

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: MONDAY, JUNE 3, 2019 TIME: 6:00PM

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- 6:00PM – AN ANTICIPATED NON-PUBLIC SESSION IN ACCORDANCE WITH RSA 91-A:3 II (b) AND (c) REGARDING SEARCH FIRM RECOMMENDATION
- 6:15PM – PUBLIC DIALOGUE SESSION

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES *(There are no minutes on for acceptance this evening)*

VI. PUBLIC DIALOGUE SUMMARY

VII. VOTES ON ORDINANCES AND/OR RESOLUTIONS

## Adoption of Proposed Budget Resolutions:

A. Adoption of Budget Resolutions for Fiscal Year July 1, 2019 through June 30, 2020 (FY20)

- Resolution No. 8-2019 – Municipal Fees *(Sample motion – move to adopt Resolution #8-2019 – Municipal Fee)*
- Resolution No. 9-2019 – General Fund Expenditures *(Sample motion – move to adopt Resolution #9-2019 – General Fund Expenditures)*
- Resolution No. 10-2019 – Sewer Fund Expenditures *(Sample motion – move to adopt Resolution #10-2019 – Sewer Fund Expenditures)*
- Resolution No. 11-2019 – Water Fund Expenditures *(Sample motion – move to adopt Resolution #11-2019 – Water Fund Expenditures)*
- Resolution No. 12-2019 – Special Revenues, Debt Service, Fund and Committed Fund Balances for Necessary Expenditures *(Sample motion – move to adopt Resolution #12-2019 – Special Revenues, Debt Service, Fund and Committed Fund Balance for Necessary Expenditures)*
- Resolution No. 13-2019 – Investment Policy *(Sample motion – move to adopt Resolution #13-2019 – Investment Policy)*

B. Third and Final Reading – Billiards and Bowling Hours

Third and Final Reading of Ordinance amending Chapter 6, Article II, Section 6.202 – Billiards and Bowling Hours *(Sample motion – move to pass third and final reading of the Ordinance.)*

VIII. APPROVAL OF GRANTS/DONATIONS

*(There are no Grants or Donations on the Agenda this evening)*

## IX. CONSENT AGENDA

### **(ANTICIPATED ACTION - MOVE TO ADOPT CONSENT AGENDA)**

- A. Request for License to Install Projecting Sign for Bangor Savings Bank owner of Bangor Savings Bank for property located at 100 Market 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***

- B. Request for License to Install Projecting Sign for Kelly & Gary Cargin owner of Winter Worx LLC d/b/a The Zulu Hut for property located at 67 Bow Street, Unit 2 ***(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. Request for License to Install Projecting Sign for Sarah & Eric Amsden owner of Red Rover Creamery for property located at 142 State Street, Unit 150 ***(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**

D. Request for License to Install Projecting Sign for Lindt & Sprungli owner of Lindt for property located at 1 Congress 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**

E. Letter from Jylle Nevejans, Bottomline Technologies requesting permission to hold their annual 5K Race on Saturday, September 28, 2019 at 10:00 a.m. (**Anticipated action – move to refer to the City Manager with power**)

F. Petition and Underground Utility License for #200 and #210 Swett Avenue to install one (1) new pole and conduit (**Anticipated action – move to refer to the City Manager with power**)

G. Letter from Nick Diana requesting permission to hold the 3<sup>rd</sup> annual Road Race on Saturday, April 11, 2020 (**Anticipated action – move to refer to the City Manager with power**)

H. Letter from JerriAnne Boggis, Black Heritage Trail of New Hampshire requesting permission to hold the annual Juneteenth Celebration at the African Burying Ground with a music celebration on Wednesday, June 19, 2019 from 2:30 p.m. to 4:00 p.m. (**Anticipated action – move to refer to the City Manager with power**)

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

A. Email Correspondence (**Sample motion – move to accept and place on file**)

B. Letter from St. John's Capital Campaign/Grant Funding Committee seeking City Council endorsement of St. John's rehabilitation and restoration project (**Sample motion – move to suspend the rules to allow for representatives from St. John's to address the letter**)

## XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

### A. CITY MANAGER

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

1. Purchase of Property Map 232, Lot 8 at the end of Lois Street
2. Greenleaf Recreation Center Concession Agreement
3. Request for First Reading for Annual Omnibus Ordinance Change, Parking and Traffic Safety

#### City Manager's Informational Items:

1. Public Tour of the Peirce Island Wastewater Treatment Facility on Thursday, June 13, 2019
2. Re: Keno Question on Ballot

### B. MAYOR BLALOCK

1. \*The City Manager Search Subcommittee:
  - Recommendation of a Search Firm
  - City Manager Residency – Charter Amendment Discussion
2. \*Appointments to be Voted:
  - Reappointment of Cyrus Beer to the Historic District Commission
  - Reappointment of Martin Ryan to the Historic District Commission
3. Resignation of Shari Donnermeyer from Parking, Traffic & Safety Committee effective July 15, 2019
4. \*Establishment of Vaughan Mall Blue Ribbon Committee

#### Membership:

- Councilor Doug Roberts
- Councilor Nancy Pearson
- Councilor Ned Reynolds
- Peter Vandermark
- Sam Winebaum
- Ellen Fineberg
- Brian Murphy
- Ex-officio Appointment by City Manager of Staff Representative

## XII. MISCELLANEOUS/UNFINISHED BUSINESS

## XIII. ADJOURNMENT

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

\* Indicates verbal report

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF FEE SCHEDULE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION # 8-2019      A RESOLUTION TO ADOPT FEES BY BUDGET  
RESOLUTION**

**BE IT RESOLVED:**      **THAT**, the attached fee schedule (Exhibit A) is found to be reasonable and appropriate and is recommended for adoption. (The fees denoted with an asterisk have been changed; all others are incorporated for convenience.)

**THAT**, the fee schedule attached (Exhibit A) shall be effective July 1, 2019.

**APPROVED BY:**

\_\_\_\_\_  
JACK BLALOCK , MAYOR

**ADOPTED BY CITY COUNCIL:**

\_\_\_\_\_  
KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2020



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CITY OF PORTSMOUTH



MEMORANDUM

TO: Honorable Mayor Jack Blalock and City Council Members  
FROM: M. Christine Dwyer and Ned Raynolds, Fee Committee  
DATE: April 24, 2019  
RE: FY '20 Fee Schedule  
CC: John P. Bohenko, City Manager  
Judie Belanger, Finance Director

The Fee Committee met twice; November 7, 2018 and January 28, 2019 to review the City's fee schedule. As in the past, the city's fee schedule will be listed in Appendix III of the proposed budget book. A resolution is scheduled to be voted upon by the City Council June 3rd requesting the acceptance of the fee schedule in conjunction with all other budgetary resolutions, which will make the fees effective July 1, 2019.

It is important to note that the fees represented in the fee schedule, excluding the parking fees, historically raise approximately 1% of General Fund Revenues. There is a fee statistical page following this memo.

The respective department heads reviewed all current fees. Proposed fee changes were submitted where deemed necessary to cover rising administration costs, operating costs, or were suggested by consultants. After a review by the Finance Department, the Fee Committee held a meeting to review the proposals.

Following are the Departments with approved Fee Committee changes and the page in the fee schedule.

<b>Department</b>	<b>Fee Schedule Page</b>
Fire Department	III-22
Public Works	III-25
Parking/Transportation Divisions	III-33
Water/Sewer Divisions	III-36
Library	III-41
Prescott Park	III-42

The Fee Committee believes the annual review and authorization of fees is essential to keeping in step with rising costs of doing city business and also to review existing and potential fees for reasonableness. We recommend your support of the fee schedule as presented in the Proposed Annual Budget 2019-2020, Appendix III. Thank you.



Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2019 Budget	\$114,295,207
Fees as a percentage of total General Fund Revenues:	1%

**Local Fees, Licenses, Permits portion of Budgeted Revenues:**

Department	FY 19 General Fund Revenues From Fees	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
Finance	\$0	10	2	20.0%	3	30.0%
City Clerk	\$37,000	38	11	28.9%	17	44.7%
Planning	\$147,000	53	45	84.9%	50	94.3%
Inspection	\$676,000	72	5	6.9%	70	97.2%
Police	\$25,000	13	0	0.0%	11	84.6%
Fire	\$1,000	34	32	94.1%	32	94.1%
Public Works	\$76,000	37	20	54.1%	33	89.2%
Recreation	\$235,000	20	11	55.0%	18	90.0%
Health	\$70,000	26	10	38.5%	24	92.3%
<hr/>						
<b>Total Local Fees, Licenses and Permits</b>						
<b>Portion of GF</b>	<b>\$1,267,000</b>	<b>303</b>	<b>136</b>	<b>44.9%</b>	<b>258</b>	<b>85.1%</b>

**PARKING**

# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
<i>*Parking / Transportation</i>				
<b>Total Parking /Trans</b>	<b>28</b>	<b>26</b>	<b>92.9%</b>	<b>28</b>

*\*Note:  
Parking Violations and Parking Meters are governed under different Ordinance than  
local ordinance: Chapter 1, Article XVI.*

**ENTERPRISE FUNDS**

Total ash Requirements	\$28,515,716
Revenue from Fees	\$1,963,566
	% of FY 2019 Total

Department	Water / Sewer Budgeted Revenue	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
<b>Water / Sewer</b>	<b>6.89%</b>	<b>91</b>	<b>68</b>	<b>74.7%</b>	<b>80</b>	<b>87.9%</b>

**SPECIAL REVENUE FUNDS**

Department	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
<b>Library</b>	<b>4</b>	<b>4</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>
<b>Prescott Park</b>	<b>71</b>	<b>71</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>
<b>Recreation</b>	<b>30</b>	<b>0</b>	<b>0.0%</b>	<b>29</b>	<b>96.7%</b>
<hr/>					
<b>Total City Fees</b>	<b>527</b>	<b>305</b>	<b>57.9%</b>	<b>470</b>	<b>89.2%</b>

**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
Individual occurrences not tracked	<b>Non Sufficient Funds check processing fee</b>	<b>Pre FY 02</b>	<b>\$30.00 per check</b>	<b>\$30.00</b>
Individual occurrences not tracked				
Individual occurrences not tracked	(1) Any copy made for non-City use	<b>Pre FY 02</b>	<b>\$2.00 1st copy</b>	<b>\$2.00</b>
	(1)	<b>Pre FY 02</b>	<b>\$0.50 all subsequent pages</b>	<b>\$0.50</b>
New Fee	(1)USB Drive for transfer of electronic files	<b>FY 18</b>	<b>\$8.00</b>	<b>\$8.00</b>
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
Individual occurrences not tracked	<b>All copies made on 11 x 17 pages.</b>	<b>Pre FY 02</b>	<b>\$0.50 per copy</b>	<b>\$0.50</b>
Individual occurrences not tracked	<b>Tax bills prepared for parties other than owners.</b>	<b>Pre FY 02</b>	<b>\$2.00 1st copy</b>	<b>\$2.00</b>
Individual occurrences not tracked	<b>Tax Card/Tax Map from laser printer (Free to property owner)</b>	<b>FY 04</b>	<b>\$1.00 Each Print</b>	<b>\$1.00</b>
Individual occurrences not tracked	<b>Standard Assessing mailing list file</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00</b>
New Fee	<b>Assessor created export file</b>	<b>FY 17</b>	<b>\$150.00</b>	<b>\$150.00</b>
Individual occurrences not tracked	<b>DVD copies of City related events</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
				* (Indicates change from current fee)
	<b><u>Chapter 6: Article I Section 109C</u></b>			
	Licenses-Gen. Provisions- Duties of licensee			
Change of license location fee not charged	<b>Change Location of Licensed Business</b>	Pre FY 02	\$1.00 Per Occurrence	\$1.00
	<b><u>Chapter 6: Article I Section 110B</u></b>			
	Licenses-Gen. Provisions-Transfer of license			
No Initial license fee charged	<b>Transfer of License</b>	Pre FY 02	\$10.00 Per Occurrence	\$10.00
	<b><u>Chapter 6: Article II Section 201</u></b>			
	Billiards and Bowling			
FY 18 there were 5 license issued for \$1,125	<b>License</b>	FY 14	\$25.00 Per Year, Per Table or Lane	\$25.00
	<b><u>Chapter 6: Article III Section 302</u></b>			
	Model Slot Car Racing			
No licenses issued	<b>License</b>	Pre FY 02	\$25.00 Per Year	\$25.00
	<b><u>Chapter 6: Article IV Section 403C</u></b>			
	Coin Operated Amusement Devices			
FY 18 there were 10 licenses issued for \$6,015.	<b>License</b>	FY 03	\$75.00 For each of the first 30 machines, per year	\$75.00
		FY 03	\$10.00 For each machine over 30, per year	\$10.00
	<b><u>Chapter 6: Article V Section 502</u></b>			
	Boxing and Wrestling			
No licenses issued	<b>License</b>	Pre FY 02	\$10.00 Each Day	\$10.00
	<b><u>Chapter 6: Article VI Section 602</u></b>			
	Dancing			
No licenses issued	<b>License</b>	Pre FY 02	\$10.00 Per Dance	\$10.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

**Suggested  
FY 2020  
Schedule**

NOTES

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>	
* (Indicates change from current fee)					
<b><u>Chapter 6: Article IX Section 901C12</u></b>					
<b>Circus License</b>					
No licenses issued	<b>Amusement Devices</b>	Pre FY 02	\$30.00 Per Day	\$30.00	
	<b>Carnivals (For Operation)</b>	Pre FY 02	\$125.00 Per Day	\$125.00	
	<b>Including Each Amusement Device</b>	Pre FY 02	\$30.00	\$30.00	
	<b>Circus (For Operation)</b>	Pre FY 02	\$125.00 Per Day	\$125.00	
	<b>Including Each Amusement Device</b>	Pre FY 02	\$30.00	\$30.00	
	<b>Fairs (For Operation)</b>	Pre FY 02	\$10.00 Per Day	\$10.00	
	<b>Including Each Amusement Device</b>	Pre FY 02	\$5.00 Per Day	\$5.00	
	<b>Temporary Structures</b>	Pre FY 02	\$10.00 Per Day	\$10.00	
	<b><u>Chapter 6: Article IX Section 902</u></b>				
	<b>Circus License</b>				
No license issued	<b>Total fee for Circus license shall not be less than</b>	Pre FY 02	\$75.00 Per Day	\$75.00	
<b><u>Chapter 6: Article X Section 1003</u></b>					
<b>Theatricals, Parades, Open Air Meetings</b>					
No license issued	<b>License</b>	Pre FY 02	\$300.00 Not to exceed per day	\$300.00	
	<b>License to exhibit in any hall</b>	Pre FY 02	\$50.00 Not to exceed per day	\$50.00	
<b><u>Chapter 6: Article XIII Section 1315</u></b>					
<b>Hawkers and Peddlers</b>					
FY 18 there were 11 license issued for \$2,750	<b>License</b>	Pre FY 02	\$250.00 Per Year	\$250.00	

**City of Portsmouth  
Fee Schedule  
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	* (Indicates change from current fee)			
	<b><u>Chapter 6: Article XIV Section 1402</u></b>			
	<b>Pawn Brokers</b>			
FY 18 there were 2 license issued for \$100	License	FY 14	\$50.00 Per Year	\$50.00
	<b><u>Chapter 6: Article XV Section 1502</u></b>			
	<b>Roller Skating Rinks</b>			
No license issued	License	Pre FY 02	\$50.00 Per Year	\$50.00
	<b><u>Chapter 6: Article XVI Section 1608</u></b>			
	<b>Magazine Subscription Solicitors</b>			
No license issued	License	FY 06	\$50.00 Per Year	\$50.00
	<b><u>Chapter 9: Article V Section 504 C</u></b>			
	<b>Sidewalk Obstructions</b>			
FY 18 there were 70 licenses issued for \$9,141	Obstruction (including Restaurant Table)	FY 18	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
	<b><u>Chapter 9: Article V Section 504 C</u></b>			
	<b>Sidewalk Obstructions</b>			
	Restaurant Chairs	FY 18	\$10.00 Each Restaurant Chair	\$10.00
	<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>			
	<b>Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services</b>			
		FY 12	\$10.00 per square foot-6 month season-no proration	\$10.00
		FY 12	\$2,000.00 minimum fee	\$2,000.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
* (Indicates change from current fee)				
FY 18 collections of \$1,420 with 284 occurrences	<b>Notarization</b>	FY 05	\$5.00 Per Document	\$5.00
FY 18 collections of \$400 with 20 occurrences	<b>Tag day, permits</b>	FY 18	\$20.00	\$20.00
FY 18 collections of \$375 with 5 occurrences	<b>Ward checklist</b>	FY 18	\$75.00 per set	\$75.00
FY 18 collections of \$0 with 0 occurrences	<b>Ward checklist for individual wards</b>	FY 18	\$25.00	\$25.00
FY 18 collections of \$910 with 20 occurrences	<b>Event permit</b> (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00
FY 18 collections of \$0 with 0 occurrences	<b>Ordinance Books</b>	Pre FY 02	\$100.00	\$100.00
FY 18 collections of \$0 with 0 occurrences	<b>Ordinance book supplements</b> (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00
FY 18 collections of \$70 with 14 occurrences	<b>Voter certification</b>	FY 05	\$5.00	\$5.00
FY 18 collections of \$2,548 with 8 occurrences	<b>Voter History Disk</b>	FY 18	\$125.00 per election	\$125.00
FY 18 collections of \$15 with 3 occurrences	<b>Articles of agreement filing</b>	Pre FY 02	\$5.00	\$5.00
FY 18 collections of \$0 with 0 occurrences	<b>Restricted Property Listing</b>	FY 12	\$15.00 per form	\$15.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>PLANNING BOARD</b>				
The Planning Department reported the following application numbers and fees for FY 18:				
Applications:				
Site Plan Review	26			
Subdivision	8			
Lot Line revisions	7			
Wetland Conditional Use	20			
Non-Wetland Conditional Use	14			
HDC	222			
Preliminary Conceptual Consultation	4			
Design Review	2			
Board of Adjustment	105			
Revenues:				
Planning Board/HDC	\$110,648			
Board of Adjustment	\$40,175			
Site Review	\$69,307			
	<b>Preapplication review (site plan or subdivision)</b>			
	<b>Preliminary conceptual consultation</b>	<b>FY 18</b>	<b>\$200.00</b>	<b>\$200.00</b>
	<b>Design Review</b>	<b>FY 18</b>	<b>\$500.00</b>	<b>\$500.00</b>
	<b>Subdivision application (residential)</b>	<b>FY 15</b>	<b>\$500.00</b>	<b>\$500.00</b>
	<b>Plus Per Lot</b>	<b>FY 15</b>	<b>\$200.00</b>	<b>\$200.00</b>
	<b>Subdivision application (non-residential)</b>	<b>FY 15</b>	<b>\$700.00</b>	<b>\$700.00</b>
	<b>Plus Per Lot</b>	<b>FY 15</b>	<b>\$300.00</b>	<b>\$300.00</b>
	<b>Lot Line Revision/Verification</b>	<b>FY 14</b>	<b>\$250.00</b>	<b>\$250.00</b>
	<b>Voluntary Lot Consolidation (Merger)</b>			
	<b>- no subdivision</b>	<b>FY 10</b>	<b>\$175.00</b>	<b>\$175.00</b>
	<b>Restoration of Involuntarily Merged Lots</b>	<b>FY18</b>	<b>\$250.00</b>	<b>\$250.00</b>
	<b>Wetland Conditional Use Permit</b>			
	<b>Area of disturbance in wetland or wetland buffer:</b>			
	<b>-up to 250 sq ft</b>	<b>FY 17</b>	<b>\$100.00</b>	<b>\$100.00</b>
	<b>-up to 1,000 sq ft</b>	<b>FY 15</b>	<b>\$500.00</b>	<b>\$500.00</b>
	<b>-greater than 1,000 sq ft</b>	<b>FY 15</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
	<b>Non-Wetland Conditional Use Permit</b>	<b>FY 18</b>	<b>\$200.00</b>	<b>\$200.00</b>
	<b>(e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)</b>			
	<b>Conditional Use Permit Amendment</b>	<b>FY 17</b>	<b>\$200.00</b>	<b>\$200.00</b>
	<b>PLANNING-BOARD OF ADJUSTMENT</b>			
	<b>Residential application 1-2 dwelling units</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>
	<b>3-4 dwelling units</b>	<b>FY 15</b>	<b>\$250.00</b>	<b>\$250.00</b>

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
5-and over	FY 15	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00
In Addition:			
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00
<b>PLANNING-SITE PLAN REVIEW</b>			
All developments	FY 14	\$500.00	\$500.00
In Addition:			
Per \$1,000 of site costs and per 1,000 square feet of site development area	FY 15	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 08	\$15,000.00	\$15,000.00
Site plan amendment			
Administrative approval	FY 17	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00
<b>PLANNING-HISTORIC DISTRICT</b>			
Work Session (prior to application for approval)	FY 17	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
Non-residential applications	FY 15	\$500.00	\$500.00
In Addition:			
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00
<b>Amendment to Certificate of Approval</b>			
Administrative approval	FY 17	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00
Signs	FY 15	\$100.00	\$100.00
<b>PLANNING DEPARTMENT - ZONING PERMITS</b>			
Certificate of conformity	FY 17	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00
Single- or two-family dwelling: new construction or addition, or accessory structure over 400 sq. ft.	FY 17	\$100.00	\$100.00
Multifamily dwelling, nonresidential or mixed residential/nonresidential: new construction, addition, change of use, tenant fit-up	FY 17	\$200.00	\$200.00
Accessory structure less than 400 sq. ft. (detached garage, ground-mounted HVAC, generator, etc.)	FY 17	\$50.00	\$50.00
Signs (per application)	FY 17	\$50.00	\$50.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	<b>Chapter 8: Article I Section 106 A</b>			
	<b>Street Obstructions (thirty working days or less)</b>			
	Please see Public Works for more than 30 working days fee			
	Initial	FY 11	\$50.00	\$50.00
	Extension	FY 11	\$25.00	* Delete

FY 18 there were 63 permits issued for \$3,150

**BUILDING PERMIT FEES:**

**Chapter 12: Part I Section 108.2**

International Building Code-

and

**Chapter 12: Part II Section R108.2**

International Residential Code-

<b>Building/Electric/Plumbing FY 17</b>		<b>Note: All Construction Permit Fees rounded up to the nearest \$5.00</b>			
		<b>Minimum Fee-Residential</b>	FY 07	\$50.00	\$50.00
<b>Permits</b>					
Residential	1,876	<b>Special Inspection Fee</b>	FY 07	\$60.00 Per Hour	\$60.00
Commercial	1,247	<b>Emergency Inspection Fee</b>	FY 07	\$60.00 Per Hour	\$60.00
<b>Value</b>	\$211,585,486	<b>Minimum Fee-Commercial</b>	FY 16	\$100.00	\$100.00
<b>Fees</b>	\$1,073,105.00	<b>Fire Sprinkler Systems</b>	FY 16	\$100.00 \$5,000 or less in fire sprinkler system cost	Moved to Fire
			FY 16	\$10.00 each additional \$1,000 in fire system sprinkler cost	Moved to Fire
		<b>Fire Alarm Systems:</b>	FY 16	\$100.00 \$5,000 or less in fire alarm system cost	Moved to Fire
			FY 16	\$10.00 each additional \$1,000 in fire alarm system cost	Moved to Fire
<b>Inspections</b>	2,480	<b>Flat Rate Permits</b>	FY 06	\$35.00	\$35.00
		<b>Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.</b>			
		<b>Demolition Permits</b>	FY 06	\$50.00 For structures up to 2,000 SF floor area	\$50.00
			FY 04	\$10.00 per \$1,000 of demolition cost for structure	\$10.00

City of Portsmouth  
 Fee Schedule  
 Inspection Department

\* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<u>over 2,000sf</u>			
<b>General Renovations</b>			
Residential Rates,	FY 04	\$7.00 per \$1,000 of renovation cost	\$7.00
<b>New Construction, Renovation/Remodel and Additions</b>			
Revise Text			
Commercial Rates	FY 04	\$10.00 per \$1,000 of renovation cost	\$10.00
Sign Permits-Minimum Fee	FY 04	\$50.00	\$50.00
Special Event Sign	FY 07	\$35.00 per single event	\$35.00
Fee per sq ft of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00
 <b>Chapter 12: Part I Section 109.7</b>			
International Building Code-			
and			
<b>Chapter 12: Part II Section R109.5</b>			
International Residential Code-			
Reinspection Fee	FY 07	\$100.00 Per Reinspection	\$100.00
 <b>Chapter 12: Part I Section 108.4</b>			
International Building Code-			
and			
<b>Chapter 12: Part II Section R108.7</b>			
International Residential Code-			
<b>Fee for Nonpermitted Work</b>			
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) 200% of regular permit fee or(2) \$300.00 whichever is greater. If the regular permit fee is over(3) \$300.00, the permit fee shall be the regular fee plus(4) \$300.00.			
	FY 04	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300

City of Portsmouth  
 Fee Schedule  
 Inspection Department

\* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<p><u>Chapter 12: Part I Section 110.6</u>                      International Building Code-</p> <p style="text-align: center;">and</p> <p><u>Chapter 12: Part II Section R110.6</u>                      International Residential Code-</p>			
Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00
<p><u>Chapter 12: Part I Section 106.3.6</u>                      International Building Code-</p> <p>Outside Plan Review Services (adjustment to permit)                      (for all applicable building permits meaning                      building,electric, plumbing, mechanical                      or fire protection permits)</p>			
	FY 14	-20%	-20%
<b>ELECTRICAL FEES:</b>			
<p><u>Chapter 12: Part I Section 108.2</u>                      International Building Code-</p> <p style="text-align: center;">and</p> <p><u>Chapter 12: Part II Section R108.2</u>                      International Residential Code-</p>			
Plan Review Fee	FY 04	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Reinspection fees	FY 07	\$100.00 Each additional inspection after the ser for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00
Residential-Service Equipment			
Single Phase	FY 18	\$50.00 up to & including 100 Amps.	\$50.00

City of Portsmouth  
 Fee Schedule  
 Inspection Department

\* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
Single Phase	FY 18	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07	Meters (each)	
<b>Lighting Fixtures, Power Utilization</b>			
Equipment & Outlets	FY 04	\$1.00 Each Device	\$1.00
<b>Pad Mounted Generators:</b>			
12 KW or less	FY 12	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00
<b>All fees shall be rounded up to the nearest</b>			
\$5.00 with a minimum fee of \$50.00. (Commercial)	FY 04	\$50.00	\$50.00
<b>Commercial-Contract Cost Fee Method</b>			
First \$5000.00 of electrical construction cost from			
\$0.01 to \$5,000.00	FY 04	\$25.00 Rate per Thousand Dollars of Contract	\$25.00
Next \$5000.00 of electrical construction cost from			
\$5,000.01 to \$10,000.00	FY 04	\$20.00 Rate per Thousand Dollars of Contract	\$20.00
Next \$5000.00 of electrical construction cost from			
\$10,000.01 to \$15,000.00	FY 04	\$15.00 Rate per Thousand Dollars of Contract	\$15.00
Each \$1000.00 of electrical construction cost from			
\$15,000.01 & over	FY 07	\$10.00 Rate per Thousand Dollars of Contract	\$10.00

Chapter 12: Part I Section 109.7

International Building Code-

and

Chapter 12: Part II Section R109.5

International Residential Code-

**Reinspection fees**

If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a <b>\$100.00</b> reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.	FY 07	<b>\$100.00</b>	<b>\$100.00</b>

**Chapter 14: Section 102A E**  
**Housing Code**

City does not currently collect fee or issue certificate

<b>Certificate of Occupancy</b>	Pre FY 02	<b>\$1.00 Per Building (Good for 3 years)</b>	<b>\$1.00</b>
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**PLUMBING/MECHANICAL PERMIT FEES:**

**Chapter 15, Part I of II: Section 106.6.2**  
**International Plumbing Code &**  
**Chapter 15, Part II of II: Section 106.5.2**  
**International Mechanics Code**

**Residential rate:**

<b>Fee per fixture (plumbing or gas)</b>	Pre FY 02	<b>\$5.00 Each</b>	<b>\$5.00</b>
<b>Water distribution piping (per dwelling)</b>	FY 07	<b>\$30.00 Each</b>	<b>\$30.00</b>
<b>Waste and vent piping (per dwelling)</b>	FY 07	<b>\$30.00 Each</b>	<b>\$30.00</b>
<b>Septic System (per dwelling)</b>	FY 07	<b>\$30.00 Each</b>	<b>\$30.00</b>
<b>Gas distribution piping (per gas meter)</b>	FY 07	<b>\$30.00 Each</b>	<b>\$30.00</b>
<b>Heating &amp; Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</b>	FY 10	<b>\$20.00 per Mechanical Equipment</b>	<b>\$20.00</b>
<b>Gas Appliance: (Cloths Dryers, Range/Oven)</b>			

