report – No action required by Committee.
13. Adjournment – At 9:10 a.m., **VOTED** to adjourn.

Respectfully submitted by:
Amy Chastain
Secretary to the Committee

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – February 1, 2018
City Hall – Conference Room A

I. CALL TO ORDER:

At 8:00 a.m., City Manager Bohenko called the meeting to order.

II. ROLL CALL:

Members Present:

City Manager, John Bohenko
City Councilor, Doug Roberts
Public Works Director, Peter Rice
Deputy Fire Chief, James Heinz
Police Captain, Frank Warchol
Member, Harold Whitehouse
Member, Ronald Cypher
Member, Shari Donnermeyer
Member, Mary Lou McElwain
Alternate Member, Ralph DiBernardo

Staff Advisors Present:

Parking and Transportation Engineer, Eric Eby
Planning Director, Juliet Walker

III. SELECTION OF COMMITTEE CHAIRMAN:

Ronald Cypher nominated Doug Roberts as Chairman for the calendar year 2018. Harold Whitehouse seconded. **Committee members concurred.**

Harold Whitehouse stated he supported Doug Roberts as Chairman because he will present meeting minutes to the City Council and address actions taken by the PTS Committee.

IV. ACCEPTANCE OF THE MINUTES:

Mary Lou McElwain moved to accept the meeting minutes of December 7, 2017.
Seconded by Public Works Director Rice. **Motion passed 9-0.**

V. FINANCIAL REPORTS:

Harold Whitehouse moved to accept the financial reports dated November 30, 2017 and December 31, 2017. Seconded by Ronald Cypher. **Motion passed 9-0.**

Harold Whitehouse asked if the City received revenues from the Vaughan Street Parking Lot. Public Works Director Rice stated the City received funds for operating expenses.

VI. PUBLIC COMMENT:

David Rheume spoke regarding action item VII.A. He presented a handout to the Committee. He stated he is a longtime resident of the neighborhood. He requested the Committee formally recognize the existing NO PARKING EITHER SIDE OF STREET sign located on the telephone pole in front of 82 Langdon Street. He requested removing all on-street parking on Langdon Street north of McDonough Street, and provided detailed reasons for the request, as outlined in the handout provided to Committee members. He stated there is adequate parking in the neighborhood without having on-street parking on this section of Langdon. He addressed the traffic calming issue and does not believe it is needed.

City Manager Bohenko moved to suspend the rules to allow additional time for public comment. Seconded by Harold Whitehouse. **Motion passed 9-0.**

Mark Johnson spoke regarding action item VII.A. He expressed safety concerns related to traffic associated with Regan Electric if on-street parking was permitted. He stated on-street parking is not needed and there is ample on-street parking in the surrounding area.

Paul Winkley spoke regarding action item VII.A. He is an employee of Regan Electric. He opposed any on-street parking because it would hinder access for delivery trucks and trailers to the business.

Charles McMahan thanked Eric Eby, Frank Warchol, James Heinz and Peter Rice for their work on the Echo Avenue issue. Mr. McMahan read an email from Rebecca Perkins, City Councilor, expressing her support for the Echo Avenue neighborhood and their petition regarding traffic safety concerns.

Deb Watson spoke regarding action item VII.D. She requested 2-hour time limit for parking be eliminated in front of the residential properties on Islington Street. She addressed the reduction in parking spaces because of the parking space striping configuration on Cornwall Street and Rockingham Street. She stated 10 parking spaces had been eliminated. She also requested that the angled lines be restriped to create more parking in the area.

Peter Weeks requested to speak to action item VII.B. when addressed by the Committee. City Manager Bohenko stated he would make a motion to suspend the rules to allow Mr. Weeks to address the Committee.

Angela Lambert spoke regarding action item VII.D. She requested the Committee investigate the parking space configuration on Cornwall Street. She is a business owner on Islington Street and supported the 2-hour time limit.

Sharon Spinney spoke in support of eliminating the 2-hour time limit for parking on Islington Street between Cornwall Street and Rockingham Street.

VII. NEW BUSINESS:

A. Request for NO PARKING on both sides of Langdon Street, north of McDonough Street, by Beth Moreau. City Manager Bohenko moved to prohibit parking along the west side of Langdon Street, north of McDonough Street. Seconded by Shari Donnermeyer.

