

CITY COUNCIL MEETING

Remote Meeting Via Zoom Conference Call

To register in advance for this meeting, click on the link below or copy and paste it into your web browser:

https://zoom.us/webinar/register/WN_q1HrtMtYTCibKQD6TVxG9Q

You are requyryyyired to register in advance to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. Please note, this meeting will also be broadcast on the City's YouTube Channel. Public comments for the Council's consideration can be emailed in advance via the City's web site: <https://www.cityofportsmouth.com/citycouncil/contact-all-city-councilors>.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-18, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

DATE: MONDAY, OCTOBER 5, 2020

TIME: 7:00PM

AGENDA

- I. **WORK SESSION – THERE IS NO WORK SESSION THIS EVENING**
- II. **PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting] - POSTPONED**
- III. **CALL TO ORDER [7:00 p.m. or thereafter]**
- IV. **ROLL CALL**
- V. **INVOCATION**
- VI. **PLEDGE OF ALLEGIANCE**
- VII. **ACCEPTANCE OF MINUTES** (*There are no minutes on for acceptance this evening*)
- VIII. **RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**
 1. *Recognition of Senior Center Volunteer
- IX. **PUBLIC COMMENT SESSION – (Via Zoom)**
- X. **PUBLIC DIALOGUE SUMMARY [when applicable] - POSTPONED**
- XI. **PUBLIC HEARINGS AND VOTES ON ORDINANCES AND/OR RESOLUTIONS**

First Reading of Ordinances:

- A. First reading of Ordinance amending Chapter 7, Article III, Section 7.326 – Limited Parking – Daniel Street: southerly side, ~~first five~~ three metered spaces east from Market Square – running between 102 and 160 feet west of Penhallow Street; and Hanover Street delete northerly side, ~~first two~~ spaces east from Bridge Street
- B. First reading of Ordinance amending Chapter 7, Article III, Section 7.330 – No Parking by the addition of Little Harbor Road: Both sides of the roadway beginning at the east side of the Wentworth Coolidge Mansion driveway, running easterly for a distance of 155 feet to the gate at the end of the pavement

- C. First reading of Ordinance amending Chapter 7, Article III, Section 7.336 – One-Way Streets by the deletion of ~~Parker Street northerly from Tanner Court to Hanover Street~~
- D. First reading of Ordinance amending Chapter 7, Article VI, Section 7.601 – Limited Hours Loading Zones by the addition of Pleasant Street: easterly side, beginning 94 feet south of the southerly curb line of Daniel Street and running southerly for a distance of 45 feet

Public Hearing and Second Reading of Ordinances:

- E. **ORDINANCE AMENDING CHAPTER 7, ARTICLE III, SECTION 7.326 – LIMITED PARKING – 15 MINUTES BY THE DELETION OF DEER STREET: ONE SPACE ON THE NORTHERLY SIDE OF THE STREET, BEGINNING 13 FEET WEST OF THE EXTENSION OF THE WESTERLY CURB LINE OF HIGH STREET, AND RUNNING 20 FEET IN AN EASTERLY DIRECTION. THE ADDITION OF HANOVER STREET: SOUTHERLY SIDE, FIRST TWO SPACES EAST FROM MAPLEWOOD AVENUE**

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

- F. **ORDINANCE AMENDING CHAPTER 7, ARTICLE III, SECTION 7.330 – NO PARKING BY THE ADDITION MIDDLE STREET: WESTERLY SIDE, BEGINNING AT THE NORTHERLY CURB LINE OF ALDRICH ROAD, AND RUNNING NORTHERLY FOR A DISTANCE OF 76 FEET**

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

- G. **ORDINANCE AMENDING CHAPTER 7, ARTICLE VI, SECTION 7.601 – LIMITED HOURS LOADING ZONES BY THE ADDITION OF VAUGHAN STREET: WESTERLY SIDE, BEGINNING AT THE INTERSECTION WITH RAYNES AVENUE AND RUNNING SOUTHERLY FOR A DISTANCE OF 60 FEET, FROM 6:00AM TO 9:00AM**