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<u>Water Heater, etc.....)</u>	<u>FY 10</u>	<u>\$5.00 per Gas Appliance</u>	<u>\$5.00</u>
<u>Air Distribution System:</u>	<u>FY 10</u>	<u>\$5.00 per Register</u>	<u>\$5.00</u>
<u>Minimum Permit Fee</u>	<u>FY 07</u>	<u>\$50.00</u>	<u>\$50.00</u>
<b>Commercial rate:</b>			
<u>Required Plan Review Fee</u>	<u>FY 04</u>	<u>\$50.00 Plumbing</u>	<u>\$50.00</u>
<u>(Per contractor and for each revision of plans)</u>	<u>FY 04</u>	<u>\$50.00 Mechanical</u>	<u>\$50.00</u>
<u>Minimum Permit Fee:</u>	<u>FY 04</u>	<u>\$50.00</u>	<u>\$50.00</u>
<b>Commercial-Contract Cost Fee Method</b>			
<u>First \$5000.00 of electrical construction cost from</u>			
<u>\$0.01 to \$5,000.00</u>	<u>FY 07</u>	<u>\$25.00 Rate per Thousand Dollars of Contract</u>	<u>\$25.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>			
<u>\$5,000.01 to \$10,000.00</u>	<u>FY 07</u>	<u>\$20.00 Rate per Thousand Dollars of Contract</u>	<u>\$20.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>			
<u>\$10,000.01 to \$15,000.00</u>	<u>FY 07</u>	<u>\$15.00 Rate per Thousand Dollars of Contract</u>	<u>\$15.00</u>
<u>Each \$1000.00 of electrical construction cost from</u>			
<u>\$15,000.01 &amp; over</u>	<u>FY 07</u>	<u>\$10.00 Rate per Thousand Dollars of Contract</u>	<u>\$10.00</u>
<b>Commercial Range &amp; Duct Extinguishing System:</b>			
<u>Base Permit Fee (Per System):</u>	<u>FY 06</u>	<u>\$150.00</u>	<u>\$150.00</u>
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.			
	<u>FY 13</u>	<u>\$300.00</u>	<u>\$300.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00 Per hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>

Chapter 15, Part I of II: Section 107.1.2.4  
International Plumbing Code

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Chapter 15, Part II of II: Section 107.6</u>			
<u>International Mechanics Code</u>			
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Chapter 15, Part I of II: Section 108.8</u>			
<u>International Plumbing Code</u>			
<u>Work Commencing Before Permit Issuance</u>			
Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) <b>200%</b> of the regular permit fee or (2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over (3) <b>\$300.00</b> , the permit fee shall be the regular fee plus (4) <b>\$300.00</b>			
	<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
	<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
	<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
	<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>
<u>Commencing work before permit issuance</u>			
Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) <b>200%</b> of the regular permit fee or (2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over (3) <b>\$300.00</b> , the permit fee shall be the regular fee plus (4) <b>\$300.00</b> .			
	<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
	<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
	<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
	<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>



**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>Chapter 5: Article VIII Section 802</b>				
FY 18 Police-Unfounded Emergency Calls	<b>Alarm Systems Service Charge</b>			
were as follows:				
Occurrences	Revenue			
688	No charge	<b>Police-Unfounded Emergency calls</b>	<b>Pre FY 02 No Charge</b>	<b>0-3 Occurrences per calendar year No Charge</b>
92	\$6,900.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 08 \$75.00</b>	<b>4th Occurrence per calendar year \$75.00</b>
62	\$4,650.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 08 \$75.00</b>	<b>5th Occurrence per calendar year \$75.00</b>
40	\$3,000.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 08 \$75.00</b>	<b>6th Occurrence per calendar year \$75.00</b>
28	\$2,800.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 08 \$100.00</b>	<b>7th Occurrence per calendar year \$100.00</b>
19	\$2,850.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 10 \$150.00</b>	<b>8th Occurrence per calendar year \$150.00</b>
10	\$2,000.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 10 \$200.00</b>	<b>9th Occurrence per calendar year \$200.00</b>
30	\$9,000.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 08 \$300.00</b>	<b>10th-15th Occurrences per calendar year \$300.00</b>
2	\$800.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 09 \$400.00</b>	<b>16th-20th Occurrences per calendar year \$400.00</b>
0	\$0.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 10 \$500.00</b>	<b>21th-25th Occurrences per calendar year \$500.00</b>
0	\$0.00	<b>Police-Unfounded Emergency calls</b>	<b>FY 10 \$1,000.00</b>	<b>Each Occurrences 26 or over per calendar year \$1,000.00</b>
971	\$32,000.00			
		<b>Fire-Unfounded Emergency calls</b>	<b>Pre FY 02 No Charge</b>	<b>0-2 Occurrences per January to June Move to Fire</b>
		<b>Fire-Unfounded Emergency calls</b>	<b>Pre FY 02 \$50.00</b>	<b>Each Occurrence over 2 per January to June Move to Fire</b>
Total calls by FY		<b>Fire-Unfounded Emergency calls</b>	<b>Pre FY 02 No Charge</b>	<b>0-2 Occurrences per July to December Move to Fire</b>
FY 17	1,052	<b>Fire-Unfounded Emergency calls</b>	<b>Pre FY 02 \$50.00</b>	<b>Each Occurrence over 2 per July to December Move to Fire</b>
FY 16	1,149			
FY 15	1,149			
FY 14	1,095			
FY 13	973			
FY 12	1,005			
Fire Department does not currently monitor unfounded Emergency calls				

**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
	<b><u>Chapter 7: Article V Section 504</u></b>			
	<b>Bicycles</b>			
Fee is not charged	<b>License</b>	<b>Pre FY 02</b>	<b>No Charge</b>	<b><u>No Charge</u></b>
FY 17 0 Occurrences	<b>U-Visa research</b>	<b>FY 13</b>	<b>\$150.00</b>	<b><u>\$150.00</u></b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>Chapter 5: Article IV Section 406 Petroleum Inspector</b>				
N/A	Compensation	Pre FY 02	\$0.32 per 1,000 gallons	* Delete
			(not to exceed the sum	
			of \$2.00 per tanker)	
			(minimum fee shall not be less than \$1.00)	

**Chapter 5: Article IX Section F403.2**

FY 17 there were 134 permits issued for \$1,340	Open Burning	FY 13	\$10.00 Inspection Fee	\$10.00
	Copy of incident report	Pre FY 02	\$10.00	\$10.00
FY 17 there were 16 reports researched for \$400	Environmental Reports and Research	FY 06	\$25.00	\$25.00

**INSPECTION FEES**

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit

**PLACE OF ASSEMBLY**

Occupancy Less than 50	N/A Annually	* \$50.00
Occupancy 51 to 100	N/A Annually	* \$100.00
Occupancy 101 to 300	N/A Annually	* \$200.00
Occupancy 301 to 1000	N/A Annually	* \$300.00
Occupancy 1001 and above	N/A Annually	* \$500.00

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>DAYCARE</b>				
An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.	<b>Daycare Center: (12 plus or 5 plus under 2 years old)</b>		N/A Every 3 years in conjunction with State licensing	* \$100.00
A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.	<b>APARTMENT BUILDING</b>		N/A Every three years	* \$100.00
	<b>per dwelling unit</b>		N/A Every three years	* \$5.00
A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.	<b>HOTEL</b>		N/A Annually	* \$100.00
	<b>per room</b>		N/A Annually	* \$2.50
Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis,	<b>ROOMING HOUSE</b>		N/A Annually	* \$100.00
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.	<b>Educational</b>		N/A Annually	* \$100.00
Residential Placements, Foster Care, Adoptions, Family	<b>STATE REQUIRED DWELLING UNIT</b>		N/A Every three years	* \$30.00
	<b>INSPECTIONS</b>		in conjunction with State Licensing	*
Inspections required for the licensing of healthcare	<b>HEALTH FACILITIES</b>		N/A Inspections related to State licensing	* \$100.00
	<b>per bed</b>		N/A	* \$2.50
<b>RE-INSPECTION</b>				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
	<b>First Occurrence</b>		N/A	* \$300.00
	<b>Second Occurrence</b>		N/A	* \$400.00
	<b>Third and Additional Occurrences</b>		N/A	* \$500.00

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
Fire Sprinkler Systems	FY 16	\$100.00 \$5,000 or less in fire sprinkler system cost	* Delete
	FY 16	\$10.00 each additional \$1,000 in fire system sprinkler cost	* Delete
Fire Alarm Systems:	FY 16	\$100.00 \$5,000 or less in fire alarm system cost	* Delete
	FY 16	\$10.00 each additional \$1,000 in fire alarm system cost	* Delete
Fire Sprinkler Systems	FY 16	N/A per application	* \$50.00
	FY 16	N/A per sq. ft. of protected area	* \$0.05
Fire Alarm Systems:	FY 16	N/A per application	* \$50.00
	FY 16	N/A per sq. ft. of protected area	* \$0.05

**Chapter 5: Article VIII Section 802**

**Alarm Systems Service Charge**

Fire-Unfounded Emergency calls	FY 20	N/A Malicious	* \$300.00
Fire-Unfounded Emergency calls	FY 20	N/A 0-3 Occurrences per calendar year	* No Charge
Fire-Unfounded Emergency calls	FY 20	N/A 4th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A 5th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A 6th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A Each Occurrences 7 or over per calendar year	* \$300.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
FY 20 New Permit	Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 20	N/A	Application/Permit Fee * \$50.00
	City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05 per square foot per day	\$0.05
	(Above Fee will be doubled if the encumbrance period extends beyond its term) (Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)			
	Any other City land/right of way not included above	FY 19	\$400.00 per each 400 square feet for 1st 30 days	\$400.00
		FY 19	\$200.00 each additional 30 day period	\$200.00
FY 18 - 4 permits	Blasting Permit	FY 18	\$100.00	\$100.00
FY 18 - 16 permits	New Driveway Permit	FY 18	\$50.00	\$50.00
Occurrences 144	FY18 Revenue \$46,440	FY 15	\$200.00 1st 100 sf.	\$200.00
		FY 17	\$400.00 Expedited Permit (within 3 business days)	\$400.00
		FY 15	\$100.00 each additional 100 sf.	\$100.00
166	\$4,150	FY 14	\$25.00	\$25.00
44	\$2,200	FY 17	\$50.00 Expedited Permit (within 3 business days)	\$50.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	Suggested
				<u>FY 2020 Schedule</u>
	<b>Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits</b>			
	Cone	FY 15	\$1.50 ea/ per event	\$1.50
	Trash/Recycling Receptacle	FY 15	\$2.00 ea/ per event	\$2.00
	Wood Barricade	FY 15	\$2.00 ea/ per event	\$2.00
	Metal Barricade	FY 15	\$4.00 ea/ per event	\$4.00
	Sign	FY 15	\$5.00 ea/ per event	\$5.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	<b>Maps</b>			
	Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50 Each Print	\$0.50
	11 x 17 (B & W)	PRE FY 02	\$0.50 Each Print	\$0.50
	22 x 34 (B & W)	FY 09	\$10.00 Each Print	\$10.00
	24 x 36 (B & W)	FY 09	\$10.00 Each Print	\$10.00
	44 x 34 (B & W)	FY 09	\$20.00 Each Print	\$20.00
	Plot existing maps: 8 1/2 x 11	FY 06	\$5.00 Each Print	\$5.00
	11 x 17	FY 06	\$5.00 Each Print	\$5.00
	22 x 34	PRE FY 02	\$10.00 Each Print	\$10.00
	24 x 36	PRE FY 02	\$10.00 Each Print	\$10.00
	44 x 34	PRE FY 02	\$20.00 Each Print	\$20.00
	Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00
	by Email	FY 09	\$0.00	\$0.00
	on Cd	FY 09	\$10.00	\$10.00
	Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00
	Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00
	Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00

Occurrence	FY18 Revenue
316	\$1,580.00
503	\$5,030.00
736	\$7,360.00
121	\$605.00
249	\$6,225.00

Disposal of Tires	FY 04	\$5.00 per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00 per unit	\$10.00
CFC Removal	FY 17	\$20.00 per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00 per tank	\$5.00
Yard Waste Disposal (contractors)	FY 15	\$25.00	\$25.00



**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>				
Calendar Year Information:				
	2018 Members	2017 Members		
Adult	623	638		
Sr. Citizen	665	632		
Other	161	184		
FY Revenue	\$227,948	\$240,141		
	<b>Adult Resident</b>	<b>FY 14</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
	<b>Senior Citizen Resident</b>	<b>FY 14</b>	<b>\$108.00 per year</b>	<b>\$108.00</b>
	<b>Adult Non-Resident</b>	<b>FY 14</b>	<b>\$432.00 per year</b>	<b>\$432.00</b>
	<b>Senior Citizen Non-Resident</b>	<b>FY 14</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
	<b>Daily Guest Fee Resident</b>	<b>PRE FY 02</b>	<b>\$5.00 per day</b>	<b>\$5.00</b>
	<b>Daily Guest Fee Non-Resident</b>	<b>FY 12</b>	<b>\$10.00 per day</b>	<b>\$10.00</b>

**RECREATION-INDOOR POOL**

Per the "Consolidation Lease and Operations Agreement to Maintain the Portsmouth Public Pool"

Article III Section 3.2

SIPP shall set prices for all services offered on the Premises including:

classes, lessons, memberships, rental fees, and special event operations subject to the following:

All prices affecting City residents shall be subject to review and approval by the City Manager or his designee.

The Recreation Department reported the following Indoor Pool revenue:						
FY 15	FY 16	FY 17				
\$421,634	\$440,814	\$451,001	<b>5 &amp; Under, Resident</b>	<b>FY 11</b>	<b>\$3.00 per session</b>	<b>\$3.00</b>
			<b>5 &amp; Under, Non-Resident</b>	<b>FY 11</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
			<b>5 &amp; Under, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00 per year</b>	<b>\$180.00</b>
			<b>5 &amp; Under, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00 per year</b>	<b>\$240.00</b>
			<b>6-17, Resident</b>	<b>FY 11</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
			<b>6-17, Non-Resident</b>	<b>PRE FY 02</b>	<b>\$10.00 per session</b>	<b>\$10.00</b>
			<b>6-17, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00 per year</b>	<b>\$180.00</b>
			<b>6-17, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00 per year</b>	<b>\$240.00</b>
			<b>18-59, Resident</b>	<b>FY 11</b>	<b>\$5.00 per session</b>	<b>\$5.00</b>
			<b>18-59, Non-Resident</b>	<b>FY 11</b>	<b>\$10.00 per session</b>	<b>\$10.00</b>
			<b>18-59, Resident/Membership</b>	<b>FY 11</b>	<b>\$300.00 per year</b>	<b>\$300.00</b>
			<b>18-59, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$540.00 per year</b>	<b>\$540.00</b>
			<b>Senior Citizen, Resident</b>	<b>FY 11</b>	<b>\$3.00 per session</b>	<b>\$3.00</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	Senior Citizen, Non-Resident	FY 11	\$5.00 per session	\$5.00
	Senior Citizen, Resident/Membership	FY 11	\$240.00 per year	\$240.00
	Senior Citizen, Non-Resident/Membership	FY 11	\$300.00 per year	\$300.00
	First Adult, Resident/Family Rate	FY 11	\$300.00 per year	\$300.00
	First Adult, Non-Resident/Family Rate	FY 11	\$540.00 per year	\$540.00
	Second Adult, Resident/Family Rate	FY 11	\$180.00 per year	\$180.00
	Second Adult, Non-Resident/Family Rate	FY 11	\$300.00 per year	\$300.00
	Maximum Per Family, Resident/Family Rate	FY 11	\$720.00 per year	\$720.00
	Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00 per year	\$720.00
	<b>Swimming Lessons (rates based on a 8 lesson Session)</b>			
	Resident Member	FY 11	\$30.00	\$30.00
	Resident Non-Member	FY 11	\$45.00	\$45.00
	Non-Resident Member	FY 11	\$65.00	\$65.00
	Non-Resident Non-Member	FY 11	\$100.00	\$100.00
	Pool Rental	FY 11	\$150.00 per hour	\$150.00
	per staff	FY 09	\$40.00	\$40.00
	New Member Processing Fee	FY 11	\$25.00	\$25.00

**RECREATION-OUTDOOR POOL**

The Recreation Department reported the following Outdoor Pool usage:		
	2016	2017
Revenue Collected	\$32,801	\$33,608

18 & Under, Resident	PRE FY 02	\$0.00 per day	\$0.00
18 & under, Non-Resident	FY 12	\$2.00 per day	\$2.00
19 & Over, Resident	FY 12	\$2.00 per day	\$2.00
19 & over, Non-Resident	FY 12	\$4.00 per day	\$4.00

**RECREATION-MISCELLANEOUS**

Field/Gym-Organized Teams(all inclusive)	FY 14	\$30.00 per team	\$30.00
Practice-Field/Gym use (does not apply to youth athletics including Little League)	FY 12	\$20.00	\$20.00
Co-sponsored (non-swim team) programs			

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

NOTES

Description

Fiscal Year  
Last Adjusted

FY 2019  
Schedule

Suggested  
FY 2020  
Schedule

maintenance fee (placed in maintenance fund)

FY 06 \$200.00 per team

\$200.00

Non-Resident participants in co-sponsored  
(non-swim team) programs  
(placed in maintenance fund)

FY 06 \$20.00 per person

\$20.00

Electrical Light Usage at Ballfields(does not apply  
to youth athletics)

FY 14 \$60.00

\$60.00

Room Rental

PRE FY 02 \$10.00

\$10.00

Peirce Island Boat Launch:

Boat Launch fees collected:	
FY 16	FY 17
\$9,710	\$9,170

Boat Launch (Non-Resident)

FY 14 \$150.00 per season

\$150.00

Boat Launch (Non-Resident)

FY 14 \$20.00 per launch

\$20.00

Kayaks, non-motorized (Non-Resident)

FY 14 \$10.00 per launch

\$10.00

Kayaks, non-motorized (Non-Resident)

FY 14 \$75.00 per season

\$75.00

Commercial (Non-Resident)

FY 14 \$50.00 per launch

\$50.00

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

NOTES

Description

Fiscal Year  
Last Adjusted

FY 2019  
Schedule

Suggested  
FY 2020  
Schedule

**HEALTH**

# of Permits	Fees Collected
3	\$1,500.00
8	\$3,600.00
18	\$7,200.00
43	\$15,050.00
19	\$5,700.00
34	\$8,160.00
30	\$5,400.00
108	\$13,500.00
	\$60,110.00
2	\$250.00
8	\$4,000.00
4	\$320.00
34	\$1,700.00
14	\$2,800.00
Individual occurrences not tracked	
Individual occurrences not tracked	
Individual occurrences not tracked	

Class	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
A4	Restaurants (400 + seating capacity)	FY 14	\$500.00 Annually	\$500.00
A3	Restaurants (300-399 seating capacity)	FY 14	\$450.00 Annually	\$450.00
A2	Restaurants (200-299 seating capacity)	FY 14	\$400.00 Annually	\$400.00
A1	Restaurants (100-199 seating capacity)	FY 07	\$350.00 Annually	\$350.00
B	Restaurants (76-99 seating capacity)	FY 07	\$300.00 Annually	\$300.00
C	Restaurants (51-75 seating capacity)	FY 07	\$240.00 Annually	\$240.00
D	Restaurants (26-50 seating capacity)	FY 07	\$180.00 Annually	\$180.00
E	Restaurants (0-25 seating capacity)	FY 07	\$125.00 Annually	\$125.00
E	Bakeries	FY 07	\$125.00 Annually	\$125.00
E	Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY 07	\$125.00 Annually	\$125.00
E	Catering	FY 07	\$125.00 Annually	\$125.00
F	Supermarkets	FY 14	\$500.00 Annually	\$500.00
G	Bed and Breakfast Operations	FY 07	\$80.00 Annually	\$80.00
G	Nursing Home (Food Service)	FY 07	\$80.00 Annually	\$80.00
H	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	PRE FY 02	\$50.00 Annually	\$50.00
M	Mobile Food Operations	FY 12	\$200.00 Annually	\$200.00
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00 (up to two (2) weeks before the day of the event)	\$125.00
		PRE FY 02	\$100.00 (additional thereafter)	\$100.00
TT	Sampling for non potentially hazardous foods (14 days or less) (Portsmouth business with food service permit exempt)	FY 10	\$15.00 (up to four (4) weeks before the day of the event)	\$15.00

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

NOTES		<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
2	\$300.00	V Limited Events (1 to 4 events per year)	FY 10	\$40.00 (additional thereafter)	\$40.00
24	\$3,360.00	W Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 14	\$150.00	\$150.00
11	\$0.00	X No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 07	\$140.00 Annually	\$140.00
		Y Fundraiser Permit	FY 10	No Fee	No Fee
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.			
		Y Fundraiser Permit	FY 14	\$200.00 per event	\$200.00
		Z Inspection Fees: Family Day Care & Foster Care	FY 16	\$10.00 Every 3 years	\$10.00
		Z Daycare with more than 100 children	FY 16	\$100.00 Every 3 years	\$100.00
		Z Customer Appreciation Events	FY 18	\$75.00	\$75.00

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.</b>				
<b>Chapter 6: Article XIII Section 1307</b>				
<b>Vendor from Motor Vehicle</b>				
FY 18- 0 permits issued \$0	<b>Vendor From Motor Vehicle</b>	<b>FY 10</b>	<b>\$5,000.00 Minimum Bid</b>	<b>\$5,000.00</b>
	<b>Permit April 15- November 15</b>			
<b>Valet Parking</b>				
	<b>Valet Station - from non High Occupancy Metered Parking Spaces</b>	<b>FY 19</b>	<b>\$12.00 space per day</b>	<b>* \$20.00</b>
	<b>Valet Station- from High Occupancy Metered Parking Spaces</b>	<b>FY 19</b>	<b>\$20.00 space per day</b>	<b>* \$30.00</b>
	<b>Valet - from Commercial Loading Zone</b>	<b>FY 19</b>	<b>\$675.00 annually</b>	<b>\$675.00</b>
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.				
<b>Chapter 7: Article I Section 114A</b>				
<b>Construction Permit</b>				
Revenue: FY 16 \$130,575	FY 17 \$143,966	FY 18 \$116,845	<b>Temporary Metered Parking Space Permit</b>	<b>FY 18 \$35.00 Per Day \$35.00</b>
			<b>Temporary Metered Parking Space Permit</b>	<b>FY 18 \$50.00 High Occupancy Space Per Day \$50.00</b>
<b>Chapter 7: Article III Section 321G</b>				
<b>Snow Emergency-Parking Ban</b>				
	<b>Resident Snow Ban Rate for Parking in High Hanover</b>	<b>FY 19</b>	<b>\$5.00 Per Snow Ban Event</b>	<b>\$5.00</b>
	<b>Parking Facility</b>			
	<b>Resident Snow Ban Rate for Parking in Foundry Place</b>	<b>FY 19</b>	<b>\$3.00 Per Snow Ban Event</b>	<b>\$3.00</b>
<b>Parking Facility</b>				

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjuster	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>HIGH HANOVER PARKING FACILITY:</b>		<b>Chapter 7: Article IV Section 402 C</b>		
Hourly rate revenue:		<b>High Hanover Parking Facility</b>		
FY 16 \$2,084,032	FY 17 \$2,489,012	FY 18	\$1.50 Hourly Rate	* \$1.75
Monthly pass revenue:		FY 13	Free Resident-Sunday	Free
FY16 \$1,080,605	FY 17 \$1,196,823	FY 19	\$175.00 Monthly 24 hr-Resident Pass	* \$200.00
Pass Reinstatement revenue:		FY 19	\$200.00 Monthly-24 hr-All other Passes	* \$225.00
FY 16 \$2,955	FY 17 \$3,870	FY 17	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
Monthly passes as of Dec 18 as follows:		FY 16	\$100.00 Garage Pass Deposit	\$100.00
Resident 220	Non-Resident 486	FY 08	\$15.00 Pass Reinstatement Fee-Passholders	\$15.00
Total Passes 706		FY 16	\$5.00 Special Event Parking	* Delete

**FOUNDRY PLACE PARKING FACILITY:**

Facility opened October 31, 2018

<b>Chapter 7: Article IV Section 402 L</b>	
<b>Foundry Place Parking Facility</b>	
Rates	FY 19 \$1.00 Hourly Rate \$1.00
	FY 19 Free Resident-Sunday Free
	FY 19 \$100.00 Monthly 24 hr-Resident Pass \$100.00
	FY 19 \$125.00 Monthly-24 hr-All other Passes \$125.00
	FY 19 20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate 20 Hrs@ Hr rate
	FY 19 \$100.00 Garage Pass Deposit \$100.00
	FY 19 \$15.00 Pass Reinstatement Fee-Passholders \$15.00
	FY 19 \$5.00 Special Event Parking \$5.00

Foundry Place rates are a Pilot Program. All rates will be reviewed after operations begin at the facility.

<b>Electric Vehicle Charging</b>	
Current Locations-City Hall, High Hanover Parking Facility and Fondry Place Parking Facility	
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.	
FY 20	N/A hourly first 4 hours \$1.25
FY 20	N/A hourly thereafter \$3.00

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjuster	FY 2019 Schedule	Suggested FY 2020 Schedule
	<b>Chapter 7: Article IV Section 408</b> Boat launch			
FY 18 - 0 permits issued	Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00 Nightly	\$15.00
	<b>Chapter 7: Article VI Section 604</b> Truck Loading/Unloading Zones			
FY 18 - 67 permits issued for \$3,350	Commercial Loading Zone Permit	FY 18	\$50.00 Annually	* \$100.00
	<b>Chapter 7: Article IX Section 903</b> Summons Administration Fee			
Revenue: FY 16      FY 17      FY 18 \$200      \$350      \$275	Summons Administration Fee	FY 16	\$150.00	\$150.00
	<b>Chapter 7: Article X Section 1004B</b> Towing			
Revenue: FY 16      FY 17      FY 18 \$22,885    \$18,920    \$17,240	Immobilization Administration Fee	FY 15	\$150.00	\$150.00
	Residential Neighborhood Parking	N/A	TBD	TBD



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 Schedule
	<b><u>Chapter 11: Article II Section 204</u></b>			
	<b>Private Sewage Disposal</b>			
see Chapter 15, Part II of II: Section 106.5.2 for Septic System fee(per dwelling)	Inspection Fee	PRE FY 02	N/A	N/A
	<b><u>Chapter 11: Article II Section 205</u></b>			
	<b>Storm Water Connection Permit Fee (Dependent upon revision of ordinance)</b>			
	Permit	FY 15	\$250.00 New Customer	\$250.00
	<b>Industrial Discharge Permit Fee, Including Permit Renewals</b>			
	Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee
	Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee
	Class 3, Permit	FY 08	\$500.00 per permit	\$500.00
	Class 4, Permit	FY 08	\$500.00 per permit	\$500.00
	Class 5, Permit	FY 08	\$500.00 per permit	\$500.00
	Oil and Grease Trap Permit Fee	FY 15	\$150.00 New Customer(inspection included)	\$150.00
	Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00 Annual	\$75.00
	Re-Inspection Fee	FY19	\$100.00 Per visit	\$100.00



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 Schedule
	<b>Water Meter Fee</b>			
	5/8" & 3/4"	PRE FY 02	\$4.95 monthly	\$4.95
	1"	PRE FY 02	\$8.27 monthly	\$8.27
	1 1/2"	PRE FY 02	\$14.25 monthly	\$14.25
	2"	PRE FY 02	\$22.91 monthly	\$22.91
	3"	PRE FY 02	\$38.26 monthly	\$38.26
	4"	PRE FY 02	\$68.74 monthly	\$68.74
	6"	PRE FY 02	\$120.27 monthly	\$120.27
	8"	PRE FY 02	\$168.01 monthly	\$168.01
	10"	PRE FY 02	\$252.02 monthly	\$252.02
	<b>Fire Flow Testing</b>	FY 13	\$200.00 per Test	\$200.00
		FY 17	\$100.00 per Visit	\$100.00
	<b>Fire Services, Fee per Month</b>			
	1"	FY 08	\$2.55 monthly	\$2.55
	1 1/2"	FY 08	\$3.82 monthly	\$3.82
	2"	FY 08	\$5.09 monthly	\$5.09
	2 1/2"	FY 08	\$7.64 monthly	\$7.64
	3"	FY 08	\$12.22 monthly	\$12.22
	4"	FY 19	\$19.65 monthly	* \$19.90
	5"	FY 19	\$35.33 monthly	* \$35.60
	6"	FY 19	\$57.07 monthly	* \$57.41
	8"	FY 19	\$121.62 monthly	* \$121.99
	10"	FY 19	\$218.71 monthly	* \$219.13
	12"	FY 19	\$353.27 monthly	* \$353.71
1,040	\$234,000		<b>Hydrant Rentals to Municipalities per hydrant</b>	* \$275.00
1,182	\$65,010		<b>Backflow Test</b>	FY 15 \$55.00 per device each occurrence \$55.00
			<b>Backflow Test (Repeat-within 15 days)</b>	* FY 20 N/A n/c
			<b>Backflow Test (Repeat-beyond 15 days)</b>	* FY 20 N/A per occurrence \$75.00
Occurrences not tracked individually			<b>Backflow Permits and Inspection</b>	FY 19 \$100.00 per occurrence \$100.00
Occurrences not tracked individually			<b>Bacteria Test and Sampling</b>	FY 17 \$75.00 per occurrence \$75.00
			<b>Sewer Surcharges-BOD Portsmouth</b>	FY 15 \$0.20 per LB \$0.20

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 Schedule
not tracked by location	Pease	FY 15	\$0.20 per LB	\$0.20
	TSS Portsmouth	FY 15	\$0.17 per LB	\$0.17
not tracked by location	Pease	FY 15	\$0.17 per LB	\$0.17
1,885 M gals \$179,410	Dumping Fees per 1,000 gals	FY 19	\$75.00 per 1,000 gallons	\$75.00
Occurrences not tracked individually	Recreation Vehicles *Non-Resident*	FY 17	\$30.00 per visit	\$30.00
Occurrences not tracked individually	Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00 new customer	\$150.00
	Sewer Connection Fees	FY 15	\$350.00 new customer	\$350.00
	Re-inspection Fee	FY 19	\$100.00 per visit	\$100.00
224 \$3,353	Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00 per hour	\$15.00
	Pump Truck	FY 20	N/A per hour	* \$150.00
32 \$1,600	Backhoe	FY 16	\$50.00 per hour	\$50.00
61 \$4,575	Excavator	FY 16	\$75.00 per hour	\$75.00
116 \$5,775	Dump	FY 16	\$50.00 per hour	\$50.00
	Compressor	FY 17	\$20.00 per hour	\$20.00
26 \$650	Tapping	FY17	\$25.00 per hour	\$25.00
	Pump	FY 14	\$15.00 per hour	\$15.00
	Roller	FY 16	\$30.00 per hour	\$30.00
	Loader	FY 16	\$60.00 per hour	\$60.00
	Steamer	FY 14	\$15.00 per hour	\$15.00
8 \$1,200	Vactor	FY 17	\$150.00 per hour	\$150.00
	Paver	FY 17	\$65.00 per hour	\$65.00
	TV Camera Vehicle	FY 17	\$150.00 per hour	\$150.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

NOTES	Description	Fiscal Year <u>Last Adjusted</u>	Suggested FY 2019 <u>Schedule</u>	Suggested FY 2020 <u>Schedule</u>
FY18	\$100,620	<b>Water - Capacity Improvement Multiplier (CIM)</b> EDU = equivalent dwelling unit		
	1"	FY 19	\$1,300.00 per EDU New Service	\$1,300.00
	1 1/2"	FY 19	\$2,600.00 per EDU New Service	\$2,600.00
	2"	FY 19	\$4,160.00 per EDU New Service	\$4,160.00
	3"	FY 19	\$8,320.00 per EDU New Service	\$8,320.00
	4"	FY 19	\$13,000.00 per EDU New Service	\$13,000.00
	6"	FY 19	\$26,000.00 per EDU New Service	\$26,000.00
	8"	FY 19	\$41,600.00 per EDU New Service	\$41,600.00
	10"	FY 19	\$62,400.00 per EDU New Service	\$62,400.00
FY18	\$126,775	<b>Sewer - Capacity Improvement Multiplier (CIM)</b> EDU = equivalent dwelling unit		
	1"	FY 19	\$1,800.00 per EDU New Service	\$1,800.00
	1 1/2"	FY 19	\$3,600.00 per EDU New Service	\$3,600.00
	2"	FY 19	\$5,760.00 per EDU New Service	\$5,760.00
	3"	FY 19	\$11,520.00 per EDU New Service	\$11,520.00
	4"	FY 19	\$18,000.00 per EDU New Service	\$18,000.00
	6"	FY 19	\$36,000.00 per EDU New Service	\$36,000.00
	8"	FY 19	\$57,600.00 per EDU New Service	\$57,600.00
	10"	FY 19	\$86,400.00 per EDU New Service	\$86,400.00

**City of Portsmouth  
Fee Schedule  
Library**

\* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<b>LIBRARY</b>				
FY 18 Library Card collections of \$32,990	<b>Non-Resident Library Card</b>	<b>FY 15</b>	<b>\$90.00</b>	<b>* \$100.00</b>
	<b>Non-Resident Library Card-1/2 year</b>	<b>FY 15</b>	<b>\$50.00</b>	<b>* \$55.00</b>
	<b>Non-Resident Library Card-Senior Rate</b>	<b>FY 15</b>	<b>\$80.00</b>	<b>* \$90.00</b>
	<b>Non-Resident Library Card-Senior Rate 1/2 year</b>	<b>FY 15</b>	<b>\$45.00</b>	<b>* \$50.00</b>

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space. Non-profit organizations and state agencies are included in these provisions.”