Parking is allowed on both sides of this section of Langdon Street. NO PARKING EITHER SIDE OF STREET signs are present on the west side of the street. The signs are not recognized by the City in the ordinances.

Eric Eby stated his recommendation was based on measurements of curb lines along both sides of the street, the street width, and the location of driveways on each side of the street. He stated 18' is sufficient for parallel parking spaces that are open on one end. There are sufficient curb lengths to allow four on-street parking spaces on the east side of the road.

He stated the area opposite of Regan Electric's driveway was taken into consideration when making his recommendation. On-street parking is very limited. The demand is very high. He explained the concept of a "yield street". Yield streets have low traffic volume, familiar users, and one lane for two-way traffic. This section of Langdon Street meets this criteria.

He stated this section of Langdon used to be a dead-end. Two-way traffic was, therefore, required. However, since the "Railroad Street" connector road was constructed, it might be possible to create a one-way street. He stated the one-way street option was not being proposed today, but could be investigated at a later date. The parking space north of 91 Langdon Street could also be restricted or modified based on the one-way street alternative.

Deputy Fire Chief Heinz stated he supported the motion, but would like to consider the possibility of eliminating the parking space at the north end of the street.

Mary Lou McElwain stated she has observed a recurring problem about private development and parking. She stated parking decisions made by the Planning Board are being addressed by the PTS Committee after the fact. New tenants and homeowners are presenting their parking concerns and complaints to the Committee. This is a problem: development proposals are not reviewed or addressed by the Committee during the initial process. She requested the issue be addressed.

She visited the area several times. She noticed the entire area from Islington Street to McDonough Street is inconsistent regarding parking. She stated she would not support voting on any agenda items involving this neighborhood until the broader issues were addressed.

City Manager Bohenko stated he supported the motion because it provides parking in the area. He also stated the Committee could reevaluate the parking spaces at the end of Langdon at a later date as changes would be temporary until approved in the annual omnibus of traffic and parking ordinance changes. He also stated he would be meeting with City Staff to discuss the broader issue regarding parking decisions made by the Planning Board.

Chairman Roberts spoke to the need to strike a balance regarding parking issues. He proposed City Staff investigate the one-way street proposal and get feedback from Regan Electric and the public regarding this alternative.

Ronald Cypher stated he supported the motion based on an observation he made at the site visit.

Vote 9-0, to prohibit parking along the west side of Langdon Street, north of McDonough Street. The Committee reiterated that the area could be revisited regarding safety concerns related to the parking space near 101 Langdon, and the possibility of changing the street to one-way. Feedback from residents, businesses, and the public is encouraged.

B. Request to change parking meter zone designation on Portwalk Place, by Portwalk. Public Works Director Rice moved to table the request. Seconded by Harold Whitehouse.

Public Works Director Rice stated he agreed with the meter zone designation change to a High Occupancy Meter Zone on Portwalk Place. He proposed to table the request until it could be done in a comprehensive manner.

City Manager Bohenko moved to suspend the rules to allow for public comment. Seconded by Harold Whitehouse. **Motion passed 9-0.**

Peter Weeks referenced the May 17, 2017 meeting minutes of the PTS Committee. Mr. Eby (in those minutes) stated no changes should be made to the meter zone designations with the exception of Portwalk Place. Mr. Weeks said it was left off during the last change. He was told the request would need to be presented again to the PTS Committee. Therefore, he was presenting the request again. He stated he wanted to be sure that when rate changes are made, Portwalk Place is on the list. He stated the request should be revisited if rates are not changed when the new parking garage opens. Mr. Weeks said it had been on the list for some time.

The Committee briefly discussed public on-street parking on Portwalk Place.

Vote 9-0, to table the action item to change parking meter zone designation on Portwalk Place until the new parking garage is operational or as part of the overall Parking Division budget process.

C. Request to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street, by Steve Bergeron. Eric Eby stated the Committee conducted a site visit on Tuesday, January 30, 2017. He does not have a recommendation at this time, but requested additional time to collect data and report back at the next meeting.

Chairman Roberts stated he reviewed traffic accidents for the area. Most occur at the intersection of Middle Street and State Street. He asked if the intersection could be reviewed for inexpensive solutions in the near future. Public Works Director Rice stated that additional time would be needed in order to review the intersection. The Committee discussed separating the original request from the intersection request. Chairman Roberts asked Police Captain Warchol to include accident data for the Middle Street and State Street intersection in the report back.