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

XII. MAYOR BECKSTED

- 1. *Request to Establish Work Session COVID Planning and the Future of the Citizens Response Task Force – Monday, November 9th at 6:30 p.m.
- 2. Appointments to be Considered:
 - Appointment of David Adams to the Historic District Commission as a Regular Member
 - Reappointment of Richard Katz to the Library Board of Trustees
 - Appointment of Maria Peppas to the Library Board of Trustees
 - Appointment of Kelly Delekta to the Library Board of Trustees

- Appointment of Latonya Wallace to the Library Board of Trustees
 - Appointment of Daniel Main to the Portsmouth Housing Authority
3. Appointments to be Voted:
 - Appointment of Margot Doering to the Historic District Commission as a Regular Member filling the unexpired term of Cyrus Beer
 - Appointment of Michelle Consolazio to the Citizens Advisory Committee
 4. Resignations:
 - Joseph M. O'Neill as an Alternate from the Conservation Commission
 - Adrienne Harrison from the Conservation Commission
 - Nathan Moss from Portsmouth Citizen Response Task Force
 - Samantha Finigan from Portsmouth Citizen Response Task Force
 - Ruth L. Griffin from the Portsmouth Housing Authority

XIII. CITY COUNCIL MEMBERS

A. ASSISTANT MAYOR SPLAINE

1. Creating a Year-Round Citywide Outside-Use Policy for our Restaurants and Other Businesses

B. COUNCILOR McEACHERN

1. *Report Back regarding Policies Adopted by the Membership
2. *Report Back regarding NHMA Conference
3. *Extend Outside Dining to end of November

C. COUNCILOR WHELAN

1. *McIntyre Update (***Sample motion – move to appropriate with Council Approval up to \$150,000.00 out of contingency to redesign plans and drawings to better reflect the public input from the recently returned survey. All past and future legal action concerning McIntyre will be terminated between all parties as part of this motion***)
2. Parking and Traffic Safety Committee Action Sheet and Minutes of the August 6, 2020 meeting (***Sample motion – move to approve and accept the action sheet and minutes of the August 6, 2020 Parking and Traffic Safety Committee meeting***)

D. COUNCILOR LAZENBY

1. Nomination of Dan Rawling for Appointment as a regular member of the Historic District Commission

E. COUNCILOR LAZENBY & COUNCILOR McEACHERN

1. Safe Water Advisory Group (***Sample motion – move the formation of the Portsmouth Safe Water Advisory Group as an advisory group related to Safe Drinking Water***)

F. COUNCILOR HUDA

1. The Final FY20 Budget Surplus Amounts by Budget Unit as Estimated to the Mayor in June 2020 (Due to the Insightful Response of the City Manager to put a Freeze on Spending Immediately, a FY20 Surplus was Expected)

	Estimate @ 6/30/2020	Actual @ 9/30/20 (Unaudited)
Police	\$350,000.00	?
Fire	\$250,000.00	?
Municipal	\$450,000.00	?
School	\$200,000.00	?

(Sample motion – move for a report back from the City Manager to the residents and City Council on the outlined information listed above)

2. On the Financial Impact to the City of Portsmouth Resulting from the State of NH suspending all State Aid Grants (SAGS)

(As reported in the Portsmouth Herald on 9/27 Exeter is Facing Serious Shortfalls in meeting Debt Service Payments on their just completed Wastewater Treatment Plant)

Since our WWTP is scheduled to be completed this year, is the City of Portsmouth facing the same issues?