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

NOTES

Description

Fiscal Year  
Last Adjusted    FY 2019  
Schedule

Suggested  
FY 2020  
Schedule

**Chapter 8: Article II Section 202 E 7 b**

Park Property-

Park Property-Per Hour Docking Fees

**HOURLY RATE WOODEN DOCKS**

**HOURLY RATE WOODEN DOCKS**

**RESIDENT (May 1-Sep 30)**

Craft up to twenty (20) ft in length overall	FY 19	\$4.00 Per Hour	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00 Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00 Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00 Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 19	\$10.00 Per Hour	\$10.00

**NON-RESIDENT (May 1-Sep 30)**

**HOURLY RATE WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 19	\$8.00 Per Hour	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00 Per Hour	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00 Per Hour	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00 Per Hour	\$19.00
For craft over fifty (50) ft overall	FY 19	\$23.00 Per Hour	\$23.00

**RESIDENT (Oct 1-Apr 30)**

**HOURLY RATE WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 19	\$3.00 Per Hour	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00 Per Hour	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00 Per Hour	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00 Per Hour	\$8.00
For craft over fifty (50) ft overall	FY 19	\$8.00 Per Hour	\$8.00

Fiscal Year 2018 revenue collected was \$ 67,997.

City of Portsmouth  
 Fee Schedule  
 Prescott Park

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>		<b><u>HOURLY RATE WOODEN DOCKS</u></b>	
Craft up to twenty (20) ft in length overall	FY 19	\$5.00 Per Hour	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00 Per Hour	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00 Per Hour	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00 Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 19	\$13.00 Per Hour	\$13.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>	
<b>RESIDENT (May 1-Sep 30)</b>			
Craft up to twenty (20) ft in length overall	FY 19	\$4.00 Per Hour	* Delete
Craft up to twenty (20) ft in length overall		per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00 Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$16.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00 Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00 Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft over fifty (50) ft overall	FY 19	\$10.00 Per Hour	* Delete
For craft over fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$36.00



City of Portsmouth  
 Fee Schedule  
 Prescott Park

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<b>NON-RESIDENT (May 1-Sep 30)</b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>	
Craft up to twenty (20) ft in length overall	FY 19	\$8.00 Per Hour	* Delete
Craft up to twenty (20) ft in length overall		per 4 hours-over 4 hrs pay daily rate	* \$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00 Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00 Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00 Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$64.00
For craft over fifty (50) ft overall	FY 19	\$23.00 Per Hour	* Delete
For craft over fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$72.00
<b>RESIDENT (Oct 1-Apr 30)</b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>	
Craft up to twenty (20) ft in length overall	FY 19	\$3.00 Per Hour	* Delete
Craft up to twenty (20) ft in length overall		per 4 hours-over 4 hrs pay daily rate	* \$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00 Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00 Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00 Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$28.00
For craft over fifty (50) ft overall	FY 19	\$8.00 Per Hour	* Delete
For craft over fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$32.00

City of Portsmouth  
 Fee Schedule  
 Prescott Park

\* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<b>NON-RESIDENT (Oct 1-Apr 30)</b>		<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>	
Craft up to twenty (20) ft in length overall	FY 19	\$5.00 Per Hour	* Delete
Craft up to twenty (20) ft in length overall		per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00 Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00 Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00 Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft over fifty (50) ft overall	FY 19	\$13.00 Per Hour	* Delete
For craft over fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$44.00
<b>Park Property-Per Day Docking Fees (to be paid in advance)</b>			
<b>RESIDENT (May 1-Sep 30)</b>			
Craft up to twenty (20) ft in length overall	FY 15	\$30.00 Per Day	* \$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$35.00 Per Day	* \$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00 Per Day	* \$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00 Per Day	* \$60.00
For craft over fifty (50) ft overall	FY 15	\$60.00 Per Day	* \$72.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

NOTES

**Suggested  
FY 2020  
Schedule**

Description

Fiscal Year    FY 2019  
Last Adjusted    Schedule

**NON-RESIDENT (May 1-Sep 30)**

Craft up to twenty (20) ft in length overall	FY 15	\$40.00	Per Day	*	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$60.00	Per Day	*	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$80.00	Per Day	*	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$100.00	Per Day	*	\$120.00
For craft over fifty (50) ft overall	FY 15	\$120.00	Per Day	*	\$144.00

**RESIDENT (Oct 1-Apr 30)**

Craft up to twenty (20) ft in length overall	FY 15	\$15.00	Per Day	*	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 15	\$18.00	Per Day	*	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$20.00	Per Day	*	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$25.00	Per Day	*	\$30.00
For craft over fifty (50) ft overall	FY 15	\$30.00	Per Day	*	\$36.00

**NON-RESIDENT (Oct 1-Apr 30)**

Craft up to twenty (20) ft in length overall	FY 15	\$20.00	Per Day	*	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$30.00	Per Day	*	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00	Per Day	*	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00	Per Day	*	\$60.00
For craft over fifty (50) ft overall	FY 15	\$60.00	Per Day	*	\$72.00

**Park Property-Seasonal Rental Docking Fees**

<b>RESIDENT (April 2 - November 1)</b>	FY 15	\$110.00	Per Season per boat foot	*	\$122.00
	FY 17	\$1,500.00	Per Season Minimum	*	\$1,675.00
<b>NON-RESIDENT (April 2 - November 1)</b>	FY 15	\$135.00	Per Season per boat foot	*	\$150.00
	FY 17	\$1,850.00	Per Season Minimum	*	\$2,050.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<b>Park Property-Docking Utility Access Fees</b>			
<b>Dock Utility Access:</b>			
Resident	FY 15	\$10.00 per Day	\$10.00
	FY 17	\$250.00 Per Season	\$250.00
Non Resident	FY 15	\$10.00 per Day	\$10.00
	FY 17	\$250.00 Per Season	\$250.00
<b>Park Property-Wedding Reservation Fee</b>			
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.			
<b>Weddings which include 1-10 participants in total</b>	<b>FY 18</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 18</b>	<b>\$375.00</b>	<b>\$375.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 18</b>	<b>\$750.00</b>	<b>\$750.00</b>

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**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GENERAL FUND APPROPRIATION BILL  
FOR FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION # 9-2019**

**A RESOLUTION MAKING APPROPRIATION OF SUMS FOR ALL THE NECESSARY GENERAL FUND EXPENDITURES FOR THE OPERATION OF GENERAL OPERATING DEPARTMENTS AND SERVICES OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**BE IT RESOLVED:**

By the City Council of the City of Portsmouth, New Hampshire assembled, to defray the current General Fund Expenditures of the City for the Fiscal Year ending June 30, 2020, for the specific purposes stated in the General Budget adopted herewith. Said sums to be appropriated from the General Fund Revenues as follows:

<b>Department</b>	<b>Appropriation</b>
General Government	\$20,343,714
Police	\$11,647,381
Fire	\$9,232,857
School	\$49,612,427
Transfer to Indoor Pool	\$150,000
Transfer to Prescott Park	\$89,000
Collective Bargaining Contingency	\$1,120,000
Non-Operating	\$26,443,251
<b>Total</b>	<b>\$118,638,630</b>

**THAT**, there is therefore appropriated the total sum of **One Hundred Eighteen Million, Six Hundred Thirty-Eight Thousand, Six Hundred Thirty Dollars**.

**APPROVED BY:**

\_\_\_\_\_  
JACK BLALOCK, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

\_\_\_\_\_  
KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

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Hampshire



# City Council Meeting

*Proposed Budget Reductions*

*Monday, June 3, 2019*

*Eileen Dondero Foley Council Chamber*

## The Proposed Annual Budget

*Fiscal Year 2020*

*(July 1, 2019 – June 30, 2020)*

# Proposed Reductions

## ***OPERATING***

Public Works	(40,000)
Police Department	(52,418)
Fire Department	(30,714)
School Department	(138,000)

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***TOTAL OPERATING REDUCTION*** (261,132)

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## ***NON-OPERATING***

Debt Service - Delay Financing (1,078,438)

### Rolling Stock

Public Works Misc Equipment	(25,000)
Police Explorer (1)	(36,750)
	(61,750)

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***TOTAL NON-OPERATING REDUCTION*** (1,140,188)

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***TOTAL REDUCTION*** (1,401,320)

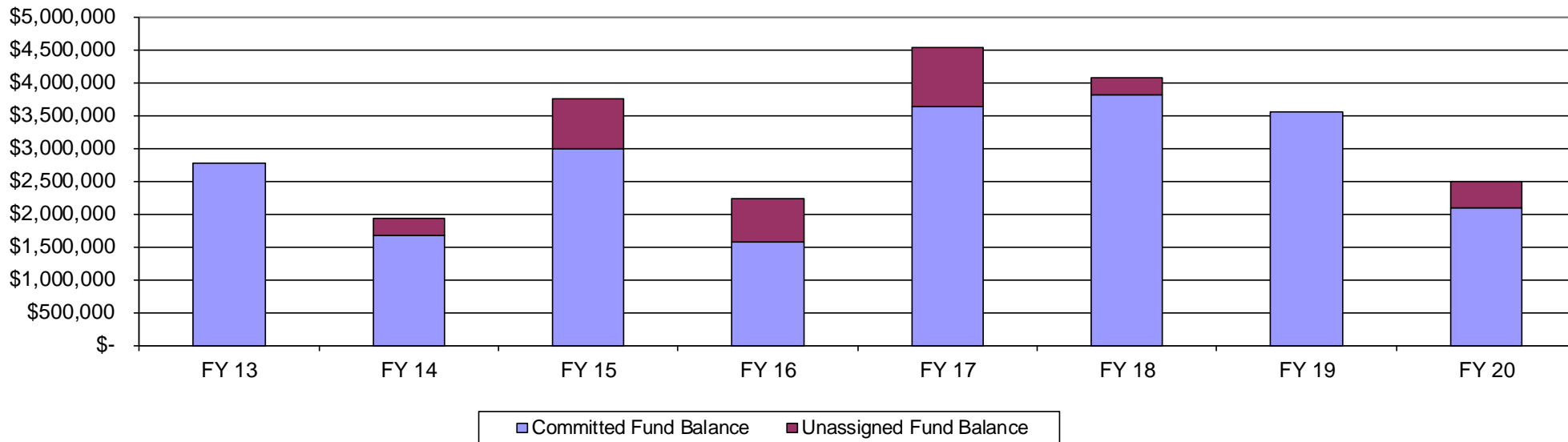
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# Use of Fund Balance

## Action:

- ✓ \$400,000 From Unassigned Fund Balance
- ✓ \$250,000 From Committed Fund Balance (Reserve for Debt)
- \$650,000 Additional Revenue



Use of:	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total FY13-FY20
Committed Fund Balance	2,772,742	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	22,112,902
Unassigned Fund Balance	-	247,000	755,500	650,000	915,800	258,167	-	400,000	3,226,467
<b>Total Use of Fund Balance</b>	<b>2,772,742</b>	<b>1,920,500</b>	<b>3,746,897</b>	<b>2,223,500</b>	<b>4,539,300</b>	<b>4,077,316</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>25,339,369</b>
<b>Average Use Per Year</b>									<b>3,167,421</b>

# FY20 Revised Proposed Operating Budget

<i><b>OPERATING BUDGET</b></i>	<b>FY19 Budget</b>	<b>FY20 City Manager Recommended Budget</b>	<b>FY20 Recommended \$ Change</b>	<b>FY20 Recommended % Increase</b>	<b>REDUCTION FROM THE CITY MANAGER'S RECOMMENDED BUDGET</b>		
					Adjustments	Recommended Budget	% change from FY19
General Government	19,445,179	<b>20,383,714</b>	938,535	<b>4.83%</b>	(40,000)	20,343,714	4.62%
Police	11,280,229	<b>11,699,799</b>	419,570	<b>3.72%</b>	(52,418)	11,647,381	3.25%
Fire	8,966,305	<b>9,263,571</b>	297,266	<b>3.32%</b>	(30,714)	9,232,857	2.97%
School	48,086,136	<b>49,750,427</b>	1,664,291	<b>3.46%</b>	(138,000)	49,612,427	3.17%
<i>Total Department</i>	\$87,777,849	<b>\$91,097,511</b>	3,319,662	<b>3.78%</b>	(261,132)	90,836,379	3.48%
Coll Bargaining Contingency	-	1,120,000	1,120,000			1,120,000	
Transfer to Indoor Pool	150,000	150,000	-	<b>0%</b>		150,000	0.00%
Transfer to Prescott Park	60,000	89,000	29,000	<b>48%</b>		89,000	48.33%
<i>Total Other Programs</i>	210,000	1,359,000	1,149,000	<b>547%</b>	-	1,359,000	547.14%
<b>TOTAL OPERATING</b>	<b>\$87,987,849</b>	<b>\$92,456,511</b>	<b>\$4,468,662</b>	<b>5.08%</b>	<b>(\$261,132)</b>	<b>\$92,195,379</b>	<b>4.78%</b>

# FY20 Revised Proposed Non-Operating Budget

<i>NON OPERATING</i>	FY19 Budget	FY20 City Manager Recommended Budget	FY20 Recommended \$ Change	FY20 Recommended % Increase	ADJUSTMENTS FROM THE CITY MANAGER'S RECOMMENDED BUDGET		
					Adjustments	Recommended Budget	% change from FY19
Debt Related Expenses	272,000	272,000	-	0.0%		272,000	0.00%
Debt Service	13,603,712	15,277,934	1,674,222	12.3%	(1,078,438)	14,199,496	4.38%
Contingency	300,000	300,000	-	0.0%		300,000	0.00%
Overlay	1,000,000	1,000,000	-	0.0%		1,000,000	0.00%
County Tax Obligation	5,741,466	5,741,466	-	0.0%		5,741,466	0.00%
Property & Liability	363,376	381,245	17,869	4.9%		381,245	4.92%
Rolling Stock	777,720	945,010	167,290	21.5%	(61,750)	883,260	13.57%
IT Equipment Replacement	740,908	1,013,428	272,520	36.8%		1,013,428	36.78%
Use of Bond Premium	1,286,114	-	(1,286,114)	-100.0%		-	-100.00%
Landfill Closure	150,000	370,000	220,000	146.7%		370,000	146.67%
Hydrants	213,750	235,125	21,375	10.0%		235,125	10.00%
Other Non-Operating	223,312	237,231	13,919	6.2%		237,231	6.23%
Capital Outlay	1,635,000	1,810,000	175,000	10.7%		1,810,000	10.70%
						-	
<b>Total</b>	<b>\$26,307,358</b>	<b>\$27,583,439</b>	<b>\$1,276,081</b>	<b>4.85%</b>	<b>(\$1,140,188)</b>	<b>\$26,443,251</b>	<b>0.52%</b>

# FY20 Total Proposed Budget - Revised as of May 22, 2019

<b><i>Total Proposed Budget</i></b>	<b>FY19 Budget</b>	<b>FY20 City Manager Recommended Budget</b>	<b>FY20 Recommended \$ Change</b>	<b>FY20 Recommended % Increase</b>	<b>ADJUSTMENTS FROM THE CITY MANAGER'S RECOMMENDED BUDGET</b>		
					Adjustments	Recommended Budget	% change from FY19
Operating	\$87,987,849	\$92,456,511	\$4,468,662	5.08%	(\$261,132)	\$92,195,379	4.78%
Non-Operating	\$26,307,358	\$27,583,439	1,276,081	4.85%	(\$1,140,188)	\$26,443,251	0.52%
<b>Total</b>	<b>\$114,295,207</b>	<b>\$120,039,950</b>	<b>\$5,744,743</b>	<b>5.03%</b>	<b>(\$1,401,320)</b>	<b>\$118,638,630</b>	<b>3.80%</b>

# Estimated Tax Rate

FY19 Current Budget \$114,295,207  
 FY19 Current Tax Rate \$15.84

	<i>April 2019 City Manager's Proposed Budget</i>	<i>May 13,2019 Recommended Reductions</i>	<i>May 22,2019 Recommended Reductions ~ Add'l \$61,750</i>	<i>May 22,2019 Add'l Amendments to the Proposed Budget</i>
		<i>Expenditures</i>	<i>Expenditures</i>	<i>Expenditures</i>
		(\$1,339,570)	(\$1,401,320)	(\$1,401,320)
Total Proposed Budget	\$120,039,950	\$118,700,380	\$118,638,630	\$118,638,630
Net Increase	\$5,744,743	\$4,405,173	\$4,343,423	\$4,343,423
% Change	5.03%	3.85%	3.80%	3.80%
		<i>Revenues: Additional Use of Unassigned Fund Balance</i>	<i>Revenues: Additional Use of Unassigned Fund Balance</i>	<i>Revenues: Additional Use of Unassigned Fund Balance</i>
		\$400,000	\$400,000	\$650,000
	<b>Estimated Tax Rate</b>	<b>Estimated Tax Rate</b>	<b>Estimated Tax Rate</b>	<b>Estimated Tax Rate</b>
	\$16.58	\$16.27	\$16.26	\$16.21
Increase from FY19	\$0.74	\$0.43	\$0.42	\$0.37
% Change	4.7%	2.7%	2.7%	2.3%

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL SEWER FUND APPROPRIATION  
AND CASH REQUIREMENTS  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION # 10-2019** A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY SEWER FUND EXPENSES FOR THE OPERATION OF THE SEWER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

**BE IT RESOLVED:** BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:

THAT, there is hereby an appropriated sum of **Fourteen Million, Two Hundred Two Thousand, Twenty-Three (\$14,202,023) Dollars** based on the full accrual basis of accounting to defray expenses for the operation of the sewer system for the City of Portsmouth.

THAT, there is hereby cash requirements of **Eighteen Million, Eight Hundred Sixty-Nine Thousand, Two Hundred Seventy-Four (\$18,869,274) Dollars** for the purpose of principal debt repayment, purchase of assets, funding of the rate stabilization reserve to increase net position, and to defray expenses for the operations of the sewer system.

THAT, the sewer user rate effective July 1, 2019 is **\$13.77** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$15.14** per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system.

**APPROVED BY:**

\_\_\_\_\_  
JACK BLALOCK, MAYOR

**ADOPTED BY THE CITY COUNCIL**

\_\_\_\_\_  
KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL WATER FUND APPROPRIATION  
AND CASH REQUIREMENTS  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION # 11-2019 A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY WATER FUND EXPENSES FOR THE OPERATION OF THE WATER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**BE IT RESOLVED: BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:**

**THAT**, there is hereby appropriated the sum of **Nine Million, Eighty Thousand, Eight Hundred One (\$9,080,801) Dollars** based on the full accrual basis of accounting to defray expenses for the operations of the water system for the City of Portsmouth.

**THAT**, there is hereby cash requirements of **Ten Million, Five Hundred Five Thousand, Seven Hundred Ninety-Three (\$10,505,793) Dollars** for the purpose of principal debt repayment, the purchase of assets, funding of the rate stabilization reserve to increase net position, and to defray expenses for the operations of the water system.

**THAT**, the water user rate effective July 1, 2019, is **\$4.32** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$5.20** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

**THAT**, the water irrigation user rate effective July 1, 2019, is **\$5.20** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$9.81** for consumption over 10 and up to 20 units consumed, and **\$12.11** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

**APPROVED BY:**

\_\_\_\_\_  
JACK BLALOCK, MAYOR

**ADOPTED BY CITY COUNCIL**

\_\_\_\_\_  
KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF  
SPECIAL REVENUES, DEBT SERVICE FUND, AND COMMITTED FUND  
BALANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION #12-2019**    **A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FROM SPECIAL REVENUES, DEBT SERVICE FUND, AND COMMITTED FUND BALANCE FOR NECESSARY EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**BE IT RESOLVED:**            **BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:**

**THAT**, there is hereby appropriated supplemental funding from the General Fund Committed Health Insurance Fund Balance to defray the expenses of Health Insurance costs in excess of General Fund Appropriations for Health Insurance Premiums for Fiscal Year ending June 30, 2020.

**THAT**, there is hereby appropriated supplemental funding from the General Fund Committed Leave at Termination Fund Balance to defray the expenses of Leave at Termination in excess of General Fund Appropriations for Leave at Termination for Fiscal Year ending June 30, 2020.

**THAT**, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2020.

**THAT**, there is hereby appropriated any sums necessary to pay debt service associated with Betterment Assessments, to include principal and interest, from a Debt Service Fund for Fiscal Year ending June 30, 2020.

**THAT**, there is hereby appropriated in Governmental or Enterprise funds any Special Revenues received. Special Revenues including, but not limited to, Federal, State, and Local Grants and Donations for Fiscal Year ending June 30, 2020.

**THAT**, there is hereby appropriated any sums received from Special Revenue Sources, to a maximum of **Twenty-Nine Million (\$29,000,000) Dollars** for the purposes for which such sums may be lawfully expended.

**APPROVED BY:**

\_\_\_\_\_  
JACK BLALOCK, MAYOR

**ADOPTED BY CITY COUNCIL**

\_\_\_\_\_  
KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF INVESTMENT POLICY  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLUTION # 13-2019    A RESOLUTION APPROVING AN INVESTMENT POLICY FOR  
THE FISCAL YEAR ENDING JUNE 30, 2020**

**RESOLVED:                            BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH,  
NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:**

**THAT**, the following investment policy is hereby approved for Fiscal  
Year ending June 30, 2020 in conformance with State Law.

The City of Portsmouth recognizes an investment program as one aspect of sound public financial management. The investment program aims at matching the structure of the money market and operations of the City to achieve the best possible results for the City, considering such matters as safety, liquidity, and over-all yield. New Hampshire State Statute (RSA 48:16) authorizes the City Treasurer as custodian of City funds to invest funds not immediately needed for the purpose of expenditure and requires the annual approval by the City Council of an investment policy.

**SCOPE**

This Policy applies to all financial assets of the City of Portsmouth. Interest earned on public funds will be considered public money, as is the principal invested. Both are resources to achieve a public purpose.

This policy does not include the Trust Funds. The Trust Funds adhere to the Investment Guidelines for the Trust Assets of the City which are adopted by the Trustees of the Trust Funds.

**OBJECTIVES**

1. Where circumstances may arise and/or in maintaining compliance with this policy, the security and maintenance of principal will take precedent over the security and maintenance of interest.
2. Investments selected shall provide reasonable liquidity as directed by cash flow.
3. The desired return of investments shall be maximized, subject to #1 and #2 above.
4. This investment program encourages participation by financial institutions with the assumption that retention of funds in the local community will, in addition to the direct benefit of investment earnings, benefit the local economy, promote orderly growth, and, in turn, enhance the tax base.
5. The City Finance Director/City Treasurer will endeavor to have 100% of available funds invested on a day-to-day basis.

**DELEGATION OF RESPONSIBILITY**

1. Administration of cash management is by the Finance Director/City Treasurer. The Finance Director/City Treasurer is responsible for setting major investment strategy and conducts the day to day execution of policy.
2. Whenever the Finance Director/City Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Finance Director/City Treasurer shall invest these funds in eligible investments defined by RSA 48:16.

3. All participants in the investment process shall act prudently to safeguard the public funds and confidence. Cash Management procedures shall fit the legal requirements and organizational structure and adhere to the commonly accepted "Prudent Person Rule".
4. The Cash Management Program operates daily and requires routine procedures to implement it. The City Finance Director/Treasurer shall review cash management and banking services on a continual and ongoing basis to assure that the policy objectives are met.

### **ELIGIBLE INVESTMENT TRANSACTIONS**

Eligible investments are defined by RSA 48:16; accordingly investments will be in the following types of instruments:

1. The Public Investment Pool established pursuant to RSA 383:22.
2. Deposits including money market accounts, or certificates of deposits, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government.

Certificates of deposit which meet all of the following conditions:

- a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the Treasurer.
- b) The selected bank arranges for the deposit of the funds in certificates of deposit in one or more federally insured financial institutions located in the United States for the account of the Treasurer.
- c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.
- d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the Treasurer.

### **SAFEKEEPING AND COLLATERALIZATION**

The Finance Director/City Treasurer shall have custody of all moneys belonging to the City. The Finance Director/City Treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

**ETHICS AND CONFLICTS OF INTEREST**

The “Prudent Person Rule” shall be applied in the context of managing an overall portfolio. The authorized individuals acting in accordance with policy, exercising due diligence, and acting in good faith shall be relieved of personal responsibility for an individual investment’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Authorized individuals shall refrain from personal business activity that could conflict with the proper execution of the City’s investment program, or which could impair their ability to make impartial decisions.

**APPROVED BY:**

---

JACK BLALOCK, MAYOR

**ADOPTED BY CITY COUNCIL**

---

KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 6, Article II, Section 6.202 – **BILLIARDS AND BOWLING, HOURS** of the Ordinances of the City of Portsmouth be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

**ARTICLE II: BILLIARDS AND BOWLING**

**Section 6.201: LICENSE REQUIRED**

No person shall open, keep, maintain, or continue any billiard room or place where the game of billiards is played or any bowling alley in this City or place wherein the game of nine pins or ten pins is played or keep any billiard table or bowling alley in this City for public use unless the City License Officer shall have granted a license therefor and said license is endorsed by the Chief of Police.

Such license is valid only until May 1 following the date of issue, and the fee to be determined in accordance with Chapter 1, Article XVI or similar wording. The penalty for keeping a billiard room and bowling alley without a license is \$20.00 for each billiard table, pool table, or bowling alley. (Amended 4/1/96) (Amended 3/18/2002).