Mary Lou McElwain asked for the criteria for tabling action items until the new parking garage is open. Public Works Director Rice clarified the criteria included the parking inventory. He stated the new parking garage would create a new baseline for parking utilization and inventory in the Downtown Business District and McDonough Street neighborhood.

Mary Lou McElwain moved to table the action item to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street until the March 1, 2018 meeting. Staff will report back in 90 days on intersection improvements at Middle Street and State Street. Seconded by City Manager Bohenko.

Vote 9-0, to table the action item to remove meters and parking spaces on north side of State Street between Middle Street and 487 State Street until the March 1, 2018 meeting. Staff will report back in 90 days on intersection improvements at Middle Street and State Street.

D. Request to eliminate 2-hour time limit on Islington Street between Cornwall Street and Rockingham Street, by Islington Green Condo Association. Eric Eby stated the Old Port Traders had a 2-hour parking sign on their building when they occupied it. The entire stretch of Islington Street between Cabot Street at the traffic signal and the Mobil Station at 201 Islington Street is 2-hour parking. He stated it has always been designated 2-hour parking along that section of Islington Street. He stated the request also included the review of restricted parking on Cornwall Street as a result of the Planning Board Site Plan Approval. The parking spaces were restricted to allow turning into Cornwall Street and Rockingham Street from Islington Street, as well as turning into the site driveway from Cornwall Street. He stated he would review reconfiguring other parking spaces on Cornwall Street to gain on-street parking. He requested time to collect data, evaluate, and report back with a recommendation.

Public Works Director Rice moved to table action item. Seconded by Harold Whitehouse.

The Committee discussed changing the 2-hour time limit designation to a 3-hour time limit. They also discussed possible consequences if the designation was changed to allow for unlimited parking. They agreed it would not be advantageous.

Vote 9-0, to table the action item until the new parking garage is operational.

VIII. OLD BUSINESS:

A. Report back on request for NO PARKING on Dennett Street at Hunters Hill Avenue, by Cheryl Coviello. Eric Eby stated measurements of sight lines at the intersection were taken. Based on data and measurements of sight lines, he recommended prohibiting parking in two on-street spaces in front of 314 Dennett Street. He stated this action would ensure safe operations at the intersection.

Harold Whitehouse moved to restrict parking on Dennett Street within 60 feet of the south side of Hunters Hill Avenue. Seconded by Ronald Cypher. **Vote 9-0, to restrict parking on Dennett Street within 60 feet of the south side of Hunters Hill Avenue.**

B. Report back: Request for NO PARKING on Brewster Street opposite #30 Brewster Street, by Kelly Hurd. Eric Eby stated the property owners at #30 Brewster Street presented the request due to difficulty entering and exiting their driveway when vehicles are parked across the street. The homeowners requested that on-street parking be prohibited on the east side of the roadway in front of 21 Brewster Street. Brewster Street was under reconstruction in 2017. Eric Eby discussed the issue of high curb reveal and stated this would be resolved when final paving is completed in the spring. He recommended that any changes to the parking spaces should be put on hold until after paving is completed. He stated if the issue was not resolved at that time, he would recommend eliminating one on-street parking space. The remaining space would be centered between the driveways on either side.

City Manager Bohenko moved to table action item until after road construction is finished and report back in July 2018. Seconded by Public Works Director Rice.

Chairman Roberts read an email from Kelly Hurd dated January 31, 2018. She submitted photographs of the area after the most recent snowstorm and spoke to concerns regarding safety.

Vote 9-0, to table action item until road construction is finished and report back in July 2018.

C. Request by neighborhood to close Echo Avenue from the Turnpike. Update on discussions with NHDOT and business owners. Eric Eby updated the Committee on the action item. He met with the NHDOT and was told they would not object to the closure of Echo Avenue and Farm Lane from the Turnpike. He also met with business owners on the corridor. Some of them were not in favor of the closures. He stated the next step would be to schedule a public meeting to include the business owners, residents and NHDOT.

City Manager Bohenko moved to schedule a public meeting. Seconded by Mary Lou McElwain.