3. Update on the Status & Solutions being discussed per the Emergency Police Commission Meeting on the Re-Occurrence of Mold in the Police Department

XIV. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of CARES ACT Election Grant ***(Sample motion - move***

XV. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager’s Items Which Require Action:

1. 33 Northwest Street Request for Revocable License
2. Greenleaf Recreation Center Concession Agreement
3. Request to Name New Public Street Located Between Cate Street and Route 1 Bypass
4. Establish Polling Hours for the November 3, 2020 General Election
5. Request to Exempt the Peirce Island Wastewater Treatment Facility from the Public Art Requirement
6. Request to Schedule First Reading of Sewer Ordinance Amendment

XVI. CONSENT AGENDA

- A. Request for License to Install a Projecting Sign for owner River-Wharf, LLC, SOL, LLC for property located at 111 State Street (***Anticipated action - move to approve the aforementioned Projecting Sign Licenses 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***

XVII. PRESENTATIONS & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. *Presentation by Health Officer Kim McNamara regarding COVID-19 Update
- B. *Update on the Portsmouth Citizens Response Task Force
- C. Email Correspondence (***Sample motion – move to accept and place on file***)

XVIII. CITY MANAGER'S INFORMATIONAL ITEMS

1. *Racial Equity Initiatives as a Result of City Council Resolution #13-2020
2. Report Back on Use of CARES Act Funding
3. Report Back on Election Officials Salaries as Requested at the September 14, 2020 City Council Meeting
4. Parking Citation Fine Structure Recommendations
5. Letter from Citizen Response Task Force to Commissioner Caswell Regarding Business Reopening
6. *Memorandum on Field and Right-of-Way Maintenance

XIX. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

XX. ADJOURNMENT [at 10:00 p.m. or earlier]

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

* Indicates verbal report

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III, Section 7.326 - **LIMITED PARKING - 15 MINUTES** 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 III: TRAFFIC ORDINANCE

Section 7.326: LIMITED PARKING – 15 MINUTES

A. No person having control or custody of any vehicle shall cause the same to stop or park for longer than 15 minutes at any time between 9:00 a.m. and 8:00 p.m., Monday through Saturday, and between 12:00 p.m. and 8:00 p.m. Sunday, Holidays not included, on the following streets and locations:

4. Daniel Street:
 - a. northerly side, first four metered spaces west from the parking lot entrance at 80 Daniel Street.
 - b. southerly side, **first five three** metered spaces **east from Market Square running between 102 and 160 feet west of Penhallow Street.**

6. Hanover Street:
 - a. northerly side, first five spaces east from High Street
 - b. ~~northerly side, first two spaces east from Bridge Street~~

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.