**Section 6.202: HOURS**

- A. Any person who keeps a billiard room or billiard table as aforesaid or has the care or control thereof shall not allow or permit the same to be kept open or used between the hours of 1:00 a.m. and 5:00 a.m. (Adopted 9/25/89)
- B. Any person who keeps a bowling alley as aforesaid or has the care or control thereof shall not allow or permit the same to be kept or used between the hours of 1:00 a.m. and 5:00 a.m. (Adopted 9/25/89)
- ~~C. Billiards and bowling shall be permitted on Sunday, but not before the hour of 4:00 p.m.~~

**Section 6.203: PENALTY FOR VIOLATION BY LICENSE**

If the holder of such a license violates the provisions of Section 6.202 of this Ordinance, he shall be fined not less than \$1.00 nor more than \$100.00 for each offense.

The City Clerk shall properly alphabetize and/or re-number the ordinances 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

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# MEMORANDUM

---

**TO:** John Bohenko, City Manager

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

**DATE:** May 21, 2019

**RE:** City Council Referral – Projecting Sign  
Address: 100 Market Street  
Business Name: Bangor Savings Bank  
Business Owner: Bangor Savings Bank

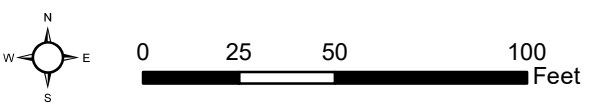
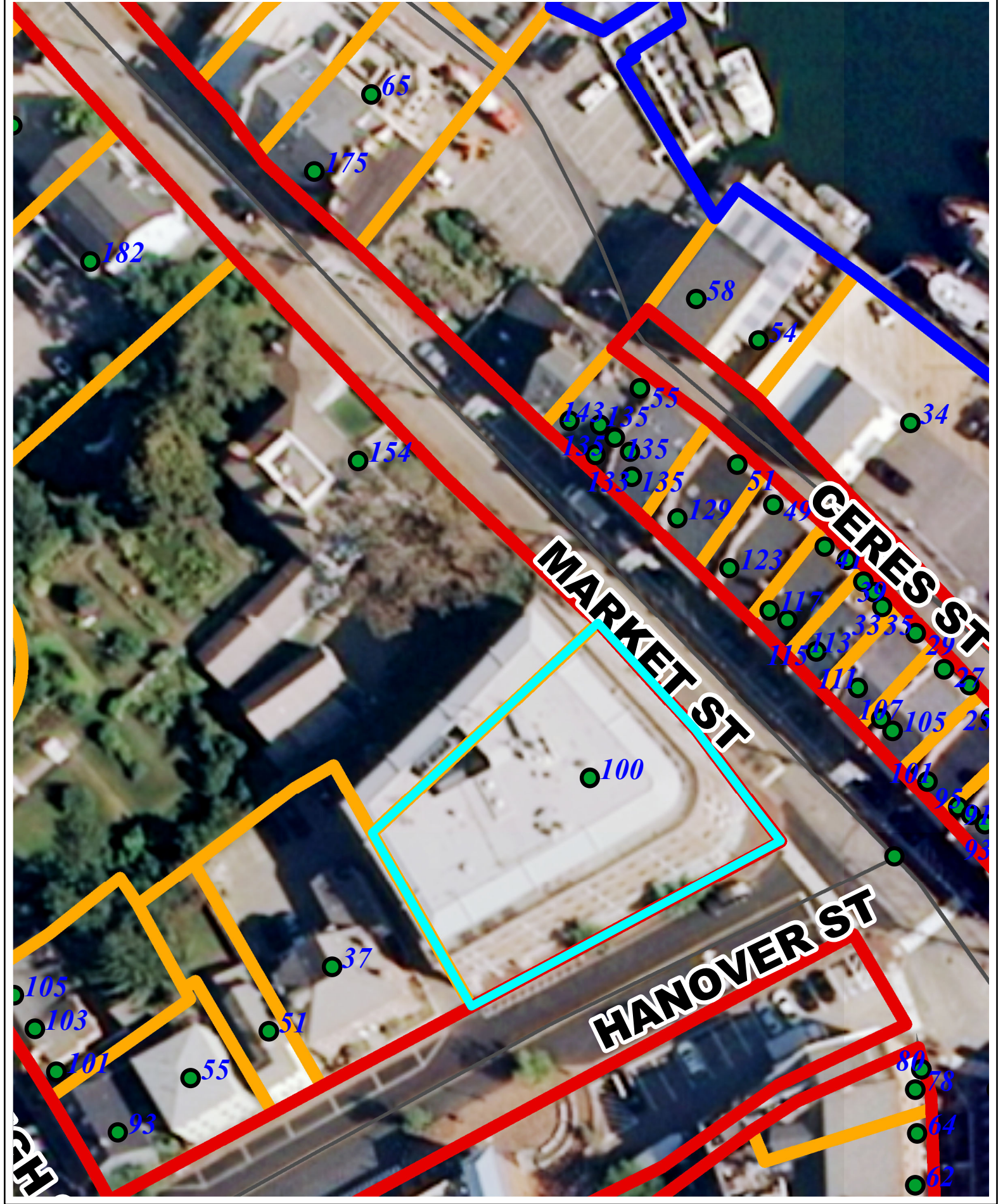
---

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

Sign dimensions: 24" x 36"  
Sign area: 6 sq. ft.

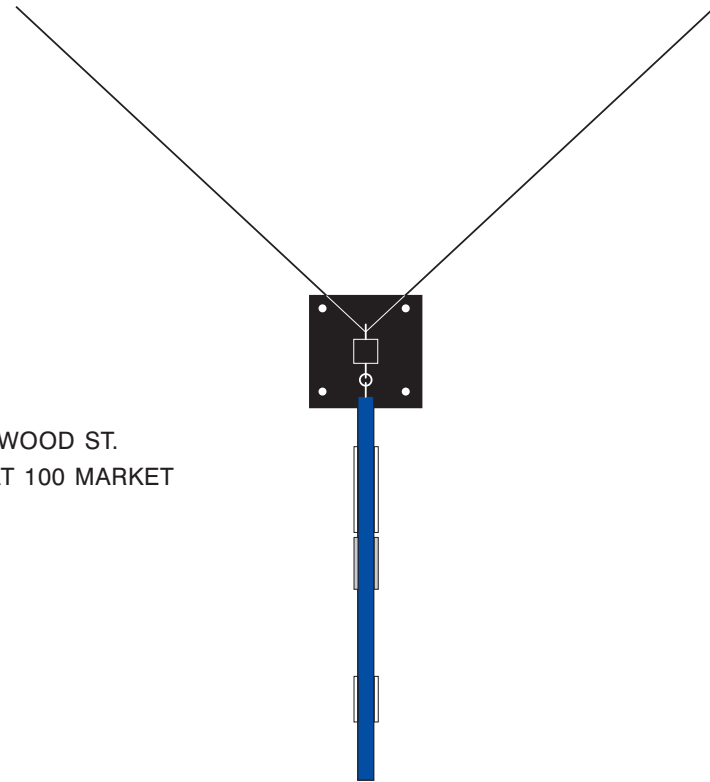
The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

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.



**Request for license  
100 Market Street**

REMOVE SIGN FROM MAPLEWOOD ST.  
LOCATION AND REINSTALL AT 100 MARKET  
SQ.



END VIEW



**SIGN RELOCATION**

SCALE: 1" = 1'-0"

(1) REQUIRED



ALUMINUM LETTERS  
PER QUOTE @7076

**COMPOSITE VIEW**

NO SCALE

# NEOKRAFT SIGNS

**Neokraft Signs, Inc.**  
686 Main Street  
PO Box 336  
Lewiston, Maine 04240  
207.782.9654 | 800.339.2258  
neokraft.com

*Custom Sign Fabrication*

These plans are the exclusive property of Neokraft Signs, Inc. and are the result of the original work of its employees. They are submitted to Neokraft's client for the sole purpose of consideration of whether to purchase these plans or to purchase from Neokraft a sign manufactured according to these plans.

Distribution or exhibition of these plans to anyone other than employees of said client, or use of these plans to construct a sign similar to the one embodied herein, is expressly forbidden. In the event that such exhibition or construction occurs, Neokraft expects to be reimbursed \$1500 in compensation for time and effort entailed in creating these plans.

**PRESENTATION**

## BANGOR SAVINGS BANK @7076-1

ACCT ID:	011378
LOCATION:	100 MARKET SQ PORTSMOUTH, NH
DRAWING NO:	1 OF 1
DRAWN BY:	EC REP.: MM
DATE:	05.05.2019
QUOTE:	@7076
GEN REF:	



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# MEMORANDUM

---

**TO:** John Bohenko, City Manager

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

**DATE:** May 29, 2019

**RE:** City Council Referral – Projecting Sign: “The Zulu Hut”  
Address: 67 Bow Street, Unit 2  
Business Name: Winter Worx LLC DBA The Zulu Hut  
Business Owner: Kelly & Gary Cargin

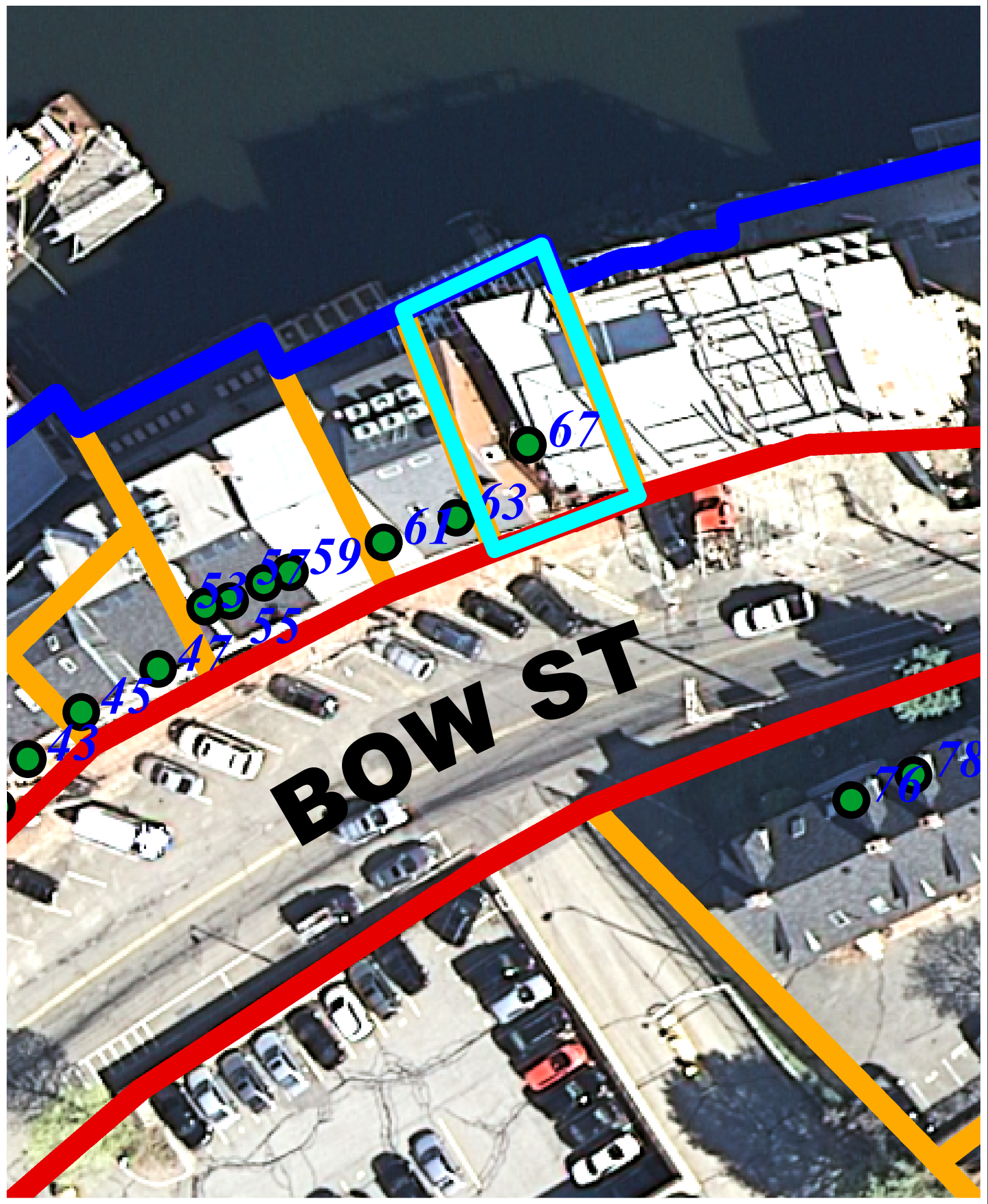
---

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

Sign dimensions: 34” x 34”  
Sign area: 8 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.



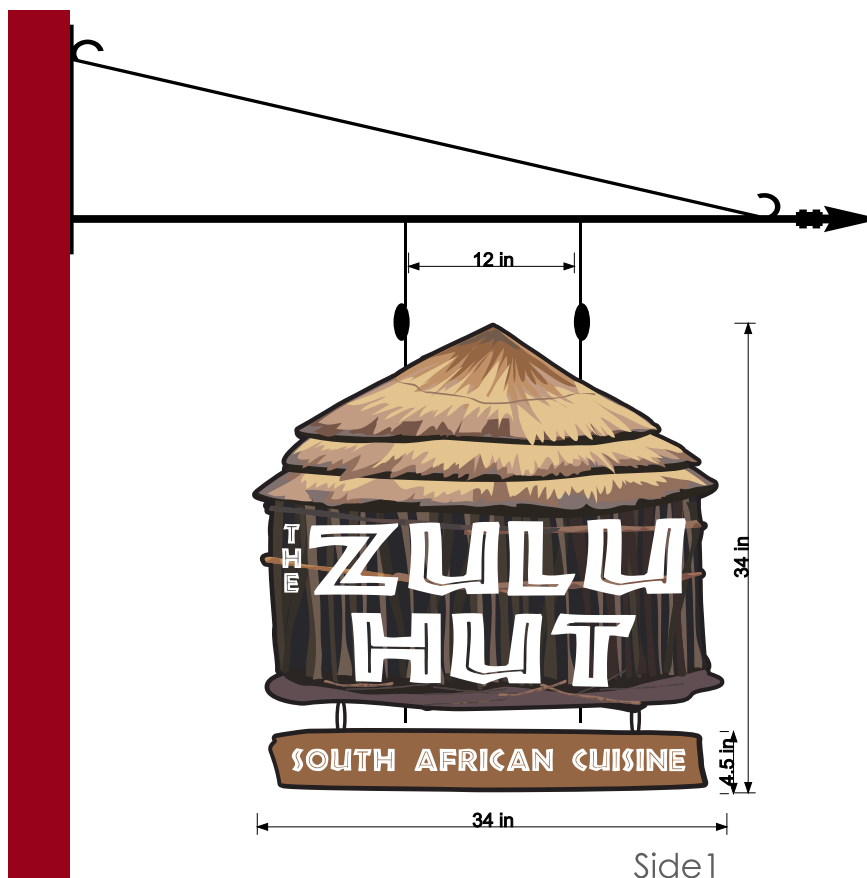
**BOW ST**



0 15 30 60 Feet

Map produced by Planning Department 9-6-18

**Request for license  
67 Bow Street**



PortsmouthSign.com  
603-436-0047

**REVISION:**  
All orders under \$250 include 1 revision only.  
All orders over \$250 include 3 revisions only.  
Additional revisions will be charged at \$25 per revision.

**PLEASE NOTE:**  
Designs are NOT actual size and color may vary depending on printer and/or monitor.

**2/21/19**

**RETURN SIGNED TO: [service@portsmouthsign.com](mailto:service@portsmouthsign.com)**

I understand this Order Form is the final production order and replaces all previous drawings, notes and verbal instructions to this job. Standard vinyl & paint colors will be used. Custom colors and specific matches to PMS colors will be an additional fee. I have carefully reviewed this form and verify that it contains all necessary specifications and represents my order. I authorize fabrication according to this approval.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Member of:

GREATER PORTSMOUTH CHAMBER OF COMMERCE

the Greater York Region Chamber of Commerce

©COPYRIGHT 2017, BY PORTSMOUTH SIGN COMPANY. All designs and custom artwork remain the property of Portsmouth Sign Company until the order is complete and paid in full.

Shop Use Only → Qty:  SS  DS  Materials: \_\_\_\_\_ Background Color: \_\_\_\_\_ Vinyl Color: \_\_\_\_\_ Other: \_\_\_\_\_  
 HP  Int



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# MEMORANDUM

---

**TO:** John Bohenko, City Manager

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

**DATE:** May 29, 2019

**RE:** City Council Referral – Projecting Sign: “Red Rover Creamery”  
Address: 142 State Street, Unit 150  
Business Name: Red Rover, LLC  
Business Owner(s): Sarah & Eric Amsden

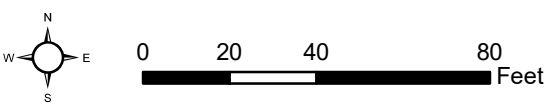
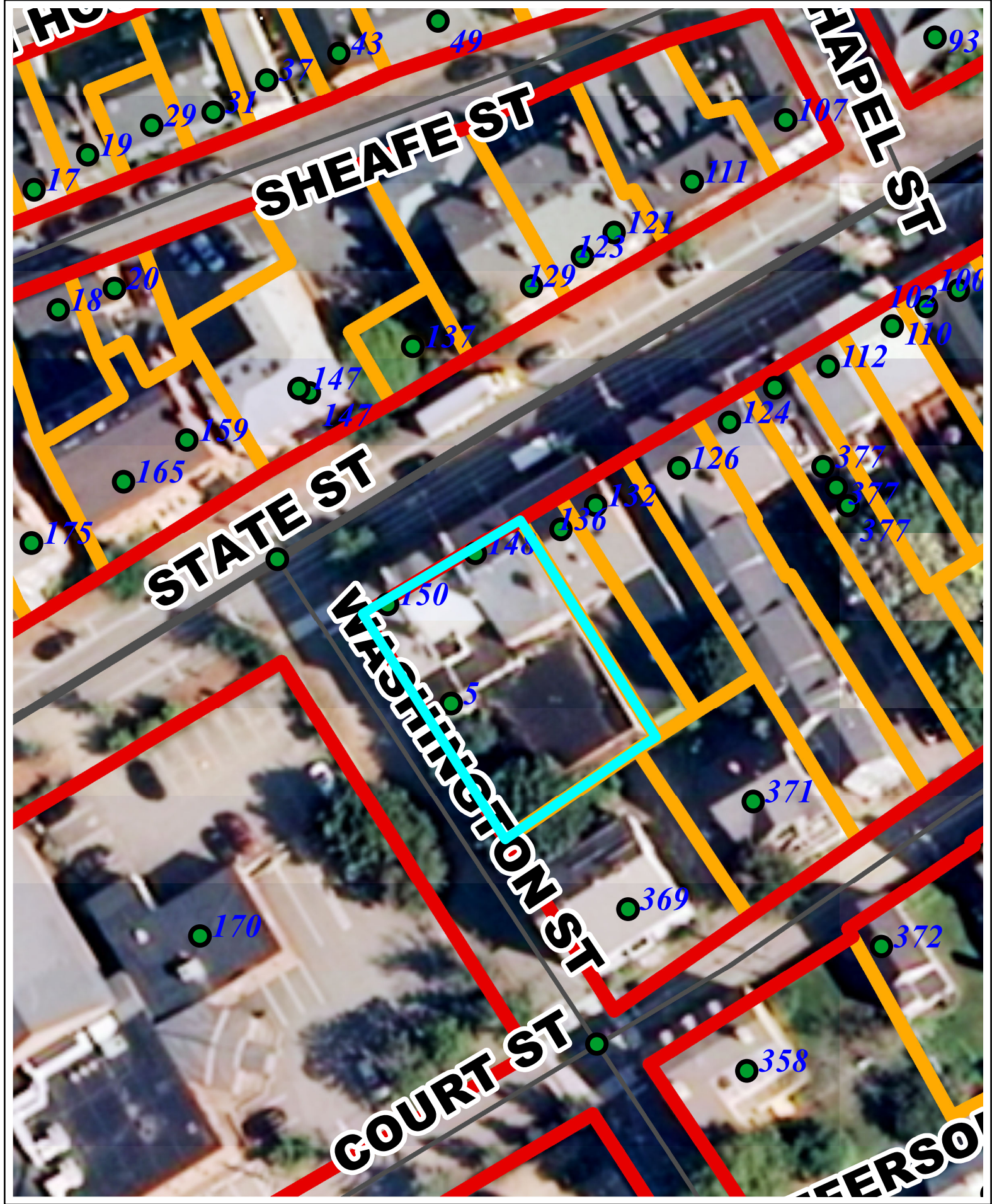
---

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

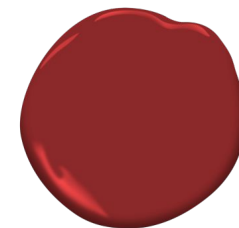
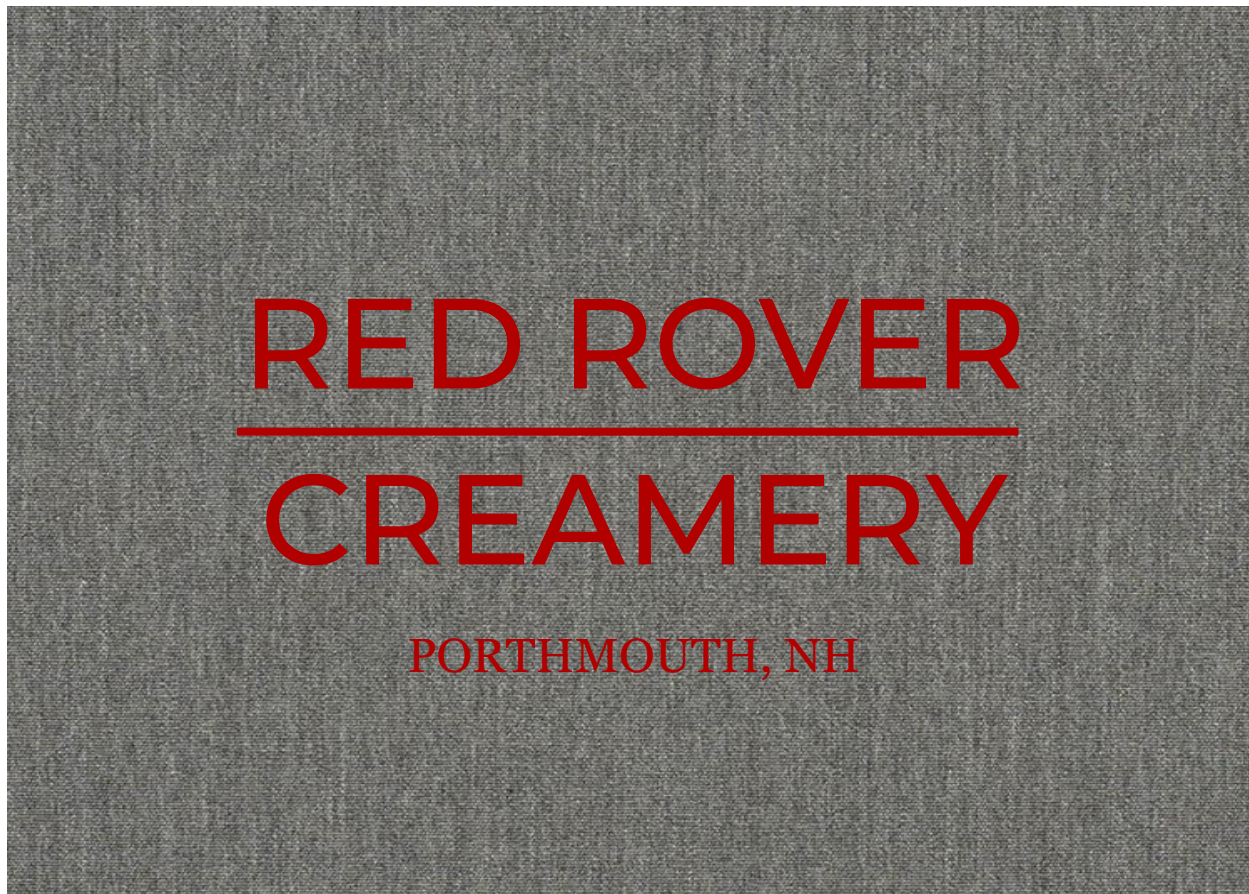
Sign dimensions: 30” x 42”  
Sign area: 9 sq. ft.

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.



**Request for license  
142 State Street, Unit 150**



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# M E M O R A N D U M

---

**TO:** John Bohenko, City Manager

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

**DATE:** May 29, 2019

**RE:** City Council Referral – Projecting Sign: “Lindt”  
Address: 1 Congress Street  
Business Name: Lindt  
Business Owner(s): Lindt & Sprungli

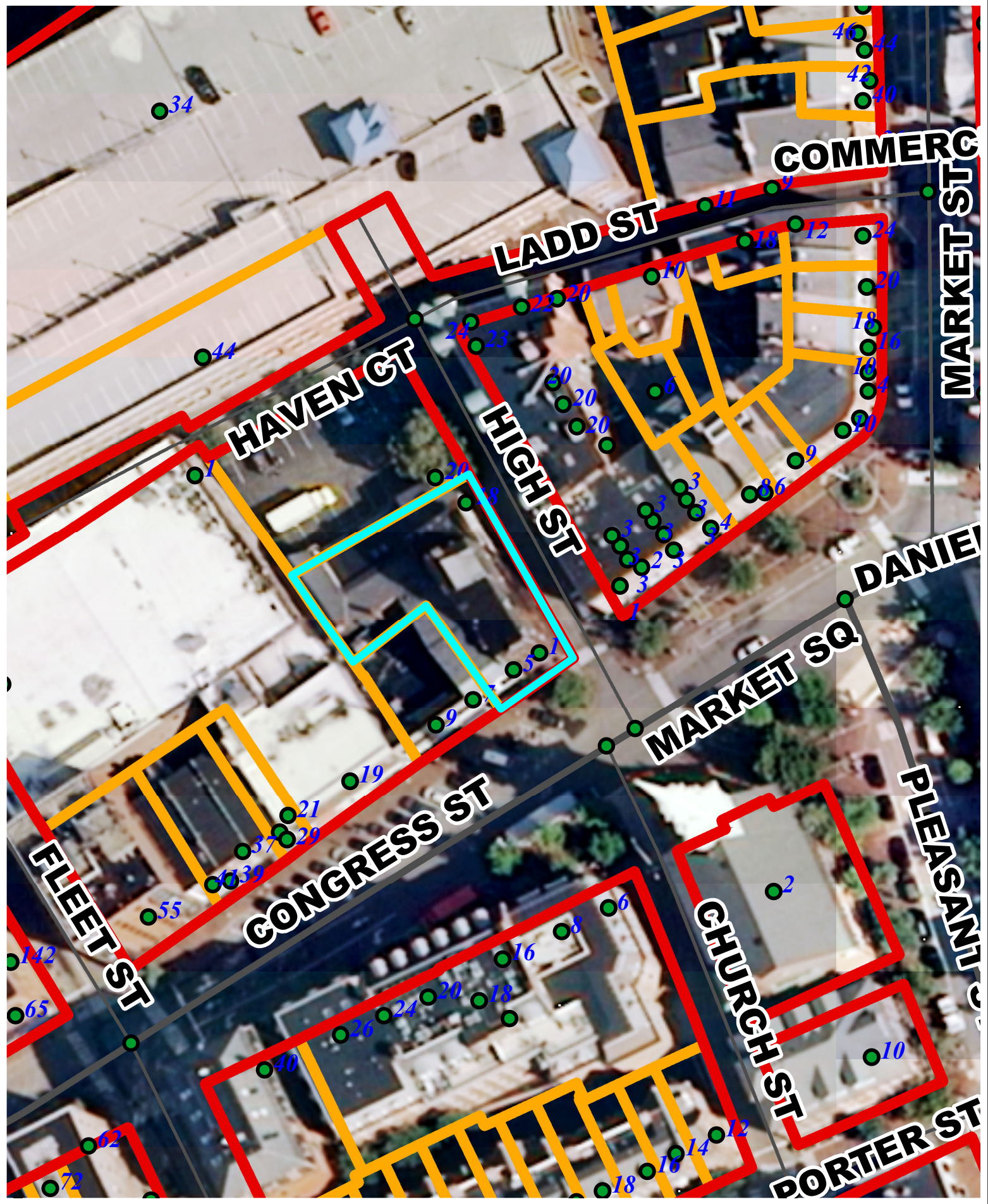
---

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

Sign dimensions: 33” x 22”  
Sign area: 5 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.