Vote 9-0, to schedule a public meeting with business owners and residents from the Echo Avenue area and include representatives from NHDOT.

IX. PUBLIC COMMENT:

Jen McCafferty spoke in favor of closing Echo Avenue and asked the Committee to move it forward. She also spoke in favor of the radar speed sign placed on Echo Avenue.

Will Gatchell requested the Echo Avenue public hearing be scheduled in the near future. He expressed concern for safety due to excessive speeds.

Charles McMahon thanked the Committee for moving the Echo Avenue issue forward. He also expressed concern for safety.

X. MISCELLANEOUS:

A. Quarterly bicycle and pedestrian accident report. Police Captain Warchol stated he would provide more detail on the 6 accidents reported in this quarter on the next report. Chairman Roberts requested that the number of traffic accidents be included in future reports.

The Committee briefly discussed the closure of the Stark Street Bridge and the effects on vehicle and pedestrian traffic.

XI. ADJOURNMENT – at 9:10 a.m., **VOTED** to adjourn.

Respectfully submitted by:

Amy Chastain
Secretary to the Committee

1 **CITY OF PORTSMOUTH**
2 **CITY COUNCIL POLICY No. 20XX-XX**

3
4 **RENEWABLE ENERGY POLICY**

5 **WHEREAS**, the goals of the City of Portsmouth, as expressed in its 2025 Master Plan, include a strong desire
6 for the City to be more proactive in reducing Greenhouse Gas Emissions and the development of a local energy
7 policy to move towards a 'net zero' carbon emissions goal to help mitigate the impacts of climate change for future
8 generations; and

9 **WHEREAS**, on June 19, 2017, the City Council voted unanimously to authorize the Mayor to sign a letter
10 promoting the Paris Climate Agreement's goals calling for increasing efforts to cut greenhouse gas emissions,
11 create a clean energy economy, and stand for environmental justice; and

12 **WHEREAS**, the City Council supports this objective and with guidance from the Renewable Energy Committee
13 supports actions and guidance to City Boards, Committees, and Departments to attain this goal;

14 **NOW THEREFORE**, the City Council adopts this Renewable Energy Policy to make Portsmouth a 'Net Zero
15 Energy' Community where, on a source energy basis, the actual energy consumed on an annual basis is less than
16 or equal to locally generated renewable energy. The following concurrent phases each rely on improving energy
17 efficiency, increasing renewable energy for electricity, and, over time, increasing renewable and clean energy for
18 both heat and transportation:

19 *Phase I* focuses on Municipal Government Operations achieving Net Zero Energy.

20 *Phase II* focuses on the Portsmouth Community, including residences, business, and other non-municipal users
21 such as the Pease Development Authority, achieving Net Zero Energy. Phase II will also seek to examine low-
22 income residents and environmental justice-related issues within the context of Portsmouth's Renewable Energy
23 Policy.

24 *Phase III* focuses first on all vehicles originating in and second on vehicles traveling through the City of
25 Portsmouth achieving Net Zero Energy. Phase III is distinct from Phase II as an acknowledgement of the amount
26 of time that may be required to accomplish this phase.

27 This phased Renewable Energy Policy leaves the flexibility required to become a Net Zero Energy Community
28 through a combination of approaches, such as those suggested in the Renewable Energy Committee Final Report
29 and Recommendations.

30 Adopted by the Portsmouth City Council on:_____.

31 _____
32 Kelli L. Barnaby, MMC, CMC, CNHMC
33 City Clerk

APPENDIX C

RENEWABLE ENERGY POLICY RECOMMENDATIONS BY STAKEHOLDER

DEPARTMENT OF PUBLIC WORKS

Recommendation 1: The City of Portsmouth should consider adopting its own version of the National Renewable Energy Laboratory’s (“NREL”) hierarchy such as first striving for renewables sited on the built environment within the Community and then seek to bring renewable energy into the Community from areas located outside of the Community boundary but within the region.

Recommendation 4: The City of Portsmouth should consider conducting an updated energy audit of all municipal facilities and implement energy conservation measures where needed, or implement a retro-commissioning program of facilities in which upgrades were enacted within the last five years.

Recommendation 10: The City of Portsmouth should consider adoption of a known national sustainable design certification standard as the design and construction minimum for the renovation or construction of all municipal facilities.