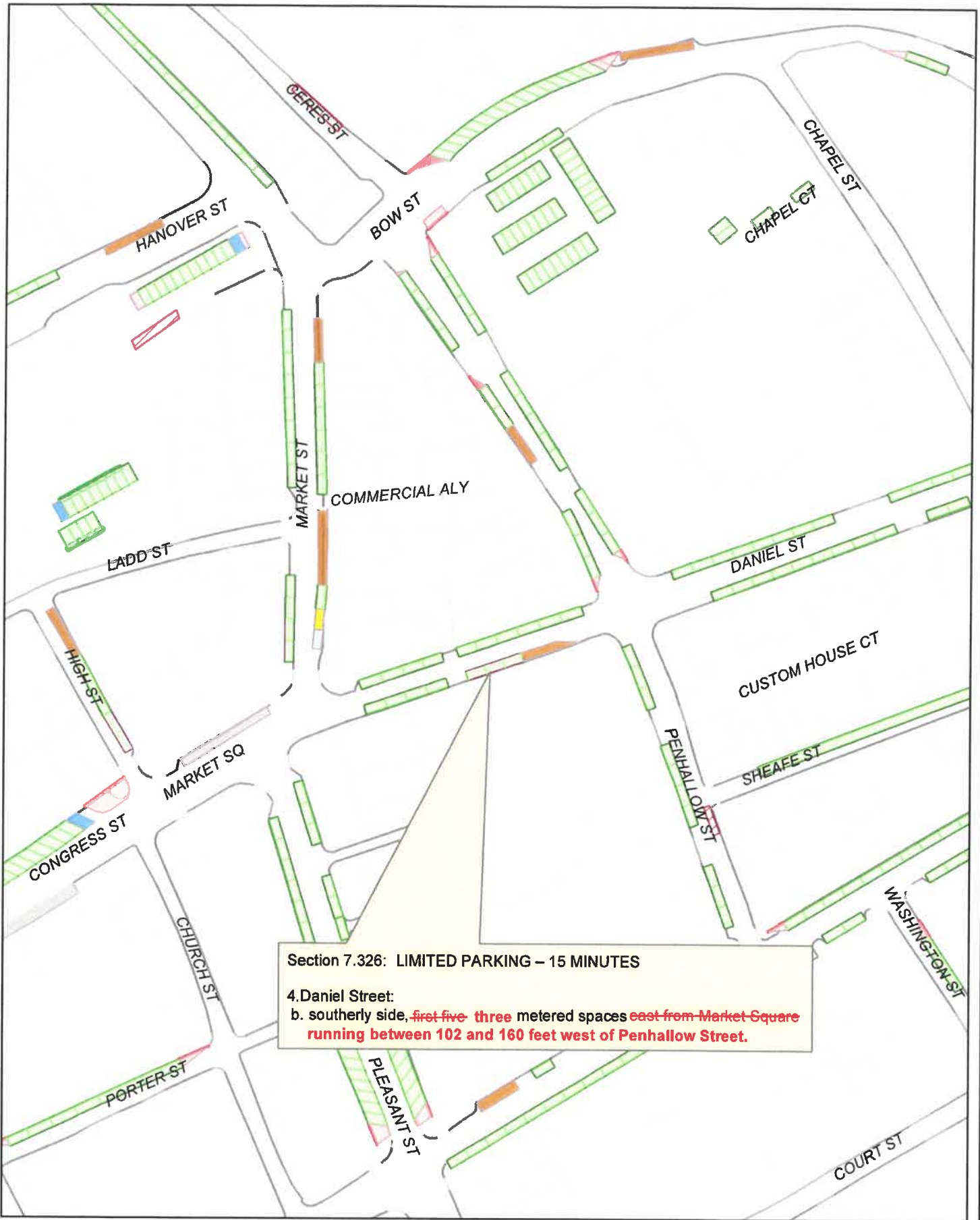
This ordinance shall take effect upon its passage.

APPROVED:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

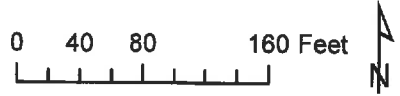


Section 7.326: LIMITED PARKING – 15 MINUTES

4. Daniel Street:
 b. southerly side, ~~first five~~ **three** metered spaces **east from Market Square** running between 102 and 160 feet west of Penhallow Street.

**LIMITED PARKING – 15 MINUTES
 Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 29 September 2020
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



DEER ST

PORTWALK PL

Section 7.326: LIMITED PARKING – 15 MINUTES
6. Hanover Street:
~~e. northerly side, first two spaces east from Bridge~~

Former Bubby's Deli location

HANOVER ST

VAUGHAN MALL

HILL ST

BRIDGE ST

Provident Bank

MAPLEWOOD AVE

TANNER CT

TANNER ST

CONGRESS ST

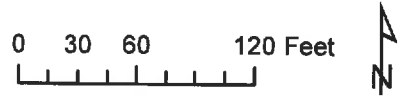
ISLINGTON ST

MIDDLE ST

PORTER ST

**LIMITED PARKING – 15 MINUTES,
Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 29 September 2020
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III, Section 7.330 - **NO PARKING** 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 III: TRAFFIC ORDINANCE

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:

71. Little Harbor Road: Both sides of the roadway, beginning at the east side of the Wentworth Coolidge Mansion driveway, running easterly for a distance of 155 feet to the gate at the end of the pavement.