**Request for license  
1 Congress Street**



Customer:  
**Lindt - Portsmouth, NH**

1 Congress St  
 Portsmouth, NH 03801

Drawing #:  
**294203**

Date:  
**05/21/2019**

Revision:  
**05/24/19k@**

Customer Approval:


Date:

Sales:  
**S. Turgeon**

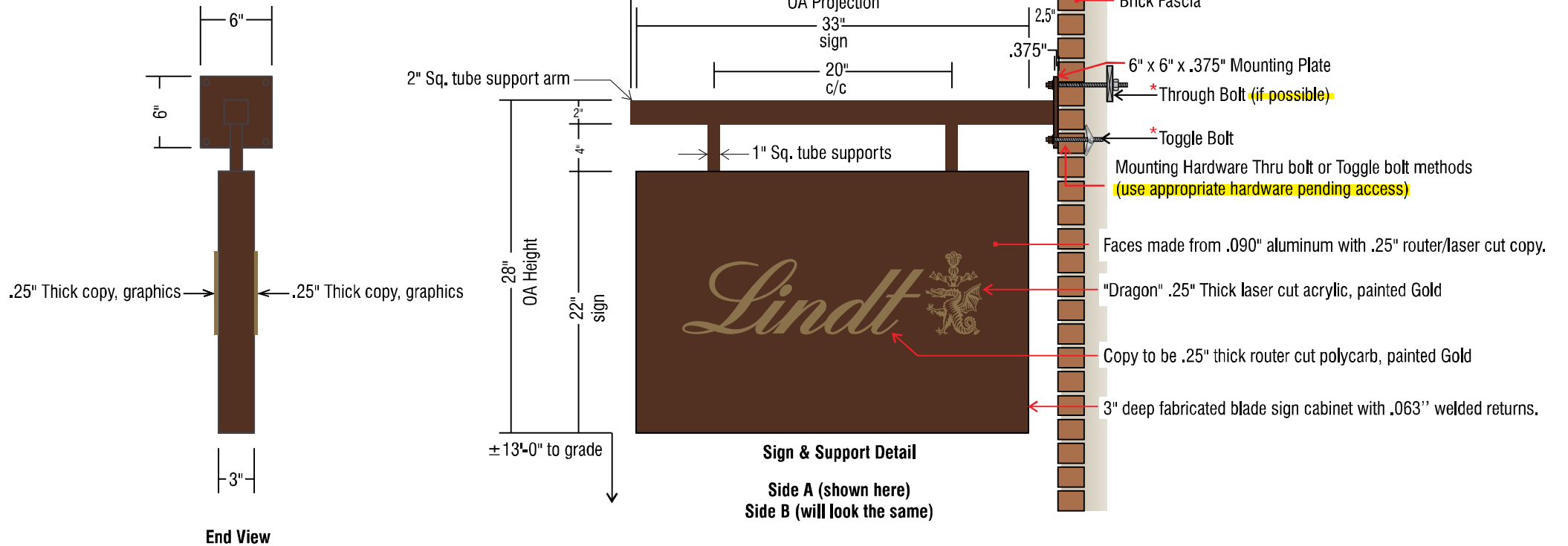
Design:  
**K@**

Check by:  
**DD**

This design is the property of CASCO SIGNS, Inc. and remains our property until sign is purchased. Any attempt to reproduce this design or use by others for any purpose, without written consent is subject to prosecution to the fullest extent allowed by law.

All components & installations are approved & listed by  UNDERWRITERS LABORATORIES

Drawing Type:  
**Production**





**B** (1) D/F Non Illuminated Blade Sign  
 Scale: 1" = 1'-0" (Qty. 1) 22" x 33" = 5sq.ft.

**Sign Notes**

Existing D/F Blade fabricated with .090" aluminum faces, 3" deep .063" welded aluminum returns. Gold painted router/laser cut .25" thick copy. Copy & "Dragon" to be 4-40 stud mounted to cabinet face, supports and hardware painted as specified.

**Color Specs**

-  PMS 4625 Brown (semi-gloss) - faces
-  Gold - Akzo Nobel 317 E4 w/811R (metallic) (semi-gloss) finish

**Sign is existing (in the clients possession) and will be installed at this location where shown.**

Customer:  
**Lindt - Portsmouth, NH**

**1 Congress St  
 Portsmouth, NH 03801**

Drawing #:  
**294203**

Date:  
**05/21/2019**

Revision:  
**05/24/19k@**


Customer Approval:

Date:

Sales:  
**S. Turgeon**

Design: **K@**      Check by: **DD**

This design is the property of CASCO SIGNS, Inc. and remains our property until sign is purchased. Any attempt to reproduce this design or use by others for any purpose, without written consent is subject to prosecution to the fullest extent allowed by law.

All components & installations are approved & listed by  UNDERWRITERS LABORATORIES

Drawing Type:  
**Production**



**Proposed Exterior Wall Signs**  
 Not to Scale



**Existing**  
 Not to Scale



**Proposed Exterior Wall Signs**  
 Not to Scale



**Existing**  
 Not to Scale



**Bottomline Technologies**  
325 Corporate Drive  
Portsmouth, NH 03801  
Phone: +1 603.436.0700  
info@bottomline.com

May 20, 2019

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

Dear Mr. Bohenko –

We are writing today on behalf of Bottomline, located at 325 Corporate Drive, Portsmouth as we have received approval from the Pease Development Authority to host another 5K. Our beneficiary for the event is Court Appointed Special Advocates (CASA) of New Hampshire. We are working with the Pease Development Authority on approval to host the event on Saturday, September 28<sup>th</sup> at 10:00 am, utilizing the same race route as last year. As one of the primary resources offering to coordinate the event, we'd like to gain your approval, and with that reach out to the Police Captain to get Police Detail scheduled. We would be more than happy to set up a meeting at your convenience to discuss this further.

Thank you in advance for your consideration and we look forward to hearing from you soon.

I can be reached by email or phone at: [jnevejans@bottomline.com](mailto:jnevejans@bottomline.com) or 603-501-6185

Kind regards,  
Jylle Nevejans

City of  
Portsmouth  
*Department of Public Works*



**MEMORANDUM**

---

**TO:** John P. Bohenko, City Manager  
**FROM:** Ryan Flynn, Construction Project Coordinator *RF*  
**DATE:** May 20, 2019  
**SUBJECT:** Petition and Underground Utility License for #200 and #210 Swett Avenue

---

I have reviewed the utility plan provided by Eversource on behalf of the property owner of #200 and #210 Swett Avenue.

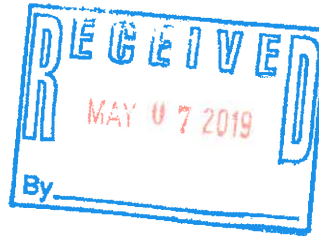
This request is for the following:

1. Install one (1) new pole on the west side of Swett Avenue within the City right-of-way adjacent to the boundary line between #125 and #175 Swett Avenue.
2. Install conduit from the new utility pole approximately one hundred and eighty-five (185) feet down the west side of Swett Avenue to the end of the City right-of-way, where the conduit will turn right and proceed onto private property to service two (2) new houses.

After examining the proposed locations of these installations, I have determined that they pose no unacceptable impacts to existing City infrastructure. A public works representative will be present for this installation to ensure that crossings of existing City utilities are executed properly, and that the area is restored appropriately. Attached is a plan and photograph showing the locations of the proposed installations.

cc: Peter Rice, P.E. Director of Public Works  
Kelli Barnaby, City Clerk

*PAD*



May 2, 2019

Office of the City Clerk  
City of Portsmouth  
One Junkins Avenue  
Portsmouth, NH 03801

Dear City Clerk,

Public Service Company of New Hampshire, dba Eversource Energy is hereby requesting permission to install/replace pole(s) located in City of Portsmouth, New Hampshire.

Enclosed for your review find two copy of PSNH Petition and Pole License number 63-0706 for City of Portsmouth review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Portsmouth**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

*Kimberly Smith*

Kimberly Smith  
Customer Operations Support - Licensing  
Public Service Company of New Hampshire, dba Eversource Energy  
PO Box 330  
Manchester, NH 03105-9989  
Tel. 603-634-3802  
E-Mail: kimberly.smith@eversource.com

Enclosure(s)

**PETITION AND POLE LICENSE**  
**PETITION**

Manchester, New Hampshire

May 16, 2019

To the City Council of the City of Portsmouth, New Hampshire.

**PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY** requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1) pole(s), 185'ft of URD cable starting @ Pole 153/6 running south down Swett Ave toward padmount 153/6T1 ending at City Right of Way on swett ave in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**



BY:  
Kimberly Smith, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 16th day of May, 2019, that, **PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY** be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0706, dated 6/14/2018, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Town Clerk

# EVERSOURCE - POLE LOCATION PLAN

<u>PORTSMOUTH</u> Municipality	<u>200 SWETT AVE</u> Street / Road	<u>NEW 1PH LINE EXTENSION</u> Reason for Proposal
<b>Eversource</b> INTERNAL USE ONLY <input type="checkbox"/>	<b>TELCO</b> MEMO REQ'D <input type="checkbox"/>	<b>OTHER</b>
Plan Date: <u>5/14/19</u>		
<u>Portsmouth</u> <u>3076387</u> AWC                      Work Request	<u>Fairpoint</u> Company Name	<u>Agency / Company Name</u>
<b>9P820421</b>	<u>Project #</u> <u>Trimming %</u>	<u>Project / App #</u> <u>Trimming %</u>
<u>C MCDONALD</u> Technician	<u>J CONSIDINE</u> Engineer	<u>Contact Person</u>
<u>3102X6</u> <u>4.16</u> Circuit.Map                      Voltage	<u>Exchange</u>	<input type="checkbox"/> EASEMENT <input type="checkbox"/> MUNICIPAL LICENSE <input type="checkbox"/> STATE LICENSE

**DIGSAFE**

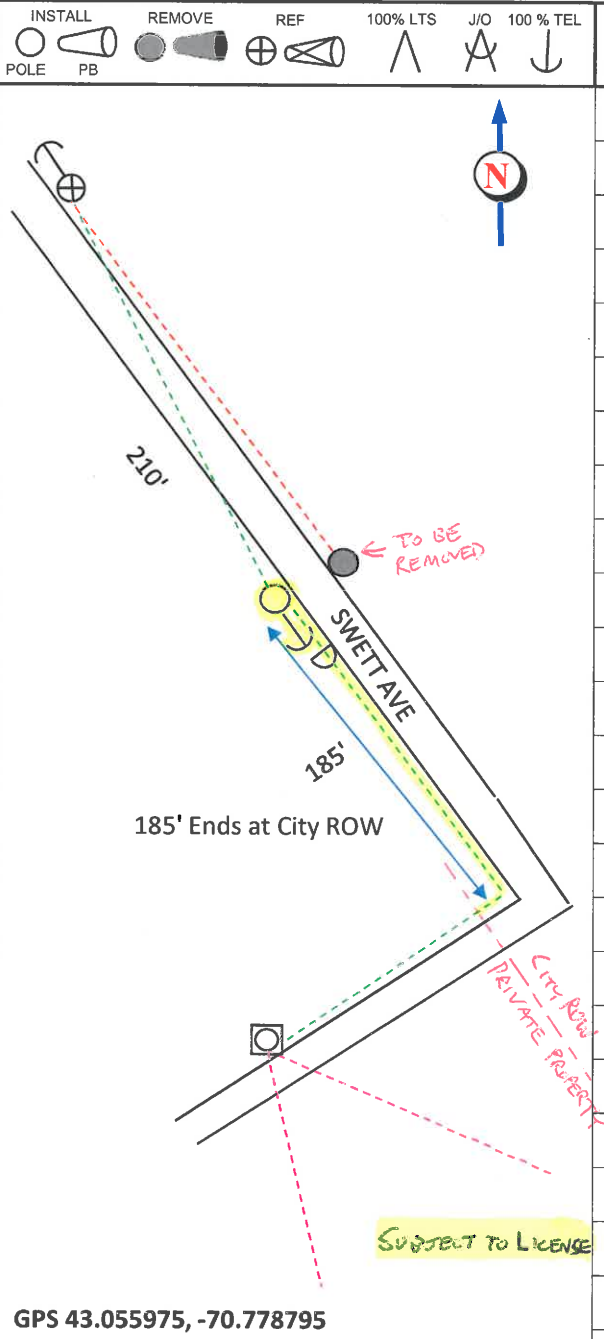
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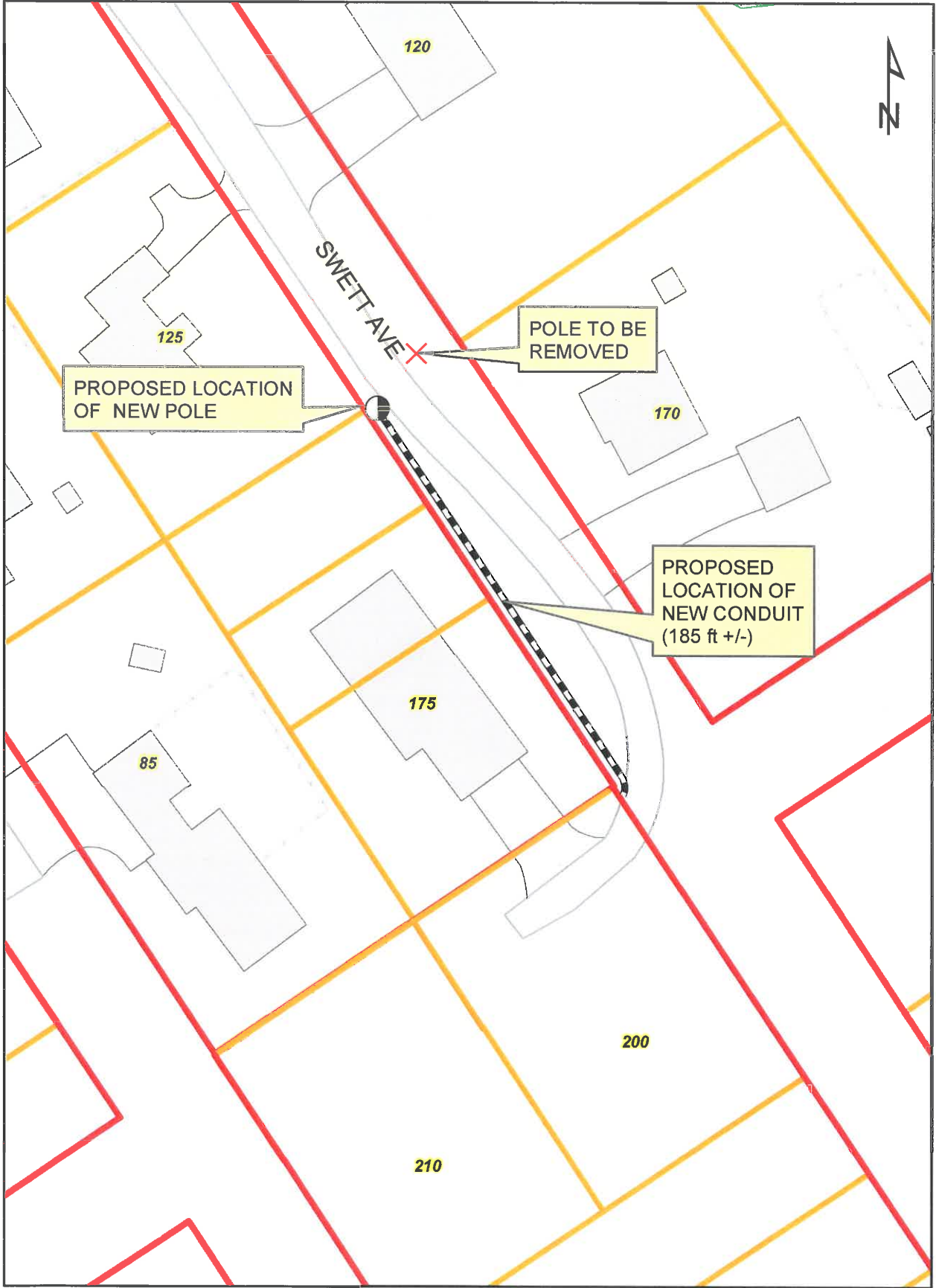
Authorization # \_\_\_\_\_

---

Legal Date \_\_\_\_\_      Legal Time \_\_\_\_\_

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW							Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			INSTALL POLE	REMOVE PB	REF	100% LTS	J/O	100% TEL					
153/5	15/5											INSTALL JO ANCHOR		
153/6	15/6	30/4										REMOVE 30/4 JO POLE		
153/6	15/6	40/2										INSTALL 40/2 JO POLE INSTALL JO ANCHOR		
153/6T1												INSTALL 50KVA PAD XFMR		
153/6T1J1												INSTALL JBOX		





Eversource Petition and Pole License #63-0706





PROPOSED  
LOCATION OF NEW  
CONDUIT

PROPOSED  
LOCATION OF NEW  
POLE

POLE TO BE  
REMOVED

ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**

RECEIVED

MAY 20 2019

CITY MANAGER  
PORTSMOUTH, NH

Nick Diana  
8 Bridge Street  
Kittery, ME 03904  
(603) 498-8539  
[nick@newcastlenh10k.com](mailto:nick@newcastlenh10k.com)  
May 17, 2019

Mayor Jack Blalock & Portsmouth City Council Members  
Portsmouth City

Dear Mayor Jack Blalock & Portsmouth City Council Members:

I am writing to you to request permission to host the 3<sup>rd</sup> annual running road race that includes multiple streets within the city of Portsmouth, NH. This race was successfully executed on both April 14<sup>th</sup> of 2018 and April 13<sup>th</sup> of 2019. This new request is for Saturday, April 11<sup>th</sup>, 2020. The start of the race is at 9:30am and finish is at 11:30am; both start and finish will be at the Great Island Common in New Castle, NH.

I will be submitting an *Application for Parade Permit* with the state of NH within the coming weeks. This event is not a parade, but rather a running road race.

The course route is as follows (see map attached):

1. Depart out of the Great Island Common heading left onto Route 1B / Wentworth Road
2. Turn right onto Route 1A / Sagamore Avenue
3. Turn right onto South Street
4. Turn right onto New Castle Avenue
5. Stay right on New Castle Avenue / Route 1B (intersection of New Castle Avenue & Marcy Street)
6. Turn left back into the Great Island Common

Portsmouth city limits or roads begin near mile marker 2 and continue just after mile marker 4. Therefore, it is estimated the first runner will reach Portsmouth city limits at 9:41am (based on a 5:30 min/mi pace). It is also estimated that final runner/walker will be running/walking within Portsmouth city limits at 10:50am (based on a 20 min/mi pace). Most runners will complete the race in under an hour, but we will stay open until 11:30am for any walkers or slower runners. Based on the estimation above, runners/walkers will only be on the streets of Portsmouth for 1 hour and 20 minutes.

Runners will cross the road as they depart the Great Island Common and stay on the right side of the road for the remainder of the race, until crossing back into the Great Island Common at the finish. This ensure the safety of all of the runners by not requiring them to cross any road or intersection.

Race Details for 2020:

- Event date: Saturday, April 11, 2020

May 17, 2019

Page 2

- Start time: 9:30am
- End time: 11:30am
- Estimated number of running participants: 400-750
- Total Distance: 6.2 miles
- Local Charitable Donation: 100% of race profits to benefit local beneficiary (TBD)
- Number of water hydration stops: 3 (mile markers 1.5, 3, and 4.5)
- Insurance will be provided for the event; City of Portsmouth named as a beneficiary

Facts from the 2019 race:

- *Charitable donation: \$6,250*
  - *Benefactors: NH SPCA Koda Fund; New Castle Sidewalk Trust*
- *517 Runners*
- *NO plastic bottles*
- *Carry-In, Carry-Out event*
  - *We produced only 1 bag of trash*
- *First runner finish time: 33 minutes*
- *Last runner finish time: 1 hour 44 minutes*

Facts from the 2018 race:

- *Charitable donation: \$5,000*
  - *Benefactor: Cochecho Valley Humane Society*
- *480 Runners*
- *NO plastic bottles*
- *Carry-In, Carry-Out event*
  - *We produced only 1 bag of trash, and less than 1 bag of compostable water cups*
- *First runner finish time: 33 minutes*
- *Last runner finish time: 1 hour 40 minutes*

As in the 2018 and 2019 event, road race signs will be placed throughout the course to ensure all runners know the direction of the event, as well as alerting vehicles that there is a road race in progress and to proceed with caution. There were no issues during the previous event and many Portsmouth and New Castle residents sent positive feedback and commented on the fact that we didn't impact the residents or the environment.

This will be my 3<sup>rd</sup> official race event as Race Director and based on the feedback from participants, officials, volunteers, and vendors – both races were well organized, and safe for the runners. I plan to work with the local police departments to once again provide police details at all major intersections and make this a very safe and enjoyable race.

I truly enjoy coordinating this race and I pride myself on the organization and simplicity for participants. I hope the city will recognize that this race has a minimal impact on the city and streets of Portsmouth. The race is early in the morning, and tourist season, as well as the farmer's market both haven't begun.

May 17, 2019

Page 3

I sincerely appreciate your consideration and I look forward to hosting this event for the 3<sup>rd</sup> year.

Sincerely,

Nick Diana – *Race Director*



May 29, 2019

Honorable Mayor Blalock  
1 Junkins Avenue  
Portsmouth, NH 03801

Dear Honorable Mayor Blalock,

On Saturday, June 16 from 11:30 am to 3 pm, The Black Heritage Trail of New Hampshire will present a series of free events to the public for our annual Juneteenth Celebration.

I am writing to seek permission for the final portion of the event to take place at the African Burying Ground, which will include a music celebration and recitation of the names of enslaved persons who lived in Portsmouth. This will take place between 2:30-4pm.

The observance of June 19th as the African American Emancipation Day is the oldest known nationally celebrated event commemorating the ending of slavery in the United States. Our Juneteenth Celebration "Law and Order" will feature panelists: Ray Rickman, Lauren Greenwald, Diane Lucas and Jordan Thompson.

The event will also feature a remembrance celebration at the African Burying Ground Memorial with traditional drumming and dancing by the Akwaaba ensemble and a retelling of the story of the African Burying Ground by Sankofa Scholar Kevin Wade Mitchell. The celebration will continue into the evening with a special concert.

We invite you and all members of the City Council to attend and we look forward to this year's Juneteenth Celebration and very much appreciate the City's cooperation in this programming.

Sincerely,

JerriAnne Boggis,  
Executive Director, Black Heritage Trail of New Hampshire

P.O. Box 6772, Portsmouth NH 03802 | 617.539.6886 | [www.blackheritagetrailnh.org](http://www.blackheritagetrailnh.org)

CITY COUNCIL E-MAILS

May 21, 2019 – May 30, 2019 (9:00 a.m.)

JUNE 3, 2019 CITY COUNCIL MEETING

UPDATED 06/03/2019 THROUGH 3:00 PM

New content begins **Page 2**

Below is the result of your feedback form. It was submitted by Matthew Craig ([mcraig1100@gmail.com](mailto:mcraig1100@gmail.com)) on Monday, May 20, 2019 at 14:28:28

-----  
address: 28 Mark Street

comments: I am writing in regards to the accessibility of bicycling upon the roads and ways in our fine city of Portsmouth. While I applaud recent efforts to improve bike lanes, I believe more realistic planing must be undertaken, before bicycling is a safe and approachable alternative to automobile use.

As an employee of the high school and a downtown resident, I have been trying to use our new Middle Street bike lane. Within the lane, I feel safe and empowered, especially where the lane is separated from motor vehicle traffic, by parked vehicles and plastic pylons.

However, even on this improved route, I am not entirely comfortable throughout my trek to work.

At the intersection of Middle Street, cars attempting to "beat the light," will drive aggressively, even passing my my bicycle on the right, both before and after the intersection. This is an unfortunate place for trouble, since the Masionic Parking Lot is an excellent place for downtown parking.

At the high school, immediately at the front entrance, the downward slope is rather treacherous. On my approach to the school, I am required to leave the bike lane, cross a lane of traffic into the left turn lane, and this traffic is increasing in speed, veering off onto Greenleaf often without signalling, and turning from Greenleaf with rapid acceleration. As this dangerous intersection is practically unavoidable, I cannot recommend biking to school students, at this time. The city should consider improving this stretch of road, with sidewalks on both sides, closing the end of Greenleaf, and improving bus stop, where just last week I saw a lady being dropped off into the bike lane, where she was "clipped" by a bicycle.

In closing, I suggest each city planner taking a bicycle trip themselves into the high school, at eight o'clock. It should be obvious where safety improvements can be made.

includeInRecords: on  
Engage: Submit

-----  
Below is the result of your feedback form. It was submitted by Nancy MacDonald ([Nanmac28@gmail.com](mailto:Nanmac28@gmail.com)) on Tuesday, May 21, 2019 at 12:29:30

-----  
address: 28 Ball Street

comments: As a resident and taxpayer of this city I'm opposed to some members of the City Council again favoring special interests over the residents. First it was blocking downtown streets in the summer proposed by Ned Reynolds and Nancy Pearson. This time it's allowing food trucks to block Marcy Street for the benefit of PPAF. Rebecca Kwoka was quoted in the Portsmouth Herald as saying by allowing trucks to park on Marcy, it would allow the event to have "more like a festival feeling." The people who live here and pay taxes do not want a festival feeling that obstructs normal daily life in their City.

includeInRecords: on

**New content begins:**

Below is the result of your feedback form. It was submitted by Anthony Morin ([anthony.f.morin@gmail.com](mailto:anthony.f.morin@gmail.com)) on Friday, May 31, 2019 at 13:35:49

-----  
address: 55D Hanover St

comments: Dear municipal government officials,

I was disappointed to see the recent announcement of the discontinuance of the North End Portsmouth project. I live on Hanover St, and was looking forward to having a grocery store within convenient walking distance.

The residents of the downtown area do not have access to certain basic services without driving. The two convenience stores do not fill this need, and are generally a store of absolute last resort in any case. I was quite ill for a time this winter, and even with a car, it was a chore to go all the way to the far end of Islington St just to access a pharmacy. Either we are a self-sufficient urban center, or we are not.

If there are plans to incorporate a grocery or a pharmacy into the downtown or north-end areas, I'd quite like to know about them. If not, I humbly request that the town make efforts to attract such business to the area.

Kind regards,  
Anthony Morin

includeInRecords: on  
Engage: Submit

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Below is the result of your feedback form. It was submitted by Chase Hagaman ([chase.hagaman@gmail.com](mailto:chase.hagaman@gmail.com)) on Sunday, June 2, 2019 at 15:17:23

-----  
address: 17 Staysail Way, Portsmouth, NH 03801

comments: Good afternoon, Councilors:

Since I will not be able to attend Monday's meeting, I wanted to send along a column I recently wrote concerning the proposed city budget and the long-term budget outlook, plus some clarifications.

Despite the paper's headline, I am not advocating for you to simply "say no" to the budget. The beginning of the column explains the use of that phrase. And I certainly understand that the city's budget is complex.

I have become aware that some suggestions are already in consideration (health care cost sharing), and I was previously aware that others are simply tweaks to existing systems. My recommendations are meant to drive discussion of long-term solutions, not list a package that must be enacted.

Perhaps lost in my specific suggestions and the column's headline were these themes: I believe that year-over-year budget growth is too high, not that there should be no growth, but that the budget is growing faster than seems sustainable. That is primarily the case with the operating budget. Thus, I think a broader discussion and more long-term policy decisions are needed to have a more fiscally responsible path.

And since I am in favor of making needed capital investments, I do not think pushing off capital expenditures is a long-term solution.

I am not suggesting you simply vote down the FY20 proposed budget. Rather, set a lower growth target and find other areas of savings.



At the end of the day, our city is expensive, and it is increasingly difficult for many to live or purchase property here. If property valuations and property taxes regularly go up, residents pay a higher and higher cost to remain and the barrier to entry rises.

My desire is to help find ways to balance a great city, and its many excellent qualities, with affordability.

Portsmouth Herald Column: <https://www.seacoastonline.com/news/20190602/portsmouth-city-council-should-just-say-no-to-2020-budget>.

I appreciate your time, hard work and service. Have a great day.

Best,  
Chase Hagaman

includeInRecords: on  
Engage: Submit

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Below is the result of your feedback form. It was submitted by Charlotte Ngarukiye ([cngarukiye@gmail.com](mailto:cngarukiye@gmail.com)) on Sunday, June 2, 2019 at 19:01:43

-----  
address: 235 Hillside Dr. Portsmouth, NH 03801

comments: Dear Councilmen and women,

We have three young children entering Portsmouth Public school next year and the following years. Our family is Rwandan/British and having our children learn about world languages is extremely important to us. Not just for the language component, but for children to learn something about the world outside of this town. Please keep a position for World Language Instructor in your budget! Thank you, concerned mom, Charlotte Ngarukiye.

includeInRecords: on  
Engage: Submit

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Below is the result of your feedback form. It was submitted by Elizabeth George ([Eciesluk@yahoo.com](mailto:Eciesluk@yahoo.com)) on Sunday, June 2, 2019 at 19:14:50

-----  
address: 134 Lincoln Ave Portsmouth NH 03801

comments: Hello,

I would like to voice strong support for adding a foreign language component to the elementary school curriculum. I believe that mastering a foreign language (or multiple) is such an important life skill that we should offer children at an early age when they can more easily absorb language skills.

I also support adding more foreign language teachers to middle school so that language is offered 5 days a week.

Thank you and let me know if there is anything I can do to support this cause.

includeInRecords: on  
Engage: Submit

Below is the result of your feedback form. It was submitted by Audrey LaBarre ([alabarrelcsw@gmail.com](mailto:alabarrelcsw@gmail.com)) on Sunday, June 2, 2019 at 19:19:33

---

address: 55 Kent street

comments: Please help our kids learn a language as young as they can and as consistent as they can! The US lacks in this area so much.

includeInRecords: on

Engage: Submit

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Below is the result of your feedback form. It was submitted by weld butler ([weldbutler@harboradvisory.com](mailto:weldbutler@harboradvisory.com)) on Monday, June 3, 2019 at 09:22:17

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address: 500 Market street #11

comments: Mesdames/Sirs;

The redevelopment plan proposed by the Redgate and Kane Company of the McIntyre Building is completely unacceptable. As a business and property owner in Portsmouth for 37 years I have watched while our city has consistently underplanned for the community at large in favor of the large developer. The results we see and feel every day now when we walk the canyons that have been created.