Recommendation 22: The City of Portsmouth should consider various options to procure or produce increasing amounts of Renewable Energy Credits (“REC”).

Recommendation 23: The City of Portsmouth should consider investigating and analyzing opportunities for the City of Portsmouth to develop, promote, or otherwise encourage the production of renewable electricity for use by the Community.

Recommendation 24: The City of Portsmouth should consider exploring for future study forming a municipal utility to become a utility scale renewable energy generator.

Recommendation 25: If the City of Portsmouth forms a municipal utility to become a utility scale renewable energy generator, it should consider selling excess RECs through the New England Power Pool Generation Information System (“NEPOOL GIS”).

Recommendation 26: The City of Portsmouth should consider exploring Community Choice Aggregation to purchase and/or generate electricity.

Recommendation 27: The City of Portsmouth should consider beginning discussions on the economic benefits of the generation of onsite renewable energy and the production of excess steam/heat to the Airport with the Pease Development Authority (“PDA”) Board of Directors and collaborate to gain input from Pease tenant units.

Recommendation 28: The City of Portsmouth should consider spending the Capital Improvement Plan (“CIP”) allocated funds in FY18 to survey other feasibility studies on anaerobic digestion facilities in the public domain, and then on a feasibility study specifically for a Regional Anaerobic Digester at the Pease Wastewater Treatment Facility (“WWTF”) that

could at a minimum: conduct a market assessment of feedstock materials to identify and estimate quantities and types of available organic waste; determine the sizing, regional participation, & development tipping fee estimates and long term contracts; and consider a public private partnership to share the costs for the construction, operation, & maintenance of the facility.

Recommendation 29: Staff from the City of Portsmouth should also consider visiting anaerobic / co-digestion facilities like those at the Greater Lawrence Sanitary District in Lawrence, MA, the Lewiston-Auburn Water Pollution Control Authority in Lewiston, ME, and the Village Green private/commercial digester in Brunswick, ME.

Recommendation 30: Using information from the FY18 feasibility study, the City of Portsmouth should consider spending the CIP allocated funds in in FY20 to design the Regional Anaerobic Digester at the Pease WWTF with input from the PDA.

Recommendation 31: Using the FY20 designs, the City of Portsmouth should consider spending the CIP allocated funds in FY22 to begin construction of a Regional Anaerobic Digester at the Pease WWTF once it has been approved by the PDA.

Recommendation 32: The City of Portsmouth should consider continuing a curbside composting program pilot until it can either independently, or through a contract with an entity, provide curbside composting services to all residential households that receive Municipal Solid Waste and recycling services.

Recommendation 33: The City of Portsmouth should consider only entering into Power Purchase Agreements (“PPA”) to purchase energy from renewable sources.

Recommendation 34: The City of Portsmouth should consider entering into a PPA with the owners of Schiller Station to purchase biomass renewable electricity generated from Unit 5.

Recommendation 35: The City of Portsmouth should consider for further study purchasing Schiller Station if it goes on the market again, converting Units 4 and/or 6 to biomass like Unit 5, and become a municipal utility to generate biomass renewable energy.

Recommendation 37: The City of Portsmouth should consider encouraging organizations to explore all forms of renewable energy associated with the Piscataqua River or the Gulf of Maine.

Recommendation 38: Upon the establishment of a Task Force by the Bureau of Ocean Energy Management for regional long-term resource offshore wind planning, the City of Portsmouth should consider seeking to become or encouraging others to become a stakeholder and remain active throughout the process.

Recommendation 39: Upon completion of the Task Force by the Bureau of Ocean Energy Management, the City of Portsmouth should consider for further study the use of renewable energy from the Piscataqua River or the Gulf of Maine through a PPA or as a municipal utility.

Recommendation 40: If any form of renewable energy associated with the Piscataqua River or the Gulf of Maine is pursued, the City of Portsmouth should also consider studying any related environmental impacts.

Recommendation 42: The City of Portsmouth should consider continually having commercial scale renewable energy distributed generation facility applications ready for when Alternative Compliance Payments (“ACP”) grant funds become available.

Recommendation 43: The City of Portsmouth should consider installation of additional renewable energy generating or energy storage technologies on public land and buildings.

Recommendation 45: The City of Portsmouth should consider investigating a routine load-sharing program whereby peak demand energy use is reduced and operational changes are instituted to lessen overall energy demand year-round.