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:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

375

Wentworth Coolidge mansion driveway

385

LITTLE HARBOR RD

395

gate

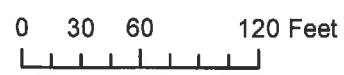
dirt path

380

Section 7.330: NO PARKING

71. Little Harbor Road:
Little Harbor Road: Both sides of the roadway, beginning at the east side of the Wentworth Coolidge Mansion driveway, running easterly for a distance of 155 feet to the gate at the end of the pavement.

**No Parking
 Portsmouth, New Hampshire**



Map prepared by Portsmouth Department of Public Works, 2 June 2020
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III, Section 7.336 – **ONE-WAY STREETS** 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 III: TRAFFIC ORDINANCE

Section 7.336: ONE-WAY STREETS

~~19. Parker Street: northerly from Tanner Court to Hanover Street.~~

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.

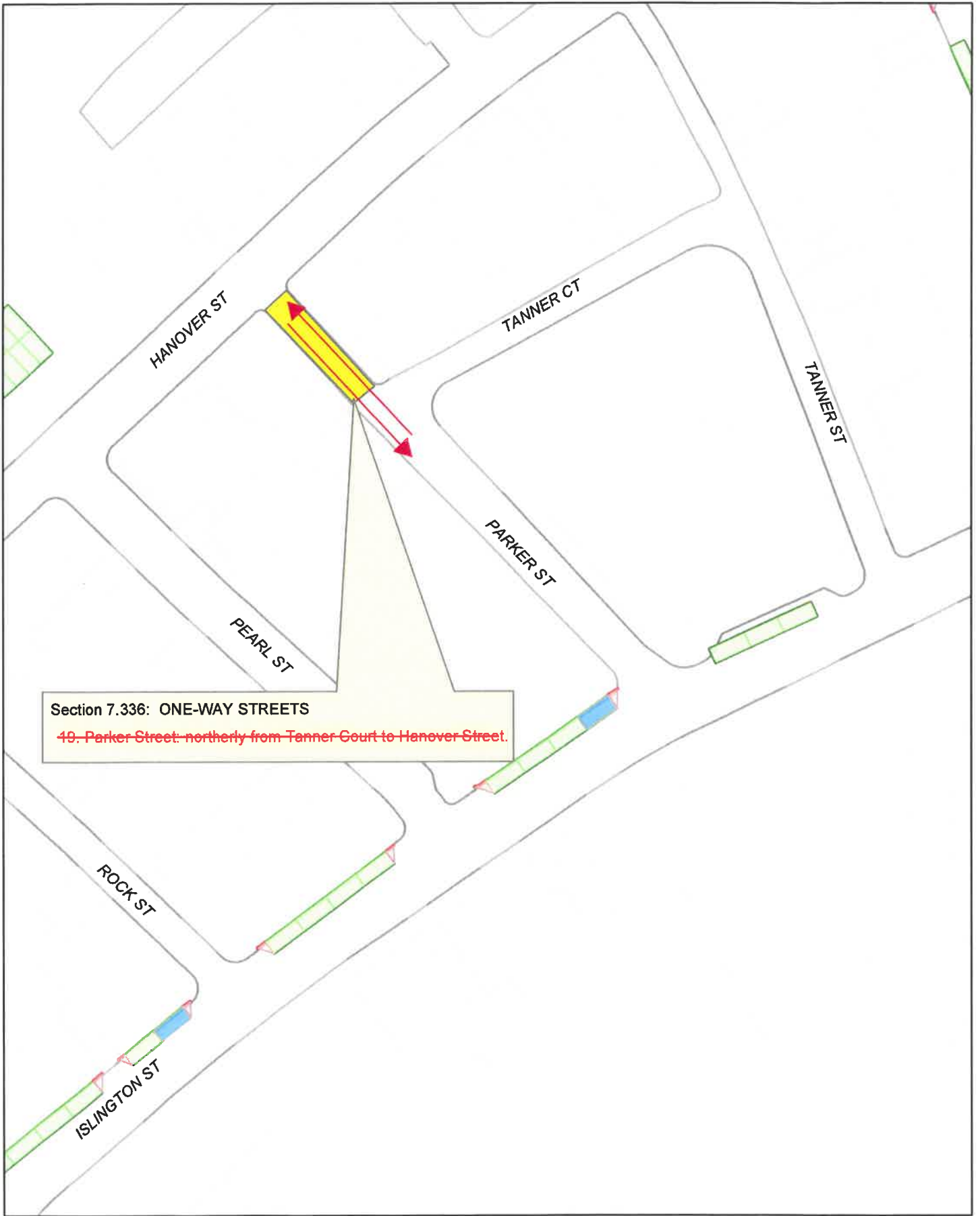
This ordinance shall take effect upon its passage.