Stop this now! The developer can and will apportion more of the value of the property to community use if council members insist. How can we have a Historic District commission that properly make decisions on the type of window panes used in our city... to preserve the look and feel that everyone who visits appreciates ... and then allow the developers across the street to not contribute enough space and constrained height and attention to open area in their new build?

Don't let this opportunity go by. Your advocacy for the other citizens and visitors is crucial for this legacy central property. It is crucial for Portsmouth.

Weld R. Butler, President  
Harbor Advisory Corporation  
500 Market Street # 11  
Portsmouth, NH 03801  
603.431.5740

includeInRecords: on

Engage: Submit

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Below is the result of your feedback form. It was submitted by Stephanie Cohen ([stephcohen331@gmail.com](mailto:stephcohen331@gmail.com)) on Monday, June 3, 2019 at 10:02:15

---

address: 114 Crescent Way Portsmouth NH 03801

comments: I am writing in favor of voting to include a World Language Teacher in the elementary school budget.

Thank you!  
Stephanie

includeInRecords: on

Below is the result of your feedback form. It was submitted by Angela Carter ([acarter@hynescommunications.com](mailto:acarter@hynescommunications.com)) on Monday, June 3, 2019 at 13:18:46

---

address: Ladd Street, Portsmouth, NH

comments: I am writing this letter in opposition to the closure of the Daniel Street Post Office location in Portsmouth, NH. Downtown business owners depend on the easy access to this post office and moving our mail to the Heritage Ave Post Office location is not a viable solution.

Driving to a different location 15 minutes away requires us to give up our parking spots for 30 minutes while we retrieve company mail. Those spots will surely be unavailable to us by the time we return and parking in downtown Portsmouth is already very limited.

This McIntyre development project is not in the best interest of Portsmouth business owners. If this project must go through, why can't a satellite post office could open within the building? If the FBI and the SSA are staying, why not the USPS?

There has to be a more walk-able option that allows a post office to remain in downtown Portsmouth.

Sincerely,  
Angela Carter  
Owner, Hynes Communications

includeInRecords: on  
Engage: Submit

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Below is the result of your feedback form. It was submitted by James P Martone ([jpmartone@hotmail.com](mailto:jpmartone@hotmail.com)) on Monday, June 3, 2019 at 13:59:58

---

address: 136 State St, Apt. 3

comments: The hardship that will result from the Daniel St, Post Office moving shouldn't have to happen. There must be a way to accommodate the post office and other federal agencies. Portsmouth has enough expensive condos and stores. We need more parking, parks, and services.

James P Martone

includeInRecords: on  
Engage: Submit



May 27, 2019

To the Honorable Mayor and City Council members,

We, the St. John's Church Capital Campaign/Grant Funding Committee, are writing on behalf of the parish to request that we be placed on the June 3, 2019, Portsmouth City Council agenda to seek the council's endorsement of St. John's rehabilitation and restoration project.

By way of brief history, in 1732 a wooden church named Queen's Chapel was erected on the site of St. John's. After the Revolution, the name was changed to St. John's Church. On December 24, 1806, fire destroyed over 300 buildings in Portsmouth, including the original wooden structure of St. John's. The parishioners raised funds within a year to erect the present brick church. The cornerstone was laid on June 24, 1807; 146 years later a new parish house, Thaxter Hall, was built beside the Church.

Today, St. John's stands as the oldest Episcopal parish, and the first brick church building of any denomination, in New Hampshire, and in 1978 was officially listed on the National Register of Historic Sites. The Brattle Organ, located in St. John's south balcony, is the oldest operating pipe organ in the United States. The church bell was so badly damaged in the 1806 fire it was sent to Paul Revere in Boston for restoration. It hangs in St. John's bell tower ringing for all to hear to this day.

To ensure its standing as a vibrant Portsmouth community resource, St. John's has initiated a capital campaign for the purpose of preserving, protecting and maintaining this historical and wonderful facility.

The rehabilitation and restoration of the sanctuary includes replacing the 30+ year-old roof, electrical upgrades to the 60+ year-old wiring and panels, and plumbing improvements to include restroom ADA compliance. We must make these repairs and restorations, particularly to the roof and infrastructure, to protect and preserve this historic church for future generations.

The Thaxter Hall part of the project will help us create a gracious multipurpose gathering space for the 1,000+ folks per week (not including parishioners) who use the hall by providing new lighting, ceiling, and windows, improved storage, and stair repair. We plan to connect Thaxter Hall and the church in a historically sensitive way with an elevator to provide accessibility for all.

We are proud to report that as a result of much hard work and the generosity of our parishioners St. John's has raised \$1.41mm of our \$1.6mm funding goal. We also look forward to the support of the groups that make use of Thaxter Hall, our community friends and neighbors, and New Hampshire's Land and Community Heritage Investment Program (LCHIP) to finish our campaign. We are in the process of completing our LCHIP grant application which is due June 28. One of the application questions states: "Has the municipality's governing body ...voted to support the project, or has the project received an official endorsement by elected municipal officials? If yes, describe."

So that we are able to respond to this inquiry in the affirmative, and in view of the importance and significance of this much-needed and worthy project, we request the assistance of our City Council and Mayor by your voting to support or officially endorsing it.

We of St. John's thank you in advance for your help.

Respectfully submitted,


St. John's Capital Campaign/Grant Funding Committee

**CITY OF PORTSMOUTH  
PORTSMOUTH, NH 03801**

**Office of the City Manager**

**Date:** May 30, 2019

**To:** Honorable Mayor Jack Blalock and City Council Members

**From:** John P. Bohenko, City Manager 

**Re:** City Manager's Comments on June 3, 2019 City Council Agenda

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***Public Hearings & Votes on Ordinances &/or Resolutions***

**1. Adoption of Proposed Budget Resolutions:**

1.1 **Adoption of Budget Resolutions for Fiscal Year July 1, 2019 through June 30, 2020 (FY20)** On Monday evening, I am requesting that the City Council adopt the proposed FY20 Budget (July 1, 2019 through June 30, 2020). For your review and action, there are six proposed Resolutions relative to the annual budget adoption. (process attached under Section VII of the Agenda see below):

- **Resolution No. 8-2019 - Municipal Fees** adopts Municipal Fees that have been recommended by the Fee Committee. The total revenue generated from these fees is estimated at \$1,539,700 or 1% of the total FY20 General Fund Revenues.
- **Resolution No. 9-2019 – General Fund Expenditures** As you will recall, at the City Council Work Session on May 22, 2019, there were recommendations for the reduction in the General Fund Budget equaling \$1,401,320 from the original budget proposal of \$120,039,950, resulting in General Funds appropriation of \$118,638,630. With this reduction, and an additional Use of Fund Balance of \$650,000, FY20 will have an estimated tax increase of \$.37 or 2.3% over FY19.

Attached to the Resolution is a spreadsheet that outlines the reduction and summarizes the changes.

- **Resolution No. 10-2019 – Sewer Fund Expenditures** establishes the annual appropriation, cash requirements and user rates for the Sewer fund. Sewer charges are based on water consumption. The adoption of this resolution includes a two-step, inclining block rate structure.
- **Resolution No. 11-2019 – Water Fund Expenditures** establishes the annual appropriation, cash requirements and user rates for the Water fund. Similar to Sewer, the adoption of this resolution will include a two-step, inclining block rate structure for water usage. Also included is a three step, inclining block rate structure for metered irrigation water usage. The irrigation water usage is not subject to sewer charges.
- **Resolution No. 12-2019 – Special Revenues, Debt Service Fund and Committed Fund Balances for Necessary Expenditures** allows for the expenditure of Special Revenues, Debt Service Fund, and Committed Fund Balance. This allows the City to expend from donations, State and Federal Grants as they are accepted and received, pay principal and interest associated with Betterment Assessments, from a Debt Service Fund, and expend from committed fund balance.
- **Resolution No. 13-2019 – Investment Policy** deals with the adoption of an annual investment policy. State law requires the annual adoption of such a policy by every city and town.

*I am requesting that the City Council vote on each Resolution separately. The City Council will have adopted the FY20 Budget once the Council has voted on each Resolution separately.*

2. **Third and Final Reading of Ordinance Amending Chapter 6, Article II, Section 6.202 – Billiards and Bowling Hours** At the City Council meeting on May 20, 2019, the Council voted **unanimously with a 9-0 vote** to pass second reading and schedule a third and final reading to authorize the City Manager to bring back ordinance **Chapter 6, Article II Billiards and Bowling**, as amended. [Attached is the referenced ordinance.](#)

*I recommend the City Council move to pass third and final reading as amended.*

## ***Consent Agenda***

1. **Request for License to Install Projecting Sign** Attached is a request for permission to install a projecting sign that extends over the public right of way at 100 Market Street for Bangor Savings Bank, as follows:

Sign dimensions: 24” x 36”  
Sign area: 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.

*I recommend the City Council move to 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.*

2. **Request for License to Install Projecting Sign** Attached is a request for permission to install a projecting sign that extends over the public right of way at 67 Bow Street, Unit 2 for Kelly and Gary Cargin, Owners of Winter Worx, LLC dba The Zulu Hut, as follows:

Sign dimensions: 34” x 34”  
Sign area: 8 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed.

*I recommend the City Council move to 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.*



3. **Request for License to Install Projecting Sign** Attached is a request for permission to install a projecting sign that extends over the public right of way at 142 State Street, Unit 150 for Sarah and Eric Amsden, Owners of Red Rover, LLC dba Red Rover Creamery, as follows:

Sign dimensions: 30” x 42”

Sign area: 9 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed.

*I recommend the City Council move to 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.*

4. **Request for License to Install Projecting Sign** Attached is a request for permission to install a projecting sign that extends over the public right of way at 1 Congress Street for Lindt & Sprungli dba Lindt as follows:

Sign dimensions: 33” x 22”

Sign area: 5 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed.

*I recommend the City Council move to 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.*

**4. Petition and Underground Utility License for 200 and 210 Swett Avenue** [Attached is a petition and request for an underground utility license for 200 and 210 Swett Avenue.](#) The request includes the following:

1. Installation of one (1) new utility pole on the west side of Swett Avenue within the City right-of-way adjacent to the boundary line between #125 and #175 Swett Avenue; and,
2. Installation of conduit from the new utility pole approximately one hundred and eighty five (185) feet down the west side of Swett Avenue to the end of the City right-of-way, where the conduit will turn right and proceed onto private property to service two (2) new houses.

After examining the proposed locations of these installations, it has been determined that they pose no unacceptable impacts to existing City infrastructure. A public works representative will be present for this installation to ensure that crossings of existing City utilities are executed properly, and that the area is restored appropriately. [Attached is a plan and photograph showing the locations of the proposed installations.](#)

*I recommend City Council move to approve the petition and request for an underground utility license for 200 and 210 Swett Avenue as presented.*

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

1. **Purchase of Property Identified as Map 232, Lot 8 at the end of Lois Street** The City has entered into a purchase and sale agreement to acquire a 2.8 acre parcel located at the end of Lois Street subject to certain conditions including approval of the City Council. [See attached overview of the parcel to be acquired.](#)

At its meeting on April 16, 2019, the City Council referred this matter to the Conservation Commission, requesting authorization for the expenditure of \$30,000 from Conservation Funds to assist with the acquisition of this parcel. The remaining \$30,000 would come from funds set aside for open space. At the same Council meeting, the City Council referred this potential acquisition to the Planning Board for its recommendation. This matter is now back before the City Council for final action.

On May 8, 2019, the Conservation Commission voted to authorize the expenditure of \$30,000 from the Conservation Fund to support the acquisition. The Conservation Commission recognized the value of the wetlands and the habitat opportunities on this and adjacent parcels. There is a functional, if small, wildlife corridor and acquisition of this parcel would be a step to ensure that continued function.

In addition to authorizing the expenditure of funds, the Conservation Commission requested that the City place the property within the Conservation Ordinance, City of Portsmouth Ordinance Article V, Section 8.503, along with finding a means to recognize

and balance the municipal needs and potential uses for a small portion of this parcel at the end of Lois Street as a potential vehicle turnaround. Staff will be reporting back to the Conservation Commission at its next meeting and the City Council should expect to see additional steps on this aspect.

On May 16, 2019, the Planning Board recommended the acquisition of this parcel. There are storm water management opportunities, both through the preservation of existing wetlands and the potential to construct storm water infrastructure at the end of Lois Street. (The storm water catchment area for this property is ~110 acres.) Storm water flows from this watershed area travelling to Sagamore Creek, which is an impaired waterbody under New Hampshire law.

The property also has value to the City due to the potential to create a vehicle turnaround at the end of Lois Street for municipal vehicles. (Currently, municipal snow plows and trash hauling vehicles have to back up the road and onto Middle Street.) In addition, the City's public sewer line runs in and along the boundary of the property in the "paper street" portion of Lois Street.

*I recommend the City Council authorize the City Manager to finalize and execute all necessary documents to acquire property at the end of Lois Street identified as parcel 232-0008-001 from Alden-Watson Properties, LLC for \$60,000, and to recognize differential between that amount and the market value of the property as part of the transaction.*

- 2. Greenleaf Recreation Center Concession Agreement** *The attached captioned document is an 18-page agreement* that follows a Federally mandated form which authorizes the use of a City facility located on Greenleaf Avenue by Operation Blessing for use as a recreation facility. The facility is open to the general public, but specifically geared to at-risk teens and their families. Operation Blessing has been operating the facility under that agreement since April 4, 2016. The agreement is expired, and thus, Operation Blessing is utilizing the facility at sufferance.

Operation Blessing is requesting, and City staff recommends, that the term of the agreement be extended to April 15, 2020 under the same terms and conditions which have been in place since April 2016.

*I recommend City Council move to authorize the City Manager any and all necessary action to extend the term of the concession agreement with Operation Blessing covering the Greenleaf Recreation Center to April 15, 2020.*

- 3. Request for First Reading for Annual Omnibus Ordinance Change, Parking and Traffic Safety** *Attached are the annual omnibus ordinances recommended by the Parking and Traffic Safety Committee.* This year's omnibus addresses changes to parking in loading zones, prohibitions against mopeds and bicycles parking against monuments, no parking spaces, speed limits and one-way streets.

By way of background, on March 29, 2000, the City Council adopted Ordinance #4-2000 under Chapter 7, Article 1, Section 7.103 of the Vehicles, Traffic and Parking Ordinance. This ordinance was adopted in order to be more responsive to the changing parking needs of the downtown. Before its adoption, it often took three readings of the City Council to simply change a parking space from a 2-hour time restriction to a 15-minute restriction. This process would often take 4 – 6 months to complete.

The current ordinance authorizes the Parking and Traffic Safety Committee to recommend temporary parking and traffic regulations to the City Council for its approval in the form of its monthly meeting minutes. Once the Council approves these minutes, the temporary regulations are in effect for a period not to exceed one year. During that year, the Council and the public have the benefit of seeing how a temporary regulation works before adopting it as a permanent change to the parking ordinance. These temporary regulations are presented at one time to the Council for its consideration.

The attached amendments to Chapter 7, Vehicles, Traffic and Parking for the Council's consideration summarize the temporary parking regulations implemented by the Parking and Traffic Safety Committee last year.

*I recommend the City Council schedule first reading for the June 17, 2019 City Council meeting regarding the annual omnibus set of ordinances recommended by the Parking and Traffic Safety Committee.*

## ***City Manager's Informational Items***

- 1. Public Tour of the Peirce Island Wastewater Treatment Facility on Thursday, June 13, 2019** Guided public tours of the Peirce Island Wastewater Treatment Facility (WWTF) construction site will be conducted on Thursday, June 13, 2019 from 5:00 p.m. to 7:00 p.m.. City staff, along with others involved in the construction of the Peirce Island WWTF upgrade project will guide interested parties through the construction site to provide an opportunity to observe the status of ongoing construction. [See attached press release for further tour information and details.](#)
- 2. Re: Keno Question on Ballot** At the City Council meeting of May 20, 2019, Assistant Mayor Cliff Lazenby asked to be advised regarding the options available to the City Council if it wished to place a question of whether Keno should be allowed in the City on the ballot for the upcoming November 5<sup>th</sup> election. On September 5, 2017, the previous City Council had voted not to place the Keno question on the ballot. That vote is without consequence at the present time.

The law which addressed Assistant Mayor Lazenby's question is [RSA 284:51 entitled Local Option \(attached\)](#). That statute reads in pertinent part, "In a city, the legislative body may vote to place the question [of whether or not Keno should be allowed in the City] on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon

submission to the legislative body of a petition signed by 5 percent of the registered voters.” A public hearing is required by the statute before “the question,” not clearly distinguishing between the Council vote to place the referendum on the ballot and the referendum vote itself. However, it appears that state legislature would require the City Council to hold a public hearing at least 15 days but not more than 30 days before the referendum vote on November 5<sup>th</sup>. A notice of that hearing “shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.”

The City Clerk advises that the last possible day for her to request the printing of a ballot containing the Keno question is September 9, 2019. The last regular City Council meeting before that date is September 3, 2019. Therefore, September 3, 2019 appears to be the last possible day for the City Council to vote on whether to place the Keno question on the ballot<sup>1</sup>.

I recommend if the Council votes to place the question of Keno on the November 5, 2019 ballot, a public hearing should be held no later than Monday, October 21, 2019 (15 days before the election) but no earlier than Sunday, October 6, 2019 (30 days before the election).

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<sup>1</sup> Under the voter petition option for placing the Keno question on the ballot, the City Clerk advises that a minimum of 927 signatures of registered voters (as of today) would be required. She would have to verify these signatures prior to the Council vote on the referendum question. Therefore, the City Clerk advises that any citizen petition would have to be received in the office of the City Clerk no later than August 12, 2019 in order for the petition to be timely for the upcoming November 5, 2019 election.



Lois Street Property  
2.86 acres

U.S. ROUTE 1 BYP

HILLSIDE DR

LOIS ST

MARJORIE ST

JOSEPH ST

unnamed



Lois Street Overview Map  
With Parcels and 2010 Aerial Photo

## Greenleaf Recreation Center Concession Agreement

This Concession Agreement, hereinafter referred to as the "Agreement" is made and entered into this 4th day of April, 2016, between the City of Portsmouth, a municipal corporation with a principal place of business at 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire 03801 hereinafter referred to as the "City", and Operation Blessing a non-profit 501(c)(3) corporation with a principal place of business at 600 Lafayette Road, Portsmouth, County of Rockingham and State of New Hampshire 03801, hereinafter called the "Concessionaire."

Witnesseth:

**Whereas**, the City, owns certain land totaling 3.51 acres, obtained by the City from the United States of America (hereinafter referred to as the "USA"), as surplus property, known as the Greenleaf Recreational Center (hereinafter the "Premises"), and deeded to the City on August 17, 1999 by quitclaim deed which is attached and hereinafter referred to as **Exhibit A**; and

**Whereas**, Condition No. 3 of said Deed provides that the City "will not sell, lease, assign or otherwise dispose of the premises, except to another eligible government agency. However, nothing in this provision shall preclude the City from providing related recreational facilities and services compatible with the approved application, through concession agreements entered into with third parties, provided prior concurrence to such agreements is provided in writing by the Secretary of the Interior or his/her delegated representative."

**Whereas**, the City and Concessionaire desire to provide a recreational facility on a portion of the Premises for the use and benefit of the general public.

**Whereas**, the City is satisfied that provision of additional services and facilities at the Premises is in the City's best interest;

**NOW, THEREFORE**, for the reasons set forth above, and in consideration of the mutual covenants and agreements as hereinafter set forth, the City agrees to allow Concessionaire to provide recreational services and facilities hereinafter to be described upon a portion of the real property shown on Exhibit B attached hereto and incorporated herein by this reference.

1. **Location:** The City does hereby assign to the Concessionaire the use of the Premises, excluding any of the skateboard park as shown on Exhibit B.
2. **Use of Premise:** Concessionaire shall use, occupy and maintain the premises/portion of Premises subject to this Agreement in a business like, careful, clean and non-hazardous manner for the sole purpose of providing a recreational facility as described in Exhibit C in strict accordance with all terms and provisions imposed by the Department of the Interior as set forth in Exhibit A. Written approval by the City and written concurrence by the Secretary of the Interior or his/her delegated representative, NPS (National Park Service), shall be required for any other proposed use in conjunction with or in addition to those specified above.

The general public will be allowed to use the premises for park and recreational use at all times, except when any area of the Premises is actively being used by the Concessionaire or the Concessionaire has closed the entirety of the Premises.

3. **Term:** The term of this agreement shall extend from April 16, 2016 to April 15, 2108.
4. **Concession Payments:** Concessionaire shall pay the City the total sum of \$1 per year payable on the execution of this Agreement and each annual year of that date.
5. **Concessionaire's records and documents:** With respect to all matters covered by this Agreement Concessionaire's records and documents shall be subject at all times to inspection, review or audit by the City. Concessionaire will supply City any documentation that may be needed by the City to file required compliance reports to the Secretary of the Interior or his/her delegated representative, NPS.
6. **Operations and Maintenance:** Concessionaire shall be responsible for all operation and maintenance of the Premises as described in this Agreement during the term of the Agreement except:
  - A. The City shall provide snow plowing services to the Premises.
  - B. Quarterly, on a date to be determined by the City the City shall reimburse the Concessionaire the sum of up to \$2,500.00 based on proven expenditures in complete satisfaction of the City's obligation towards maintenance or utility expenses in any kind concerning the Premises.
7. **Licenses and Permits:** All necessary licenses and permits to operate concession must be obtained from the appropriate offices before operation may begin. All licenses are subject to all applicable local, state and federal law.
8. **Non-discrimination:** The City and Concessionaire agree to comply with all federal laws relating to nondiscrimination in connection with any use, operation, program, or activity on or related to the previously described property, including, but not limited to:

All requirements imposed by or pursuant to the non-discrimination regulations of the U.S. Department of the Interior (43 C.F.R. Part 17);

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d-1), which prohibits discrimination on the basis of race, color, or national origin;

The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age;

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap;

The Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151), which requires facilities located on the property to be accessible to the physically handicapped; and



The Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which requires that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

9. **Alterations and Improvements:** Concessionaire may not make alterations or improvements to the premises subject to this Agreement without written consent of the City Manager of the City of Portsmouth.
10. **Reversion:** Concessionaire acknowledges that the Premises are subject to the possibility of reversion *with improvements without compensation* by the USA should there be a material breach or noncompliance by the City or the Concessionaire caused by not adhering to covenants and agreements contained within Exhibit A.
11. **Maintenance, Repair and Trash:** The Concessionaire shall at its sole cost and expense maintain the assigned property in good condition dispose of trash and recyclables and perform such repairs that become necessary from time to time during the term of this Agreement and any renewals hereof as set forth herein. There shall be no trash dumpster located on the Premises.
12. **Inspection of Concession Areas:** Concessionaire shall allow the City Manager of the City of Portsmouth or his designee and/or the Secretary of the Interior's designated representative, NPS, at any and all reasonable times to inspect any facility operated under this Agreement.
13. **Indemnity:** Concessionaire hereby expressly agrees to indemnify, save and hold harmless, and defend the City against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any omission or activity of such person, organization, its representatives, or employees in any way connected with this Agreement.
14. **Insurance:** Concessionaire shall, at its own expense, provide such public liability insurance that will protect Concessionaire and the City from all claims for damages to property and persons, including death, and particularly the use of products prepared, and/or sold, which may arise in the operation of the activities conducted under this Agreement or anyone directly or indirectly employed by Concessionaire. All policies shall name the City as a named insured. The public liability insurance shall provide limits of not less than \$5,000,000 per occurrence. Property damage liability insurance shall provide a limit of not less than the full replacement value of the building located on the Premises as determined by the Public Works Director of the City.

Concessionaire agrees at all times to provide evidence to the City that insurance is current based on subsequent renewal information.

15. **Assignment and Subletting:** Concessionaire shall not assign this Agreement or any interest therein, nor let or sublet the said premises or any part thereof or any right or privilege appurtenant thereto, nor permit the occupancy or use of any part thereof by any other person. Said let or underlet shall be grounds for termination of Agreement by the City or possible reversion by the USA.

16. **Amendment to Concession Agreement:** This Agreement contains all the terms and conditions between the parties, and no alteration, amendment, or addition shall be valid unless in writing and signed by both parties with written concurrence by the Secretary of the Interior or his/her delegated representative, NPS.
17. **Laws and Regulations:** Concessionaire is aware of and agrees that it will use the assigned premises so as to conform with deeded environmental and usage controls and not violate any laws, regulations and /or requirements of the United States of America and/or State of New Hampshire and/or any ordinance, rule or regulation of the City now or hereafter made, relating to the use of the premises.
18. **Signage:** Concessionaire shall place no sign or advertisement upon any location of the Premises unless prior written approval has been granted by the City Manager of the City of Portsmouth. The City shall have the right, without first notifying Concessionaire, to remove at the expense of Concessionaire, any sign or signs that may be erected without prior approval.
19. **Surrender: Waste:** Concessionaire agrees that upon expiration of this Agreement or earlier termination thereof, it shall surrender the assigned premises to the City in as good or better condition as they were in at the time of execution of this document, ordinary wear excepted.
20. **Liens:** Concessionaire shall keep the assigned premises free from any and all liens arising out of any work performed, materials furnished, or obligations incurred by Concessionaire during the term of this Agreement or any extension or renewal thereof.
21. **Waiver:** Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of said party's rights hereunder. No waiver by either party at any time, expressed or implied, of any breach of any provision of this Agreement shall be deemed a waiver of breach of any other provision of this Agreement or a consent to any subsequent breach of the same or any other provision. If any action by either party shall require the consent and approval of the other party, the other party's consent to or approval of such action on any one occasion shall not be deemed to be a consent to or approval of said action on any subsequent occasion. Any and all rights and remedies which either party may have under this Agreement, upon any breach, shall be distinct, separate and cumulative and shall not be deemed inconsistent with each other; and no one of them, whether exercised by said party or not, shall be deemed to be an exclusion of any other.
22. **Termination:** This Concession Agreement shall terminate automatically upon the occurrence of any of the following events:
  - a. The City unilaterally terminates the Agreement upon thirty (30) days written notice for any cause whatsoever or without cause and specifying the date of termination.
  - b. Concessionaire materially violates any provision of the Agreement.
  - c. The expiration of the term of this Agreement or any renewal thereof.
23. **Acknowledgement:** This Agreement and the obligations of the parties hereto are subject to the terms and conditions set forth in the deed from the United States of America to the City of Portsmouth attached hereto as Exhibit A and the current Program of Utilization

which governs the use of the assigned property. Violations of the said terms and conditions may be grounds for reversion to the United States of America, at its discretion and termination of this Agreement. Concessionaire owned personal and real property improvements associated with the real property, may be subject to seizure, without compensation, by the USA.

24. **Notice:** Any notice by either party to the other shall be in writing and shall be deemed to be given only if delivered personally or mailed by registered or certified mail as follows:

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

**Concessionaire:** Operation Blessing  
600 Lafayette Road  
Portsmouth, NH 03801


Other addresses may be established as the parties hereto may designate by written notice to the other party and delivered in accordance with the provisions of this paragraph.

IN WITNESS WHEREOF, the City has authorized its City Manager representing the City to sign this Agreement and Concessionaire has approved the Agreement and signed as of the date first noted above.

**WITNESS:**



**City of Portsmouth**

By:   
John P. Bohenko  
City Manager

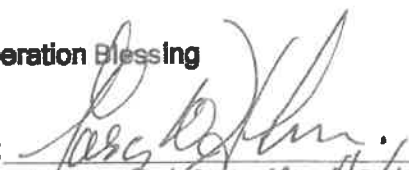
City of Portsmouth  
1 Junkins Avenue  
Portsmouth, NH 03801

By authorization of the City Council on  
April 4, 2016.

**WITNESS:**



**Operation Blessing**

By:   
Print Name: GARY W. HOLMES  
Title: Treasurer / Board of Directors

Operation Blessing  
600 Lafayette Road  
Portsmouth, NH 03801

Exhibit A



QUITCLAIM DEED

ROCKINGHAM COUNTY  
REGISTRY OF DEEDS

0059541

The UNITED STATES OF AMERICA, hereinafter referred to as Grantor, acting by and through the Assistant Director for Recreation and Conservation, National Park Service, with offices at 1849 C Street, N.W., Washington, D.C., pursuant to authority delegated by the Secretary of the Interior, and as authorized by the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. § 484(k)(2), and regulations and orders promulgated thereunder, for and in consideration of the use and maintenance of the property herein conveyed exclusively for public park or public recreation purposes in perpetuity by the City of Portsmouth, hereinafter referred to as Grantee, does hereby remise, release and quitclaim to Grantee, its successors and assigns, subject to the reservations, exceptions, restrictions, conditions and covenants hereinafter set forth, all right, title and interest of the Grantor in and to the following described property situated in Portsmouth, Rockingham County, New Hampshire, and more particularly described as follows:

All that certain tract, piece or parcel of land, situated and being in the City of Portsmouth, Rockingham County in the State of New Hampshire, together with the buildings and improvements thereon, situated in the said City of Portsmouth, as illustrated on a plan entitled "Plan of Land for State of New Hampshire -- Greenleaf Avenue and Holiday Drive -- Portsmouth, New Hampshire" by K.E. Moore, January 1983, and more particularly bounded and described as follows:

AUG 17 3 37 PM '99

Beginning at a railroad spike at the southwest corner of the intersection of Greenleaf Avenue and Holiday Drive; thence S 29° 38' 00" E a distance of 539.18 feet along the westerly sideline of Holiday Drive to an iron rod; thence S 75° 44' 10" W a distance of 288.52 feet to an iron rod; thence N 88° 57' 05" W a distance of 22.71 feet to an iron rod, the last two courses being along the northerly boundary of a sewer easement; thence N 29° 49' 20" W a distance of 485.55 feet to an iron rod in the southerly sideline of Greenleaf Avenue, the last course being along land now or formerly of Arthur & Carol Cole; thence N 71° 30' 00" E a distance of 72.00 feet to an iron rod; thence N 66° 30' 00" E a distance of 75.62 feet to a railroad spike; thence N 65° 00' 00" E a distance of 154.00 feet to the point of beginning, the last three courses being along the southerly sideline of Greenleaf Avenue. Containing 3.51 acres, more or less.