Recommendation 47: The City of Portsmouth should consider supporting group net metering.

Recommendation 56: The City of Portsmouth should consider adopting a green fleet policy for new and replacement municipal vehicle acquisition.

Recommendation 57: The City of Portsmouth should consider installing additional Level 1, Level 2, and DC Fast Charger stations for the green fleet.

Recommendation 71: The City of Portsmouth should consider installing the wiring of circuits for Level 1, Level 2, and DC Fast Chargers when maintenance is performed on public parking lots.

Recommendation 72: The City of Portsmouth should consider installing high visibility public EV charging stations consisting of Level 1, Level 2, and DC Fast Chargers with possible charging incentives for residents.

Recommendation 73: The City of Portsmouth should consider installing Solar PV arrays, other renewable energy sources, or battery storage at municipal EV charging stations to improve the profile of transportation electrification.

PLANNING DEPARTMENT

Recommendation 2: The City of Portsmouth should consider measuring Greenhouse Gas Emissions in 2018 and use similar or better metrics that the 2012 measurements can be converted into.

Recommendation 3: Using similar or better metrics that the previous data can be converted into, the City of Portsmouth should consider increasing the frequency of the Greenhouse Gas Emissions measurements.

Recommendation 5: The City of Portsmouth should consider requiring / facilitating energy audits and encourage implementing energy conservation measures where needed.

Recommendation 9: The City of Portsmouth should consider removing any barriers in the land use ordinances to enable the addition of exterior insulation and improve the efficiency in

renovations to existing buildings while being sensitive to both historic preservation and fire & life safety.

Recommendation 11: The City of Portsmouth should consider adopting a more recent version of the International Energy Conservation Code (“IECC”) than required by state law.

Recommendation 13: The City of Portsmouth should consider creating an Energy Efficiency Chapter in the Zoning Ordinance that either creates a Sustainable Energy Efficient Development (“SEED”) Overlay Zoning District that allows for floor area ratio bonuses and building height relaxations as incentives for new buildings that achieve a known national sustainable design certification or adds the same incentives to current Zoning Overlay Districts.

Recommendation 14: The City of Portsmouth should consider scaling any incentives for obtaining a national sustainable design certification standard by order of project magnitude.

Recommendation 15: The City of Portsmouth should consider providing for reductions in permit fees for projects that incorporate exceptional sustainable design standards.

Recommendation 16: The City of Portsmouth should consider allowing the approval of buildings that are less traditionally shaped for energy efficiency purposes due to performance compliance modelling.

Recommendation 17: The City of Portsmouth should consider developing a mandatory checklist to encourage Planning Board members, developers, and applicants to use during site plan, subdivision, or building permit review to systematically encourage the energy efficiency of new or renovated buildings and sites that are being developed or subdivided.

Recommendation 18: The City of Portsmouth should consider strengthening landscaping requirements for new site plan, subdivision, or building permit review by the Trees & Public Greenery Committee to systematically encourage the planting of trees and greenery around new or renovated buildings and sites that are being developed or subdivided.

Recommendation 36: The City of Portsmouth should consider further studying rezoning the area to ensure that the existing power infrastructure stays intact for a future uses such as energy storage.

Recommendation 51: The City of Portsmouth should consider adopting a Renewable Energy System Zoning Ordinance under N.H. R.S.A. 674:17 to encourage and protect energy access.

Recommendation 52: The City of Portsmouth should consider revisiting recent limitations that were placed on rooftop solar arrays with the adoption of the 2015 International Fire Code in any Renewable Energy System Zoning Ordinance.

Recommendation 53: The City of Portsmouth should consider expediting the building permit and inspection process as well as lowering permitting fees for renewable energy distributed generation systems.

Recommendation 54: The City of Portsmouth should consider adopting a policy that allows more visible PV Solar Arrays in the Historic District.

Recommendation 58: If needed, the City of Portsmouth should consider ways it could help C&J provide additional parking for commuters.

Recommendation 59: The City of Portsmouth should consider continuing the bicycle share program, expanding it to neighborhoods, and explore the possibility of expanding into Kittery, ME.

Recommendation 61: The City of Portsmouth should consider helping promote ride and drive events like National Drive Electric Week.