APPROVED:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

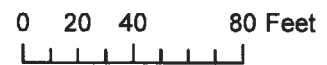
Kelli L. Barnaby, City Clerk



Section 7.336: ONE-WAY STREETS
 49. Parker Street: northerly from Tanner Court to Hanover Street.

ONE-WAY STREETS
Portsmouth, New Hampshire

Map prepared by Portsmouth Department of Public Works, 2 June 2020
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article VI, Section 7.601 - **LIMITED HOURS LOADING ZONES** 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 VI: LOADING ZONES

Section 7.601: LIMITED HOURS LOADING ZONES

The following locations are established as "Limited Hours Loading Zones" during "Loading Zone Hours" which are defined as Mondays through Saturdays between the hours of 6:00 a.m. and 7:00 p.m. or as otherwise described below. During Loading Zone Hours only licensed commercial 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 product, merchandise or equipment. At all other times these Loading Zones shall be open parking for all vehicles.

- 12. Pleasant Street: easterly side, beginning 94 feet south of the southerly curbline of Daniel Street and running southerly for a distance of 45 feet.**

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.

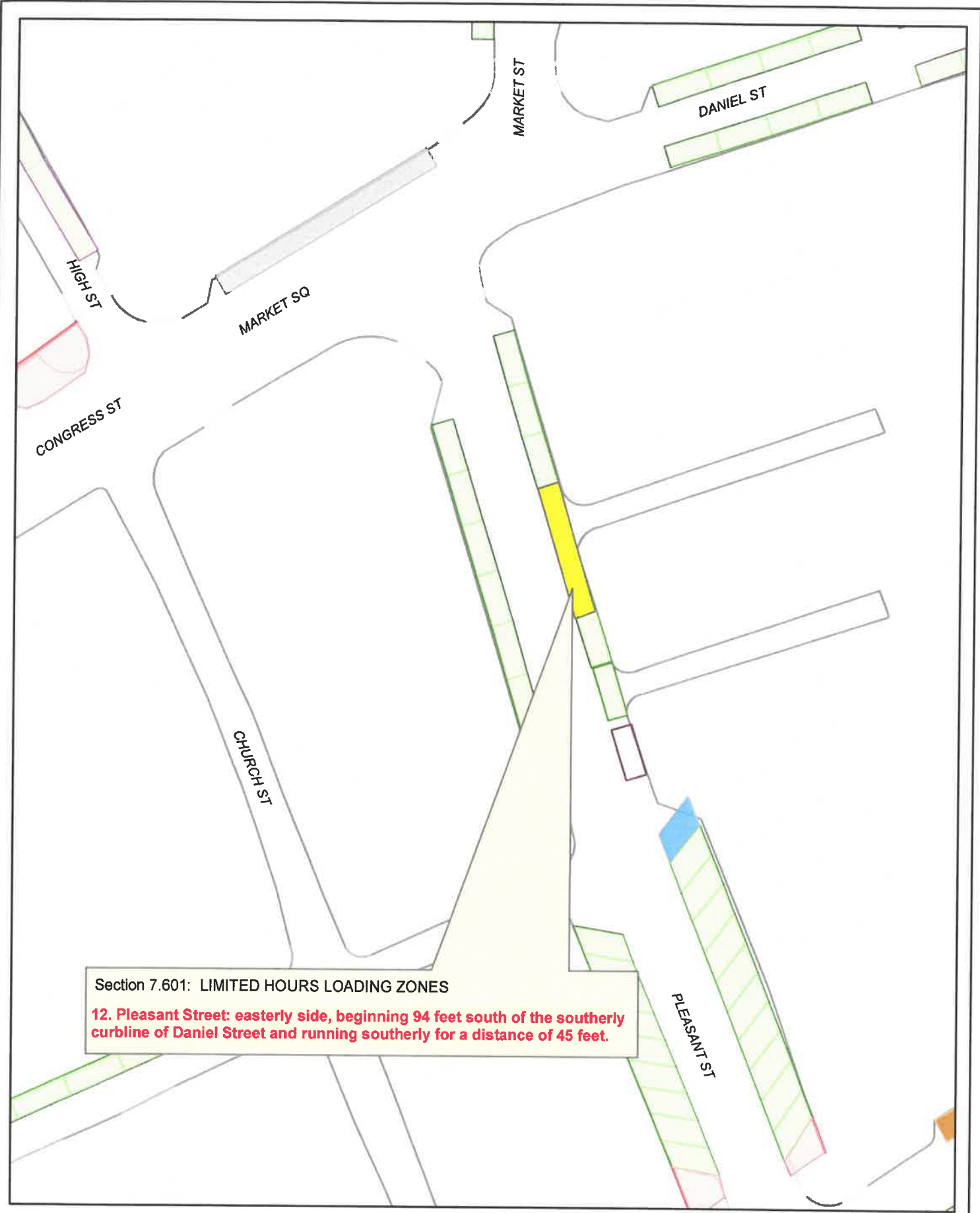
This ordinance shall take effect upon its passage.