Meaning and intending to describe the premises conveyed to the Grantor by the State of New Hampshire by deed dated May 31, 1983, and recorded in Rockingham County Registry of Deeds Volume 2446, Page 1173, and representing Portsmouth Tax Map R-43, Lot 4. The Grantor hereby conveys to the Grantee all the right, title, and interest of the Grantor in and to the use of any alleys, streets, ways, and gores abutting or adjoining the land.

TOGETHER WITH the appurtenances and improvements thereon, and all the estate and rights of the Grantor in and to said premises, but

SUBJECT TO any and all outstanding reservations, easements and rights-of-way, recorded and unrecorded, for public roads, railroads, pipelines, drainage ditches, sewer mains and lines, and public utilities affecting the property herein conveyed.

TO HAVE AND TO HOLD the above premises, subject to the following specified easements, exceptions, restrictions, conditions, covenants, and reservations reserved in and to the United States of America, herein enumerated and set forth, unto the Grantee, its successors and assigns, forever.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules regulations and orders promulgated thereunder, the General Services Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for conveyance to Grantee. It is understood and agreed by and between the Grantor and Grantee, and Grantee by acceptance of this deed does acknowledge that it fully understands the terms and conditions set forth herein and does further covenant and agree for itself, and its successors and assigns, forever, as follows:

1. The property shall be used and maintained exclusively for public park and recreation purposes in perpetuity as set forth in the program of utilization and plan contained in Grantee's application submitted by Grantee dated March 10, 1999, which program and plan may be amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.
2. The Grantee shall, within six months of the date of this deed, erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreational area and has been acquired from the Federal Government for use by the general public.
3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subject to the same terms and conditions in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.
4. From the date of this conveyance, the Grantee, its successors and assigns, shall submit biennial reports to the Secretary of the Interior setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports and as further determined by the Secretary of the Interior.

5. The Grantee further covenants and agrees to comply with the 1977 Amendments to the Federal Water Pollution Control Act (Clean Water Act of 1977), and Executive Order 11990 (May 24, 1977) for Protection of Wetlands and Executive Order 11988 (May 24, 1977) for Flood plain Management, where and to the extent said Amendments and Orders are applicable to the property herein conveyed, and Grantee shall be subject to any use restrictions issued under said Amendments and Orders.

6. The Grantee acknowledges that the property hereby conveyed may contain asbestos-containing materials and lead paint and further covenants and agrees to assume all responsibility for compliance with all Federal, State, and local laws relating to asbestos and lead paint.

7. The Grantee further covenants and agrees for itself, its successors and assigns, to comply with the requirements of Public Law 90-480 (82 Stat. 718), the Architectural Barriers Act of 1968, as amended by Public Law 91-205 of 1970 (84 Stat. 49) and regulations and orders promulgated thereunder, to assure that development of facilities on the property makes such facilities accessible to the physically handicapped; and further assure in accordance with Public Law 93-112, the Rehabilitation Act of 1973 (87 Stat. 394), and Public Law 101-336, the Americans With Disabilities Act of 1990 (104 Stat. 337), that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

8. If, at any time, the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title and interest in and to said premises or part thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

9. As part of the consideration for this deed, the Grantee covenants and agrees for itself, its successors and assigns, that: (1) the program for or in connection with which this deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this deed (43 C.F.R. part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee its successors and assigns, will: (a) obtain from each other person (any legal entity) who, through contractual or other arrangements with the Grantee, its successors or assigns is authorized to provide services or benefits under said program, a written agreement pursuant to which such other persons shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior or his successors; and that this covenant shall run with the land hereby conveyed, and shall, in any event, without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

10. NAVIGABLE AIRSPACE: Pursuant to the provisions of House Report No. 95-1053 this conveyance is subject to the following condition to protect navigable airspace:



No structure or facility of any kind shall be constructed or altered upon the said property unless a determination in writing issued by the Federal Aviation Administration in accordance with Title 14 Code of Federal Regulations Part 77, entitled "Objects Affecting Navigable Airspace," or under the authority of the Federal Aviation Act of 1958, as amended.

11. ENVIRONMENTAL CONSIDERATIONS: Pursuant to Section 120(h)(4) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA), 42 U.S.C. § 9620(h)(4), the Property has been identified as real property on which no hazardous substance or petroleum products or their derivatives, as defined by said Act, were stored for one year or more, known to have been released, or disposed of by the United States. The United States of America covenants and warrants that, in the event that any response action or corrective action is found to be necessary pursuant to the CERCLA after the date of this conveyance, for contamination caused by the United States of America and existing on the property prior to the date of conveyance, such response or corrective action shall be conducted by the United States in accordance with the terms and provisions of CERCLA.

12. In connection with the obligations herein before described, the Grantor reserves a right of access to any and all portions of the property conveyed for the purposes of environmental investigation, remediation, or other corrective action. This reservation includes the right of access to and use of, to the extent permitted by law, available utilities at reasonable cost. These rights shall be exercised solely in any case in which remedial action, response action, or corrective action is found to be necessary pursuant to CERCLA after the date of conveyance of the property for contamination of the property prior to the date of such conveyance and caused by the United States, or such access is necessary to carry out such remedial action, response action, or corrective action on adjoining property. Pursuant to this reservation, the United States and its officers, agents, employees, contractors, and subcontractors shall have the right (upon reasonable notice to the Grantee or the then owner of the property) to enter upon the property and conduct investigations and surveys, which may include, without limitation, drillings, test pitting, borings, data and/or record compilation, and other activities related to environmental investigation, that are necessary to carry out remedial or removal actions required to be conducted by the United States pursuant to the terms of the immediately preceding paragraph herein including, but not limited to, monitoring wells, pumping wells, and treatment facilities.

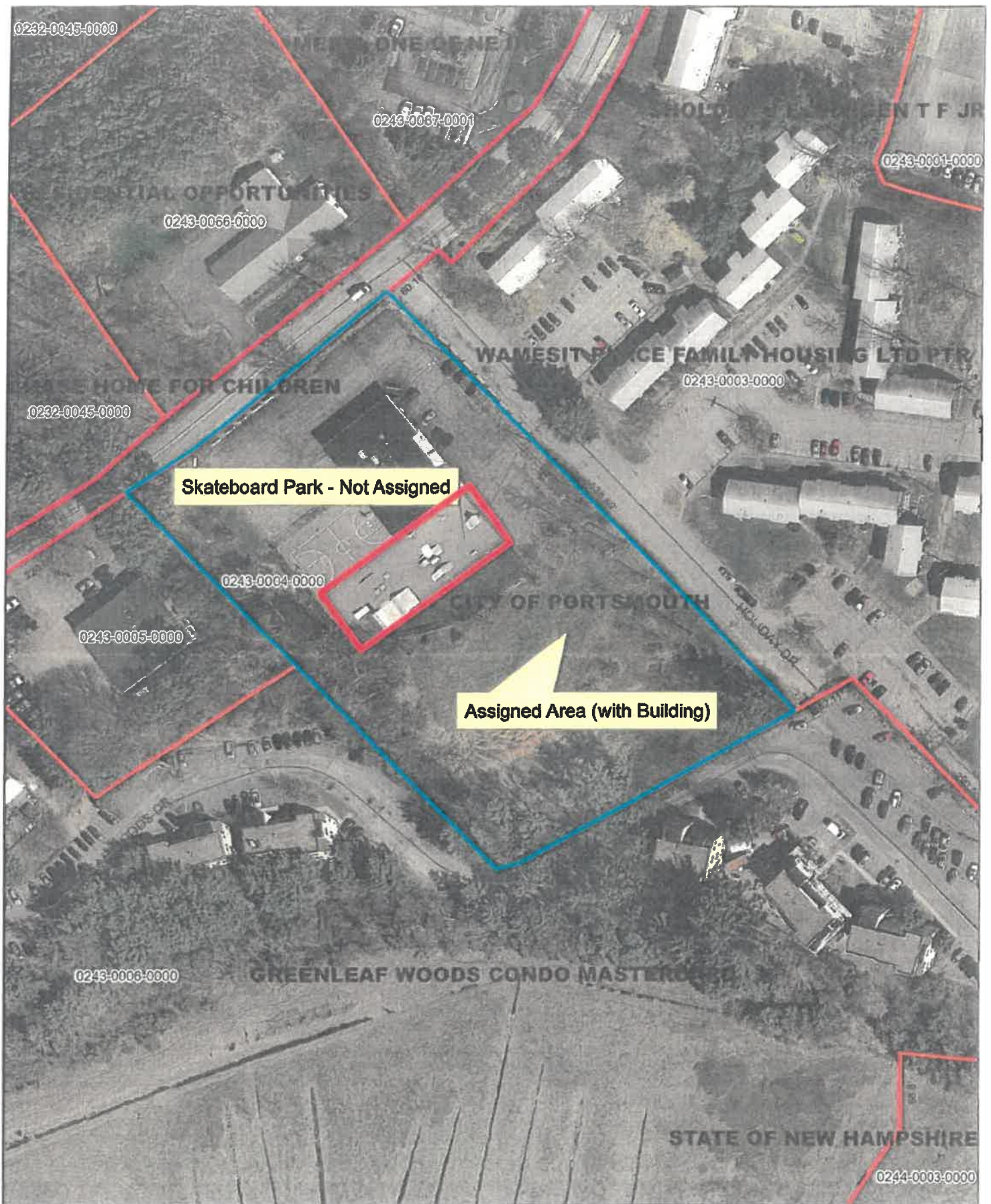
13. CONDITION OF THE PROPERTY: Grantee by its acceptance hereof certifies that it has inspected, is aware of and accepts the condition and state of repair of the property. It is understood and agreed that the property is conveyed "as is" and "where is" without any representation, warranty or guarantee of any kind or nature, express or implied, including, without limitation, any representation, warranty or guarantee as to quantity, quality, character, condition, size or kind, or that the same is in any particular condition, or fit to be used for any particular purpose. Grantee acknowledges that Grantor has made no representation or warranty of any kind concerning the condition or state or repair of the property which has not been fully set out in the deed.

14. COVENANT AGAINST DISCRIMINATION: The Grantee, by acceptance of this deed, covenants that it shall not discriminate upon the basis of race, color, religion, or national origin in the use, occupancy, sale, or lease of the property, or in its employment practices conducted





**Exhibit B**



## Exhibit C

### Operation Blessing Program of Utilization

Greenleaf Recreation Center  
195 Greenleaf Avenue  
Portsmouth, New Hampshire

- **Operation Blessing, an independent non-profit organization, will continue to manage and operate the Greenleaf Recreation Center, which will be open to the general public. The Center will specifically geared to fill a gap in the services not presently offered to at-risk teens and their families. . The Greenleaf Recreation Center will be extremely useful by providing recreation programs for teens, providing assistance in meeting personal challenges and a community volunteer program to teach them self-worth and pride in their accomplishments.**
  
- **Operation Blessing will locate its Outreach Department at the Greenleaf Center and will coordinate the usage of the facility with the other organizations currently using it. The organizations currently using the facility provide the following programming:**
  - **Recreation and socialization program for young adults with disabilities (Friends in Action program)**
  - **Youth exercise classes**
  - **Portsmouth Housing Authority Out of school time programs**
  - **Art classes**
  - **Sons of Italy**
  - **Support groups (various)**
  - **Play groups**
  - **Portsmouth Recreation Department (Ski program and others)**
  
- **The OB Outreach Department will establish a recreation program and schedule for the community and personally reach out to the youth and families to come and participate. Examples of these new program offerings will include:**
  - **Activities (basketball programs, game nights, and related)**
  - **Activity trips and outings (outdoors trips, camping and cultural venues)**
  - **Seacoast Adopt A Block, a program of Operation Blessing, will be based out of the Center, which will encourage volunteerism in our community and allow people to get involved and take ownership of their community.**
  - **Family Life Center, a program of Operation Blessing, will be based out of the Center and provide supports to families seeking help this will include Teen intervention programs in cooperation with the Bridge the Gap, a state intervention program created in the midst of decreased funding for diversion services.**

- **Transportation to bring youth to recreation activities and, in the near future, for activity trips and outings.**
- **With the assistance of user fees and Operation Blessing's funding we will maintain the facility, make city approved improvements and cover utility costs to operate the center. Each organization using the facility will be required to provide an insurance binder covering the liability during their usage time, this includes Operation Blessing, Inc. Operation Blessing understands this program of utilization and any improvements must be consistent with the Federal Lands-to-Parks Program.**



## CITY OF PORTSMOUTH

City Hall, One Junkins Avenue  
Portsmouth, New Hampshire 03801  
jpb@cityofportsmouth.com  
(603) 610-7201

John P. Bohenko  
City Manager

August 10, 2016

Mark Rivera, Executive Director  
Operation Blessing  
600A Lafayette Road  
Portsmouth, NH 03801

**RE: Concession Agreement with Operation Blessing – Greenleaf Recreation Center**

Dear Mr. Rivera,

I am writing in response to the letter to City Attorney Robert Sullivan dated August 3, 2016 and entitled "Concession Agreement with Operation Blessing – Greenleaf Recreation Center".

The letter asks that the City clarify two comments from the Concession Agreement. These comments are as follows:

1. "Under Exhibit C of the Concession Agreement, paragraph 2, Operation Blessing is required to ..."coordinate the usage of the facility with other organizations currently using it." Eight uses and groups are then named.

Section 2 of the Concession Agreement, second paragraph states that "The general public will be allowed to use the premises for park and recreational use at all time..."

Operation Blessing would like to clarify that in its administration of the duties and management of the Center and compliance with City, State and Federal regulations, it has the authority to establish rules and regulations for all groups and individuals using the facility including but not limited to standards of conduct, applications for use, insurance coverage, hours of operation and users fees."

2. Paragraph 22 a. of the Concession Agreement should give both the City and Operation Blessing the same right to "terminate the agreement on Thirty (30) days written notice for any cause whatsoever or without cause and specify the date of termination."

*The City agrees that Operation Blessing has in its administration of the duties and management of the Center and compliance with City, State and Federal regulations, it has the authority to establish rules and regulations for all groups and individuals using the facility including but not limited to standards of conduct, applications for use, insurance coverage, hours of operation and users fees.*

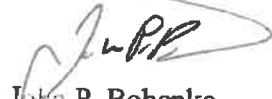


Page Two  
August 10, 2016

*The City further agrees that the City and Operation Blessing both have the same right to terminate the agreement on thirty (30) days written notice for any cause whatsoever or without cause and specify the date of termination.*

This letter will serve as a letter of understanding between the City of Portsmouth and Operation Blessing. The City looks forward to the continuing use of the facility and to its continued partnership with Operation Blessing in various endeavors.

Sincerely,



John P. Bohenko  
City Manager

cc: Robert P. Sullivan, City Attorney  
David Moore, Asst. City Manager for Special Projects/Community Development Director  
Peter H. Rice, Public Works Director  
~~Gary W. Holmes, Esq.~~

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, VEHICLES, TRAFFIC and PARKING of the ordinances of the City of Portsmouth be amended as follows by deletions from existing language stricken and highlighted in **red**; additions to existing language bolded and highlighted in **red**, remaining language unchanged from existing:

*[Explanatory note not part of ordinance. The following amendments to the parking ordinance were either implemented by the Parking and Traffic Safety Committee on a trial basis last year or are part of ongoing improvements to the parking ordinance and are forwarded to the City Council for approval. Each ordinance change is shown on diagrams attached hereto.]*

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**A. Amend:** Chapter 7, Article III – TRAFFIC ORDINANCE, Section 7.330: No Parking

**Section 7.330: NO PARKING**

A. Unless otherwise designated by ordinance, parking shall be prohibited at all times in the following described streets and locations:

11. Brewster Street:

- a. westerly side from Islington Street to McDonough Street.
- a b. ~~easterly side, one parking space southerly from the corner at the intersection of Brewster and Hanover Street.~~ **entire easterly side, north of Sudbury Street.**
- c. **easterly side, no parking in front of Map 138, Lot 11, except from a point beginning 108 feet from the northerly curblin of Islington Street, and running 20 feet in a northerly direction.**

**58. Highland Street: westerly side, beginning at the southerly curblin of Middle Street and running southerly for a distance of 90 feet.**

**59. Hill Street: Both sides, entire length between Bridge Street and Autumn Street.**

67. Langdon Street:

- a. **entire** easterly side ~~from McDonough Street to north of~~ Islington Street.
- b. entire westerly side, north of McDonough Street.

**133. Wentworth Street:**

- a. **easterly side, entire length.**
- b. **westerly side, beginning at the southerly curblin of Pleasant Street**

**and running southerly for a distance of 215 feet.**

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**B. Amend:** Chapter 7, Article III – TRAFFIC ORDINANCE, Section 7.336: One-Way Streets.

**Section 7.336: ONE-WAY STREETS**

**2. Brewster Street: northerly from Islington Street to McDonough Street.**

---

**C. Amend:** Chapter 7, Article V – BICYCLE REGULATIONS, Section 7.510: Unattended Bicycles

**Section 7.510: UNATTENDED BICYCLES**

No person shall park a bicycle in a manner that:

- G. At no time shall bicycles be secured to or parked against a fire hydrant **or monuments.**
- 

**D. Amend:** Chapter 7, Article VI – TRUCK LOADING/UNLOADING ZONES ESTABLISHED

**ARTICLE VI: ~~TRUCK LOADING/UN~~ LOADING ZONES**

**Section 7.601: ~~LIMITED HOURS TRUCK LOADING/UNLOADING~~ ZONES ESTABLISHED**

The following locations are established as ~~exclusive~~ **“Truck Limited Hours Loading Zones”** during **“Loading Zone Hours”** which are defined as ~~on~~ Mondays through Saturdays between the hours of 6:00 a.m. and 7:00 p.m. or as otherwise described below. ~~with regard to any particular location.~~ During **Loading Zone Hours** ~~these times only trucks, vans and other licensed commercial delivery vehicles, vehicles marked for commercial purposes and unmarked noncommercial vehicles with Loading Zone Permits may utilize Limited Hours Loading Zones for up to 30 consecutive minutes if actively engaged in loading or unloading of product, merchandise or equipment. (meaning that no more than 10 consecutive minutes pass without loading or unloading activity)~~ ~~may park. Such vehicles may park at the designated locations for a period not to exceed 30 minutes. Unless otherwise determined by ordinance, a~~ **At** all other times these **Loading Zones** shall be open parking for all vehicles.

1. Bow Street: northerly side, ~~beginning starting~~ 40 feet west from Chapel Street and ~~continuing extending~~ west for a distance of 70 feet. In addition to Monday through Saturday, this location shall also be a ~~truck~~ loading zone from 6:00 a.m. to 12:00 p.m. on Sunday.
2. **Brewster Street: easterly side, beginning 40 feet north of the northerly curbline of Islington Street and running 40 feet in the northerly direction, between the hours of 7 AM and 3 PM, Monday through Friday.**
2. Bridge Street: westerly side, ~~beginning 50~~ 40 feet north from the intersection of Bridge Street and Islington Street for a distance of ~~40~~ 49 feet.
3. **Congress Street:**
  - a. **northerly side, beginning 9 feet west from the intersection of Fleet Street and Congress Street running for a distance of 136 feet.**
  - ~~3.~~ b. **southerly side, beginning 130 feet east from the intersection of Fleet Street and Congress Street running for a distance of 49 feet.** ~~Chestnut Street: westerly side, south from Congress Street for a distance of 100 feet.~~
4. Daniel Street:
  - ~~a.~~ ~~northerly side, 123 feet east from Bow Street for a distance of 45 feet~~
  - southerly side, ~~55~~ **beginning 37** 37 feet west from Penhallow Street for a distance of ~~80~~ 65 feet.
  - ~~b.~~
5. Deer Street: southerly side, west from Market Street a distance of 60 feet.
6. Hanover Street:
  - a. ~~northerly side, east beginning~~ at a distance of ~~106~~ 40 feet from the western most point of the **southwesterly curbline of Market Street for a distance of 45 feet.** ~~100 Market Street Building.~~
  - b. ~~southerly side, beginning at the westerly curbline of Fleet Street and running westerly for 90 feet~~ **beginning at the westerly curbline of Fleet Street and running westerly for 90 feet** ~~first two spaces west from Fleet Street,~~ from 6:00 a.m. to 11:00 a.m.
  - ~~b.c.~~ **all parking spaces on the northerly side between Portwalk Place and Maplewood Avenue from 6:00 a.m. to 9:00 a.m.**
7. High Street: easterly side, in a southerly direction from Ladd Street a distance of 50 feet.
8. Market Street:
  - a. easterly side, south for a distance of 50 feet, beginning at Commercial Alley
  - ~~b.~~ easterly side, south for a distance of 40 feet, beginning at Bow Street from 6:00

- b.** a.m. to 7:00 p.m. In addition, from 7:00 p.m. to 6:00 a.m., Monday through Sunday, this area shall be designated as a taxi ~~s~~Stand per Section 7A.408
  - c.** westerly side between Russell Street and Deer Street, from November 1<sup>st</sup> through March 30<sup>th</sup>, 2:00 a.m. to 5:00 p.m. Monday-Friday, 2:00 a.m. to 1:00 p.m. Saturday.
9. Pearl Street: easterly side from a point thirty feet (30') north of Islington Street to a point seventy feet (70') north of Islington Street.
  10. Penhallow Street: westerly side, **beginning at north from Commercial Alley and running northerly** for a distance of 45 feet. In addition to Monday through Saturday, this location shall also be a ~~truck~~ loading zone from 6:00 a.m. to 12:00 p.m. on Sunday.
  11. ~~a.~~—State Street:
    - a. northerly side, **beginning** 40 feet east from Pleasant Street for a distance of ~~420~~ feet. In addition, from 7:00 p.m. to 6:00 a.m., Monday through Sunday, this area shall be designated as a taxi stand per Section 7A.408.
    - ~~±~~ **b. southerly side, beginning 20 feet west from Atkinson Street for a distance of 57 feet.**

**Section 7.602: 24-HOUR TRUCK LOADING ~~UNLOADING~~ ZONES (24 HOURS)**

The following locations are established as ~~exclusive~~ “**24-Hour Truck Loading Zones**” at all times, 24 hours a day, seven days a week. Only **licensed commercial vehicles, vehicles marked for commercial purposes and unmarked non-commercial vehicles with Loading Zone Permits may utilize the 24-Hour Loading Zones for 30 consecutive minutes if actively trucks, vans and other commercial delivery vehicles actually engaged in loading or unloading of product, merchandise or equipment. may park in the designated locations. Such vehicles may park at the designated locations for a period not to exceed 30 consecutive minutes. No other vehicles may utilize the 24-Hour Loading Zones.**

1. Ceres Street
  - a. westerly side, **beginning** 27 feet from Bow Street for a distance of 25 feet.
  - b. easterly side, **beginning** 95 feet from Bow Street for a distance of 40 feet ~~Pleasant Street: westerly side, south from State Street a distance of 50 feet.~~
- ~~b.~~ 2. **Chestnut Street: westerly side, south from Congress Street for a distance of 100 feet.**
3. ~~3.~~—**Daniel Street: northerly side, beginning 123 feet east from Bow Street for a distance of 35 feet.**
- 4.

- ~~2.~~ Haven Court:
  - ~~a.~~ both sides, entire length
  
- 5. Maplewood Avenue: easterly side, beginning 35 feet north from the intersection of Congress Street and Maplewood Avenue running for a distance of 70 feet.**
  
- ~~6. Penhallow Street: easterly side, 100 feet north from the intersection of State Street and Penhallow Street running for a distance of 28 feet.~~
  
- 76. Pleasant Street: westerly side, beginning 21 feet south from the intersection of Pleasant Street and State Street running southerly for a distance of 30 feet.**
  
- 87.**
  - ~~3.~~ Porter Street
    - a. northerly side, **beginning** 15 feet west from Fleet Street for a distance of 40 feet.
    - b.** southerly side, **beginning** 145 feet east from Middle Street for a distance of 45 feet.
  - ~~a.~~
  
- ~~4. State Street
 
  - ~~a.~~ southerly side, 20 feet west from Atkinson Street for a distance of 29 feet.~~

**Section 7.603: LOADING AND UNLOADING OF LIVE PARKED VEHICLES.**

- 1. Middle Street: easterly side, beginning 188 feet southwesterly from intersection with Miller Avenue, for a distance of 20 feet (in front of 375 Middle Street). ~~Court Street: southerly side directly opposite the easterly line of Chestnut Street extending easterly along said southerly side of Court Street for a distance of fifty~~**  
~~1. (50) feet.~~
  
- ~~2. Middle Street: easterly side, beginning 188 feet southwesterly from intersection with Miller Avenue, for a distance of 20 feet (in front of 375 Middle Street).~~

**Section 7.604: ~~COMMERCIAL~~ LOADING ZONE PERMITS**

The Director of Public Works may issue a **Loading Zone P**ermit to allow **unmarked** noncommercially ~~marked~~ vehicles to utilize **Limited Hours Loading Zones and 24-Hour Loading Zones** ~~commercial loading zones~~ for **30 consecutive minutes** ~~the purpose of active~~ **actively engaged loading** in loading or unloading ~~of~~ product, merchandise or equipment. The issuance and use of such permits shall be in accordance with Article VI and the following terms and conditions:

- a. The permittee shall be issued a ~~commercial~~ **>Loading Zone P**ermit from the Parking Clerk's Office for a fee to be determined in accordance with Chapter 1, Article XVI.
- b. Each **>Loading Zone -P**ermit would be valid for one calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>, ~~and will require annual renewal.~~
- c. Each Loading Zone Permit is non-transferable and is valid for only one vehicle per application.**
- d. ~~e.~~The vehicle must prominently display the ~~commercial~~ **L**oading **Z**one **P**ermit on the vehicle's dashboard.
- ~~e.~~ ~~d.~~In the event that the permittee secures the use of the ~~commercial~~ **L**oading **Z**one **P**ermit through misrepresentation, the permittee shall be subject to a fine of one hundred dollars (\$100.00).
- ~~ef.~~ Any person using a ~~commercial~~ **L**oading **Z**one **P**ermit other than at the times or manner specifically authorized by the Department of Public Works shall be subject to a fine of two hundred dollars (\$200.00) per use, per permit, of such unauthorized use.

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**E. Amend:** Chapter 7, Article XI – SPEED LIMITS, Section 7.1100: Speed Limits

**Section 7.1100: SPEED LIMITS:**

E. Speed Limit: 25 MPH

**3. Dodge Avenue**

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**F. Amend:** Chapter 7, Article XVII – MOPED REGULATIONS, Section 7.1702: Parking

**Section 7.1702: PARKING:**

F. At no time shall a moped be secured or parked against a fire hydrant **or monuments.**

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Section 7.330: NO PARKING

11. Brewster Street:

b. easterly side, one parking space southerly from the corner at the intersection of Brewster and Hanover Street; entire easterly side north of Sudbury Street.