Recommendation 64: The City of Portsmouth should consider reaching out to neighborhood groups to help educate single family homeowners with off street parking about home charging options.

Recommendation 65: The City of Portsmouth should consider forming a focus group comprising current EV owners to better understand what it will take to increase EV ownership in different use scenarios.

Recommendation 66: The City of Portsmouth could consider reaching out to local automobile dealerships and inform their management of Portsmouth's plan and encourage EV ownership.

Recommendation 67: The City of Portsmouth should consider ensuring that the EV charger installation permitting process is streamlined for electricians and communicated to homeowners and businesses.

Recommendation 68: The City of Portsmouth should consider incentivizing workplace EV charging stations consisting of Level 1, Level 2, and DC Fast Chargers or at least the installation of wiring circuits.

Recommendation 69: The City of Portsmouth should consider allowing businesses to sponsor public EV charging stations consisting of Level 1, Level 2, and DC Fast Chargers.

Recommendation 70: The City of Portsmouth should consider increasing the profile and wayfinding signage for existing and new EV charging stations.

FINANCE DEPARTMENT

Recommendation 8: The City of Portsmouth should consider using its bond rating to explore offering financing options similar to PACE for retrofits or renewable energy distributed generation systems at a lower rate than individuals could obtain.

Recommendation 48: The City of Portsmouth should consider expanding the Solar Energy Systems Exemption under N.H. R.S.A. 72:62 by eliminating the self-imposed five-year time limit and \$25,000 maximum deduction.

Recommendation 49: The City of Portsmouth should consider enacting the Wind-Powered Energy Systems Exemption under N.H. R.S.A. 72:66.

Recommendation 62: During vehicle registration, the City of Portsmouth should consider helping educate drivers about the Electric Vehicle (“EV”) federal income tax credit, especially to residents already driving compact fuel efficient automobiles to transition them to Plug in Hybrid EVs (“PHEV”).

Recommendation 74: If the State of New Hampshire is certified as a beneficiary of the Volkswagen emissions settlement, the City of Portsmouth should consider requesting funding for EV charging stations.

Recommendation 75: The City of Portsmouth should consider updating the Policy Recommendations with new recommendations by a successor committee to the Renewable Energy Committee or at the direction of the City Manager.

CITY WEBSITE

Recommendation 6: The City of Portsmouth should consider engaging the public by having resources for residents who want to find out more about energy efficiency programs like NHSaves on the City’s website’s landing page.

Recommendation 19: The City of Portsmouth should consider engaging the public by having resources for developers who want to find out more about national sustainable design certification standards on the City’s website’s landing page.

Recommendation 20: The City of Portsmouth should consider engaging the public by having resources for building owner, occupant, and developer energy efficiency education on the City’s website’s landing page.

Recommendation 44: The City of Portsmouth should consider advertising the ACP rebates on the City’s website’s landing page.

Recommendation 55: The City of Portsmouth should consider engaging the public by having resources for residents who want to install renewable energy distributed generation systems on the City’s website’s landing page.

Recommendation 63: The City of Portsmouth should consider engaging the public by having resources on the City vehicle registration page that offers links that help explain the different types of EVs and charging stations.

LEGISLATION

Recommendation 7: The City of Portsmouth should consider supporting amendments that improve the Commercial PACE (“C-PACE”) enabling statute, N.H. R.S.A. 53-F, and then adopt the enabling legislation to create C-PACE districts.

Recommendation 12: The City of Portsmouth should consider supporting legislation that adopts the 2015 IECC, 2018 IECC, or any future IECC updates.

Recommendation 21: The City of Portsmouth should consider not just supporting, but strengthening the Renewable Portfolio Standard (“RPS”) during the statutory 2018 and 2025 reviews.

Recommendation 41: The City of Portsmouth should consider not just supporting, but strengthening the Renewable Energy Fund (“REF”) during the statutory 2018 and 2025 reviews.

Recommendation 46: The City of Portsmouth should consider supporting legislation that both protects net metering and is more favorable to renewable energy distributed generation.

Recommendation 50: The City of Portsmouth should consider supporting legislation for similar exemptions for other sources of renewable energy distributed generation such as geothermal or wood pellets.

Recommendation 60: The City of Portsmouth should consider supporting increased passenger rail.