APPROVED:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

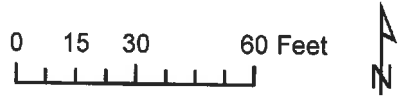


Section 7.601: LIMITED HOURS LOADING ZONES

12. Pleasant Street: easterly side, beginning 94 feet south of the southerly curbline of Daniel Street and running southerly for a distance of 45 feet.

**LIMITED HOURS LOADING ZONES
Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 2 June 2020
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday, October 5, 2020 at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, Portsmouth, NH, on the proposed Ordinance amending Chapter 7, Article III, Section 7.326, Limited Parking – Fifteen Minutes by the deletion of ~~Deer Street: One space on the northerly side of the street, beginning 13 feet west of the extension of the westerly curb line of High Street, and running 20 feet in an easterly direction.~~ The addition of **Hanover Street: southerly side, first two spaces east from Maplewood Avenue.** The Complete Ordinance will be available for review on the City's website. Due to the current State of Emergency related to COVID-19, the public hearing on October 5, 2020 will be conducted remotely via zoom conference call. Details regarding how to access the zoom meeting will be published on the Agenda.

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

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KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

PM-0200046

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III, Section 7.326 - **LIMITED PARKING - 15 MINUTES** 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 III: TRAFFIC ORDINANCE

Section 7.326: LIMITED PARKING – 15 MINUTES

- A. No person having control or custody of any vehicle shall cause the same to stop or park for longer than 15 minutes at any time between 9:00 a.m. and 8:00 p.m., Monday through Saturday, and between 12:00 p.m. and 8:00 p.m. Sunday, Holidays not included, on the following streets and locations:
5. ~~Deer Street: One space on the northerly side of the street, beginning 13 feet west of the extension of the westerly curblineline of High Street, and running 20 feet in an easterly direction.~~
 6. Hanover Street:
 - a. northerly side, first five spaces east from High Street
 - b. northerly side, first two spaces east from Bridge Street
 - c. **southerly side, first two spaces east from Maplewood Avenue**

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.