Section 7.330: NO PARKING

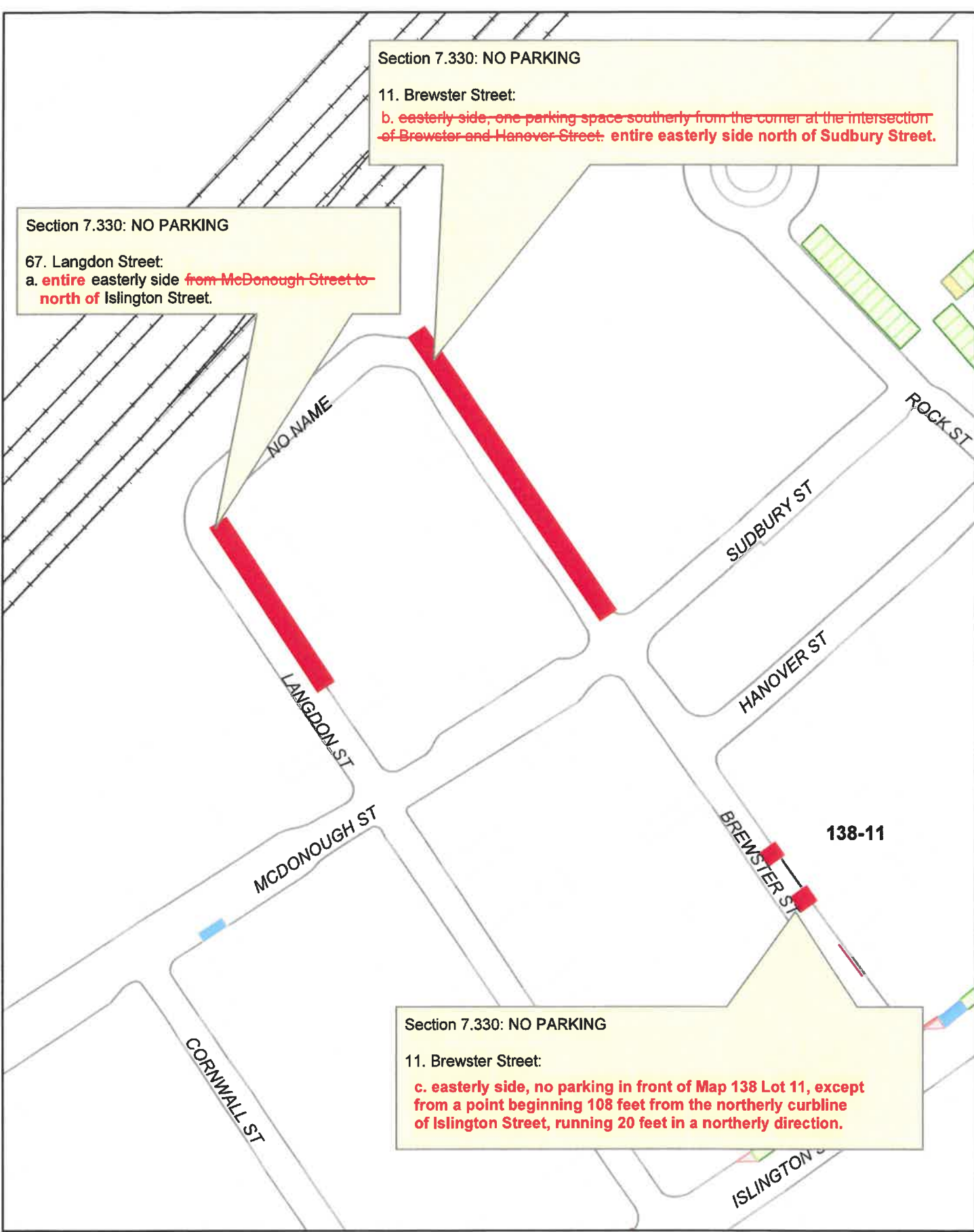
67. Langdon Street:

a. entire easterly side from McDonough Street to north of Islington Street.

Section 7.330: NO PARKING

11. Brewster Street:

c. easterly side, no parking in front of Map 138 Lot 11, except from a point beginning 108 feet from the northerly curbline of Islington Street, running 20 feet in a northerly direction.

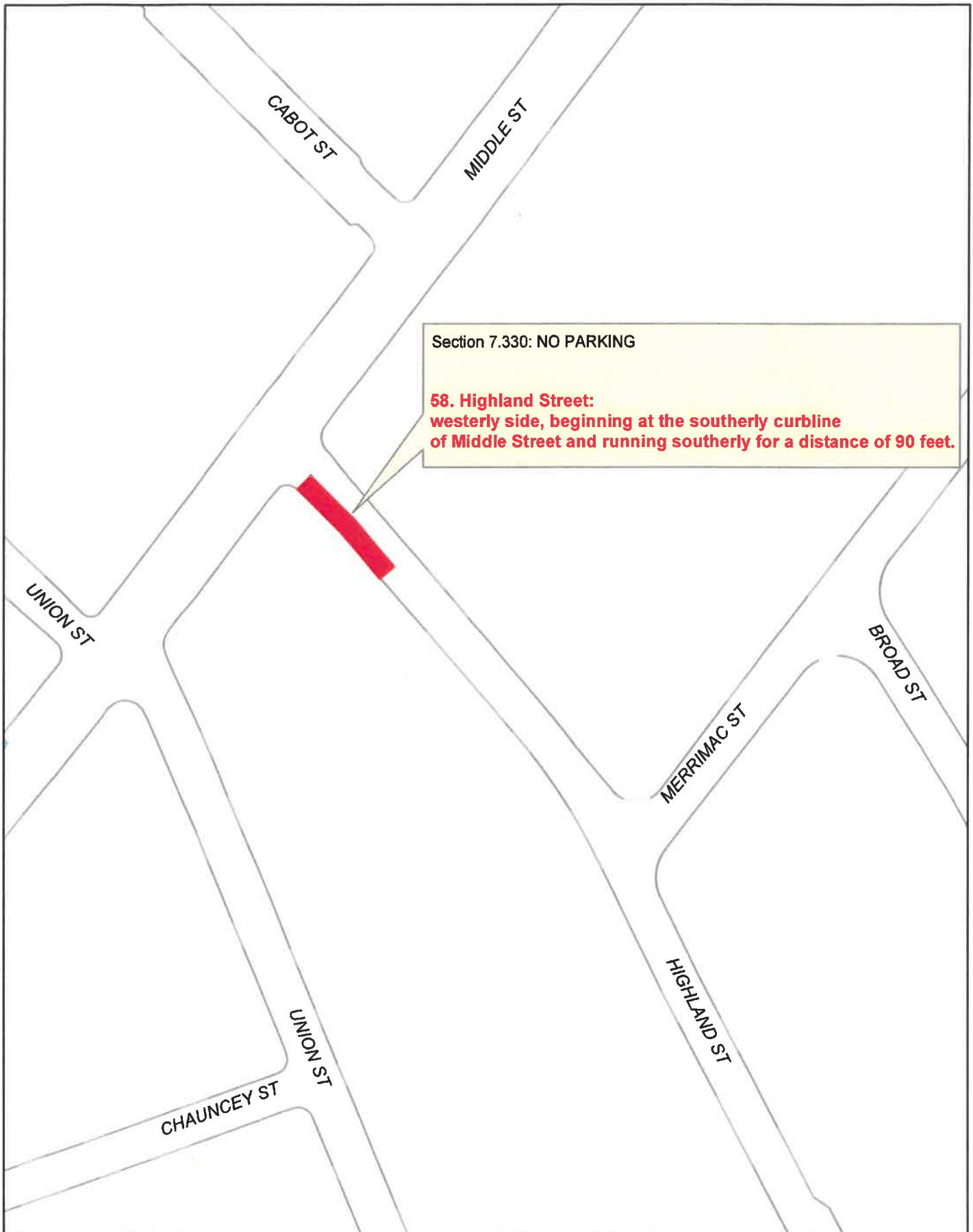


No Parking  
Portsmouth, New Hampshire

Map prepared by Portsmouth Department of Public Works, 07 May 2019  
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2019

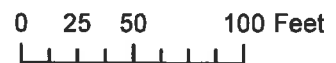


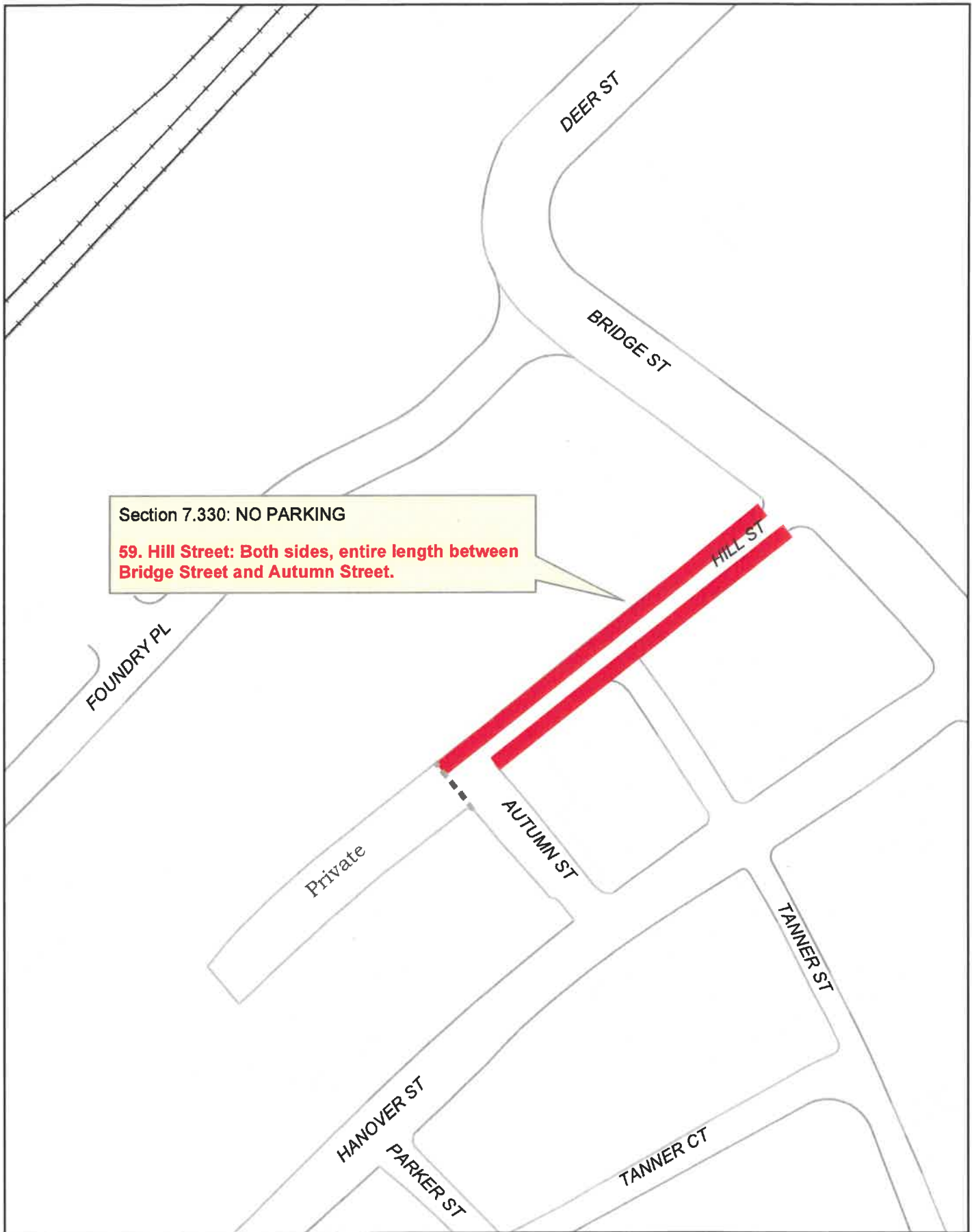




**No Parking  
Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 07 May 2019  
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2019



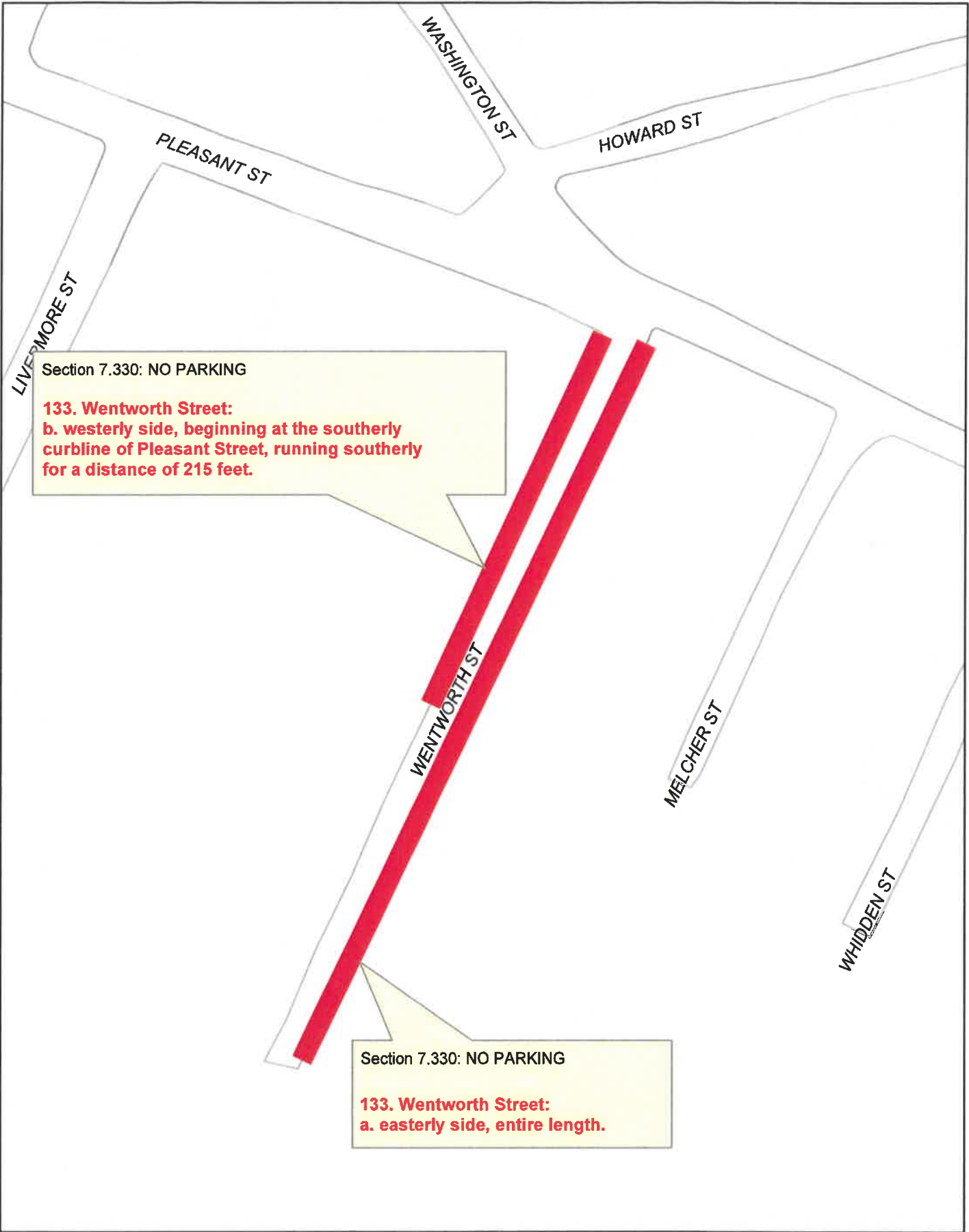


Section 7.330: NO PARKING  
59. Hill Street: Both sides, entire length between Bridge Street and Autumn Street.

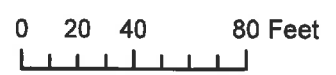
**No Parking  
Portsmouth, New Hampshire**

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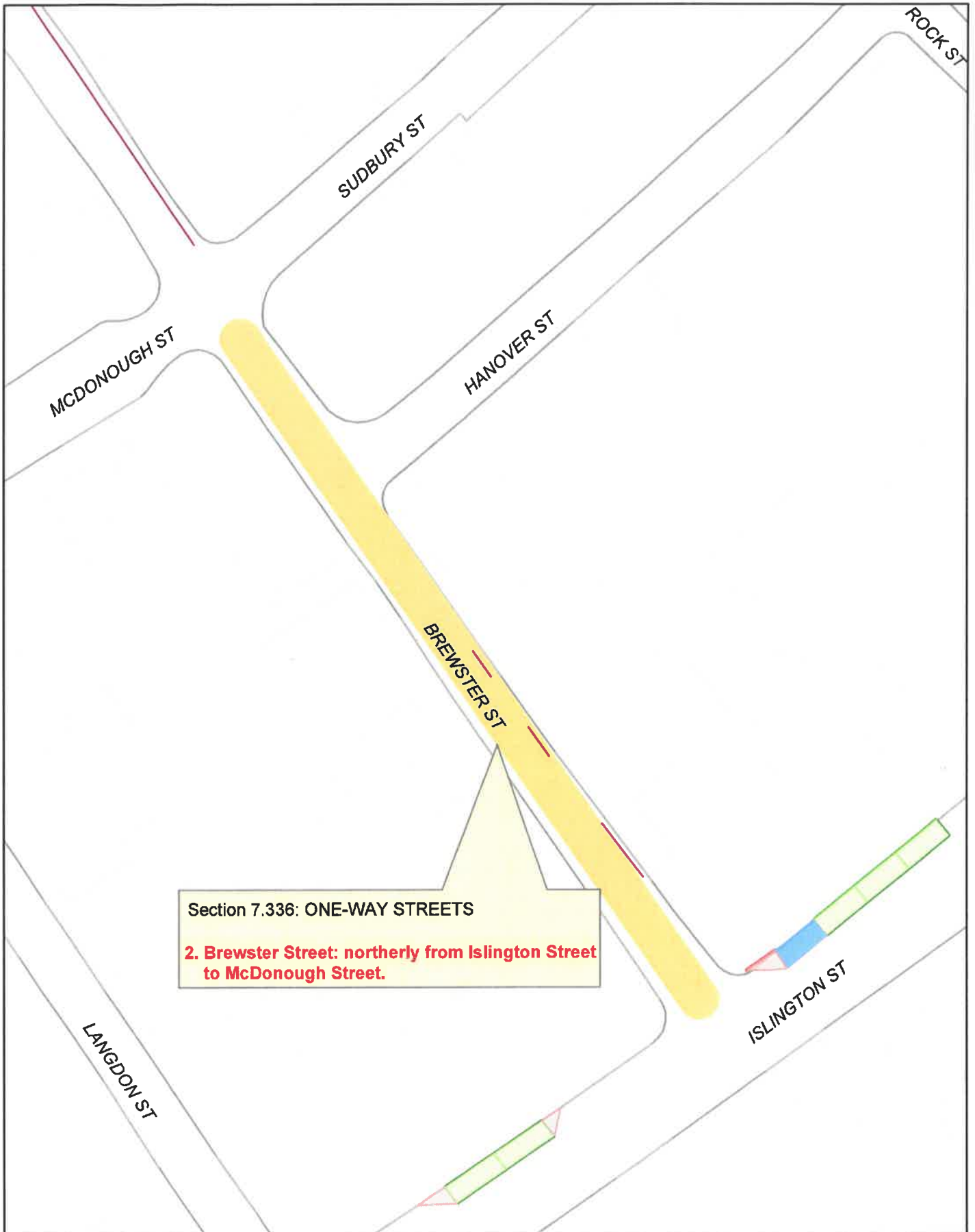




**No Parking  
Portsmouth, New Hampshire**

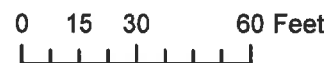


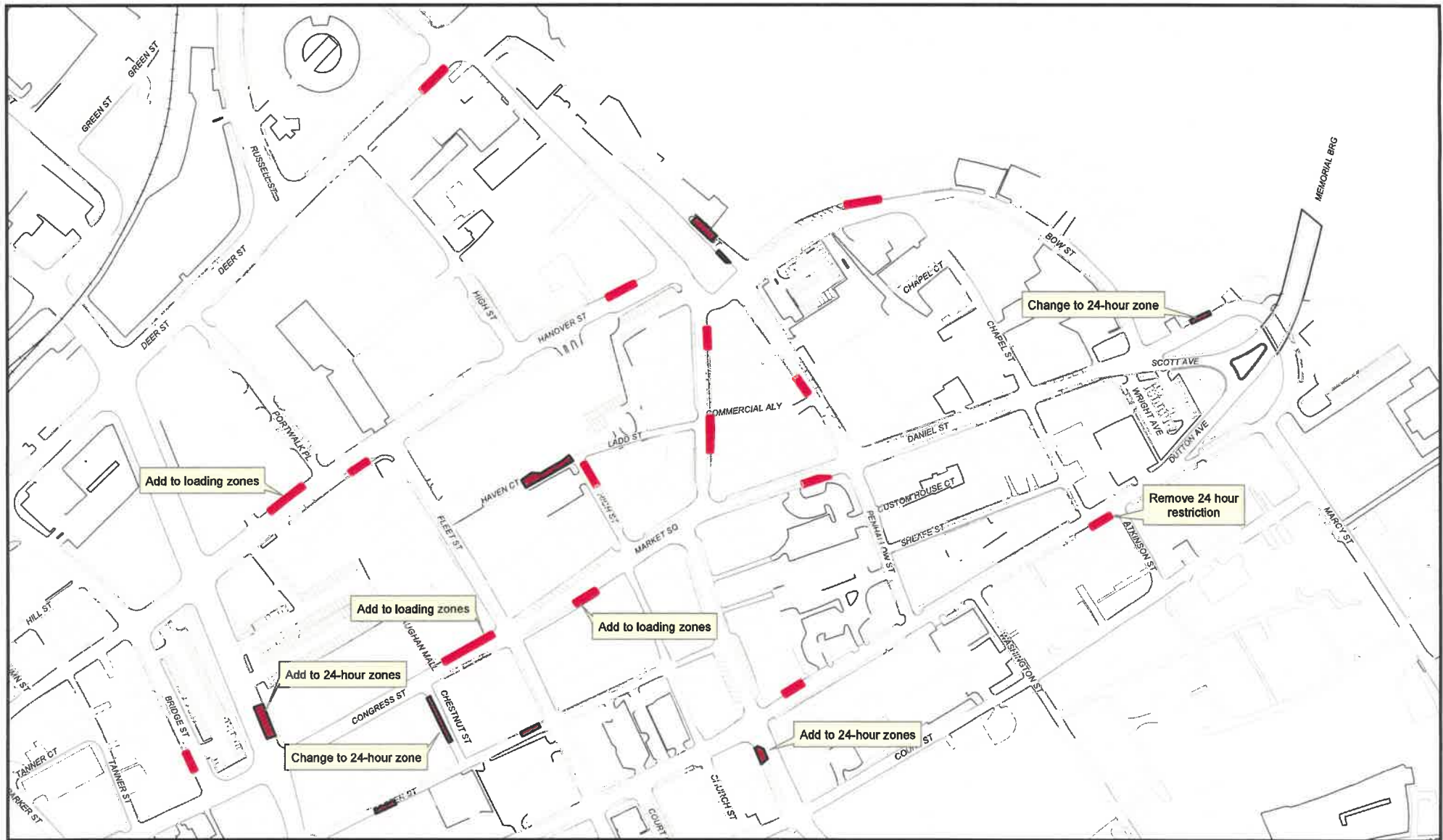
Map prepared by Portsmouth Department of Public Works, 07 May 2019  
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2019



**One Way Street  
 Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 07 May 2019  
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2019

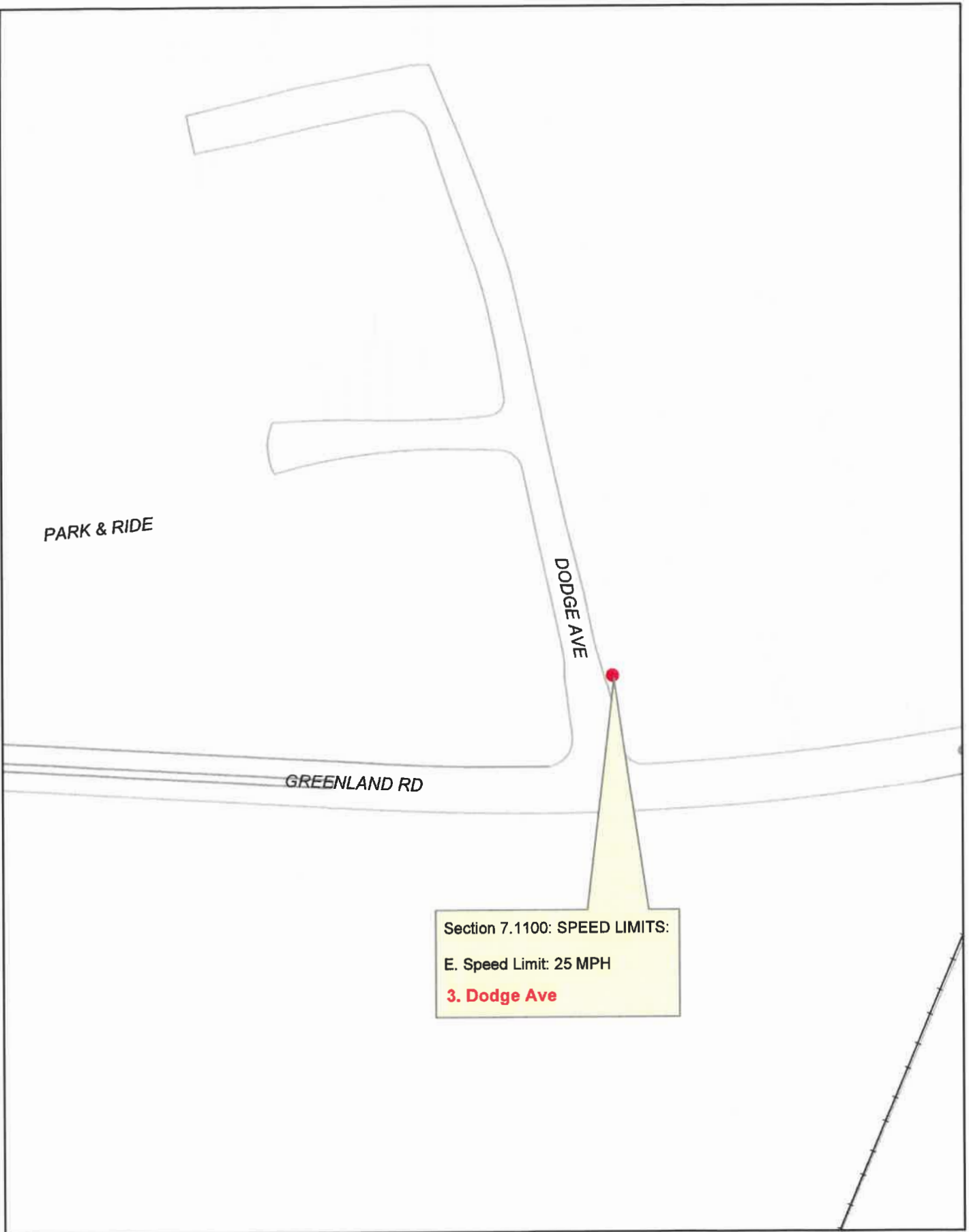




**PROPOSED LOADING ZONE CHANGES**  
CITY OF PORTSMOUTH, NEW HAMPSHIRE

 **Loading Zones**  
( open to all traffic  
after 7 PM )

 **24-Hour Loading Zones**



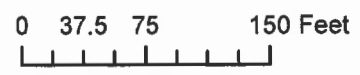
PARK & RIDE

DODGE AVE

GREENLAND RD

Section 7.1100: SPEED LIMITS:  
E. Speed Limit: 25 MPH  
**3. Dodge Ave**

**Speed Limits  
Portsmouth, New Hampshire**



## **Public tour of the Peirce Island Wastewater Treatment Facility on Thursday, June 13<sup>th</sup>**

Guided public tours of the Peirce Island Wastewater Treatment Facility (WWTF) construction site will be conducted on [Thursday, June 13, 2019 from 5 p.m. to 7 p.m.](#) City staff, along with others involved in the construction of the Peirce Island WWTF upgrade project, will be guiding interested parties through the construction site to provide an opportunity to observe the status of the ongoing construction.

This is the third public tour of since the construction of the WWTF, the largest project the City has ever undertaken, began in the fall of 2016. This new Facility will begin operating by December of this year, and will be fully complete by the end of next summer; therefore, participants of the tour can anticipate to see significant progress made on the upgraded site.

Each tour will last approximately an hour and will include a shuttle van to bring groups to the construction area from the construction access gate on Peirce Island. Visitors should gather at the construction access gate on Peirce Island beginning at 5 p.m. Due to the construction site conditions, access does not comply with Americans with Disabilities Act (ADA) requirements, and rest rooms are not available. If your mobility is limited and you will need assistance on the tour, please contact Chris Berger at 603-766- 1446 or [cmberger@cityofportsmouth.com](mailto:cmberger@cityofportsmouth.com) at least 48 hours in advance of the tour date so that accommodations can be made. Participants will be required to follow the prescribed tour route.

Since this is an active construction site, attendees must:

- be adults only;
- wear long pants; and
- wear sturdy walking shoes or boots that are closed toe (open-toe shoes will NOT be permitted on the tour).

It is important to dress appropriately for outdoor conditions as there is some walking outdoors on rough, uneven and unpaved areas. At several locations throughout the construction site, tour guides will offer insight into the ongoing work and field questions. There will also be an opportunity for submittal of written questions for subsequent response as time for questions on the tours will be limited. Space for the tours is also limited, and tours will be conducted on a first-come, first-serve basis.

Questions concerning the planned tour can be directed to Terry Desmarais, City Engineer, at 766- 1421 or [tldesmarais@cityofportsmouth.com](mailto:tldesmarais@cityofportsmouth.com). There is no rain date for this event. For more information, please visit <http://cityofportsmouth.com/publicworks/wastewater/peirce-island-wastewater-facility/peirce-island-wastewater-facility-upgrade-project>.

# TITLE XXIV

# GAMES, AMUSEMENTS, AND ATHLETIC

# EXHIBITIONS

## CHAPTER 284

## HORSE AND DOG RACING

### Keno

#### Section 284:51

##### **284:51 Local Option. –**

I. Any town or city may allow the operation of keno games according to the provisions of this subdivision, in the following manner:

(a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

(b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of keno games within the town or city?"

II. If a majority of those voting on the question vote "Yes," keno games may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of keno games may consider rescinding its action in the manner described in paragraph I of this section.

IV-a. An unincorporated place may allow the operation of keno games by majority vote of the county delegation, after a public hearing is held.

V. The lottery commission shall maintain a list of municipalities where keno is available.

**Source.** 2017, 229:1, eff. July 1, 2017. 2018, 332:1, eff. June 25, 2018.



May 29, 2019

Hello Doug,

Sadly, I must offer my resignation to the Parking/Traffic and Safety committee as of July 15th, 2019.

We are moving out of Portsmouth on July 22nd, 2019, where we have lived since 1987!, to New Castle, NH.

I will be at all meetings before August though.

Best,  
Shari Donnermeyer  
603-498-5788