Climate Change Vulnerability Assessment on Historic Portsmouth

PUBLIC MEETING:

THURSDAY, FEBRUARY 22, 2018

6:30 PM

PORTSMOUTH CITY COUNCIL CHAMBERS

HISTORIC DISTRICT COMMISSION




CITY OF PORTSMOUTH

LEGAL DEPARTMENT

MEMORANDUM

DATE: February 13, 2018
TO: NANCY COLBERT PUFF, DEPUTY CITY MANAGER
FROM: ROBERT P. SULLIVAN, CITY ATTORNEY
RE: RULE 47 – APPOINTMENTS TO BOARDS AND COMMISSIONS



At the City Council meeting of January 16, 2018 Councilor Perkins requested that former City Council Rule 47 relating to Appointments to Board and Commissions be brought forward for consideration by the City Council. Below is the rule as well as a suggested motion to accomplish the result sought by Councilor Perkins.

RULE 47. APPOINTMENTS TO BOARDS AND COMMISSIONS

Unless otherwise required by statute or ordinance, the Mayor shall not bring forward for reappointment to any Board or Commission the name of any person who shall have served ten (10) or more consecutive years on the same Board or Commission prior to the effective date of the requested reappointment.

MOTION: Moved that in accordance with City Council Rule 39 the proposed re-adoption of former Council Rule 47 be placed on the agenda for consideration at the Council meeting of February 20, 2018.

OFFICE OF THE CITY CLERK
CITY OF PORTSMOUTH, N.H.

Memo

Kelli L. Barnaby, MMC/CNHMC
City Clerk
1 Junkins Avenue
Portsmouth, NH 03801
603-610-7207
Fax: 603-610-4158
klbarnaby@cityofportsmouth.com

To: Mayor Jack Blalock and City Council
From: Kelli L. Barnaby, City Clerk
Date: February 15, 2018
Re: 2017 Board and Commission Attendance Records

Please find attached the 2017 attendance records for all Boards and Commissions as requested by the Mayor and City Council.

If you should have any questions, please do not hesitate to contact me directly or via e-mail at klbarnaby@cityofportsmouth.com.

cc: John P. Bohenko, City Manager

2017 - Board and Commission Meeting Attendance Records

Cable & Communication - (10 meetings held)				
	<u>Attended</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Attendance %</u>
Capone, Robert	10	0		100%
Chicoree, Ash (Appt. 10/16/17)	2	1		66%
Kirsch, Nicholas	9	1		90%
Winstanley, Richard	10	0		100%
Vacancy				-
Citizens Advisory (6 meetings held)				
	<u>Attended</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Attendance %</u>
Baker, Jamie	1	5		16%
Bunnell, Judith	5	1		83%
Cowgill, Marie (Appt. 03/20/17)	1	0		100%
Dahlgren, Hannah	6	0		100%
Hamilton, Alison	5	1		83%
Langley, Lynne	5	1		83%
Rooney, Dani	2	4		33%
Sandberg, Jonathan	5	1		83%
Conservation Commission (13 meetings held)				
	<u>Attended</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Attendance %</u>
Blanchard, MaryAnn	11	2		84%
Collins, Samantha	11	2		84%
Harrison, Adrienne	11	2		84%
Jankowski, Thaddeus, Alt. (Appt. 10/16/17)	2	0		100%
McMillan, Barbara	13	0		100%
Miller, Steven	11	2		84%
Morison, Nathalie, Alt. (Appt. 12/4/17)	1	0		100%
Tanner, Allison	11	2		84%
Zamarchi, Kate	7	6		53%
Economic Development Com (10 meetings held)				
	<u>Attended</u>	<u>Excused</u>	<u>Unexcused</u>	<u>Attendance %</u>
Carmer, Nancy, Ex-Officio	10	0		100%
City Manager, Ex-officio	7	3		70%
Cohen, Philip	7	1	2	70%
Cyr, Joshua, Council Rep.	10	0		100%
Eaton, Everett, Chair	9	1		90%
Gold, Alan (Appt. 09/05/17)	4	0		100%
Levenson, Dana	10	0		100%
Marchewka, Robert	9	1		90%
Pratt, John	8	2		80%
Spear, Eric, Council Rep.	7	2	1	70%
Zolla, Ron	10	0		100%
Zorn, Jennifer	5	2	3	50%