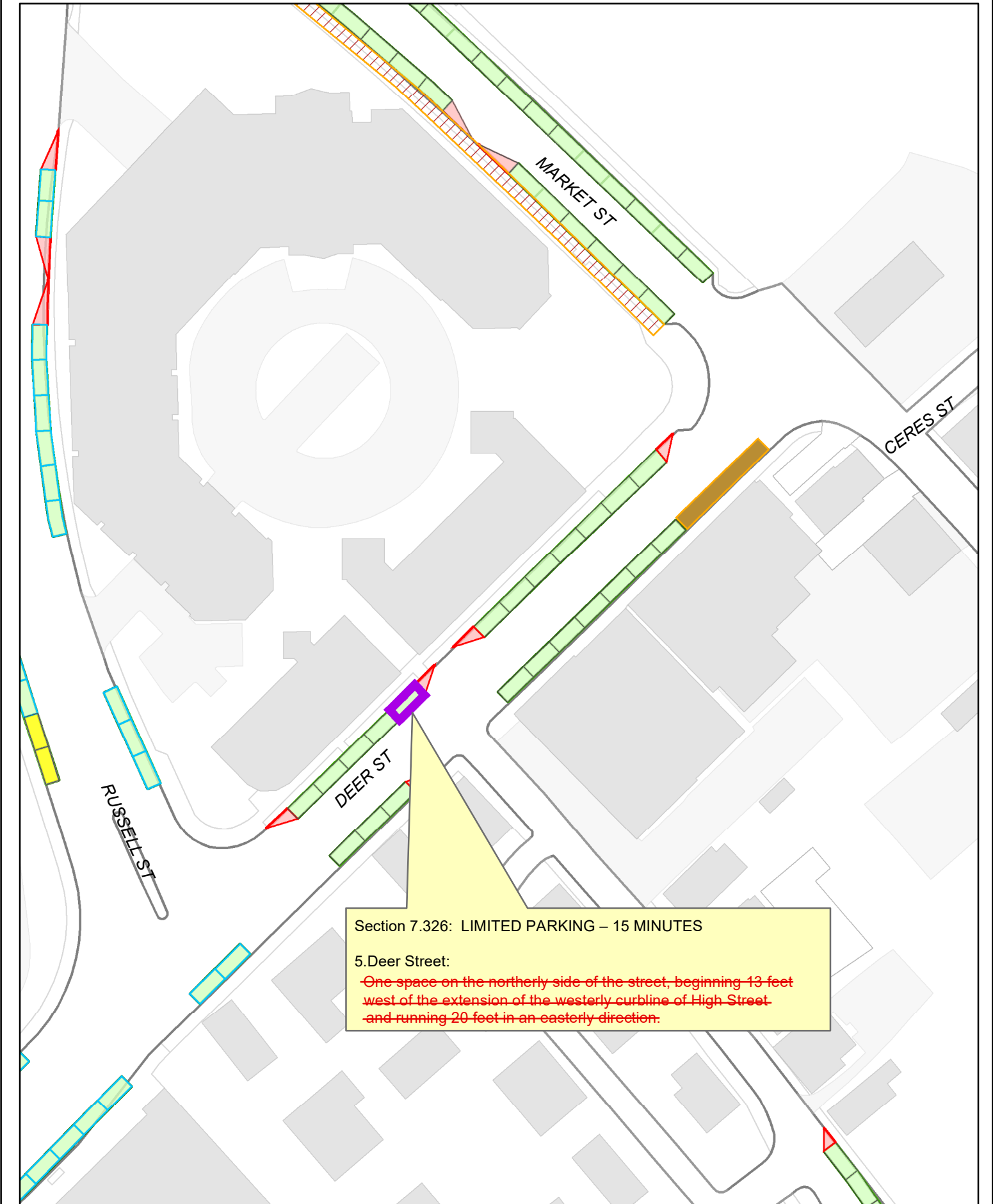
This ordinance shall take effect upon its passage.

APPROVED:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



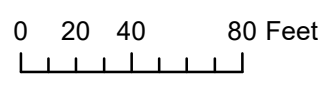
Section 7.326: LIMITED PARKING – 15 MINUTES

5. Deer Street:

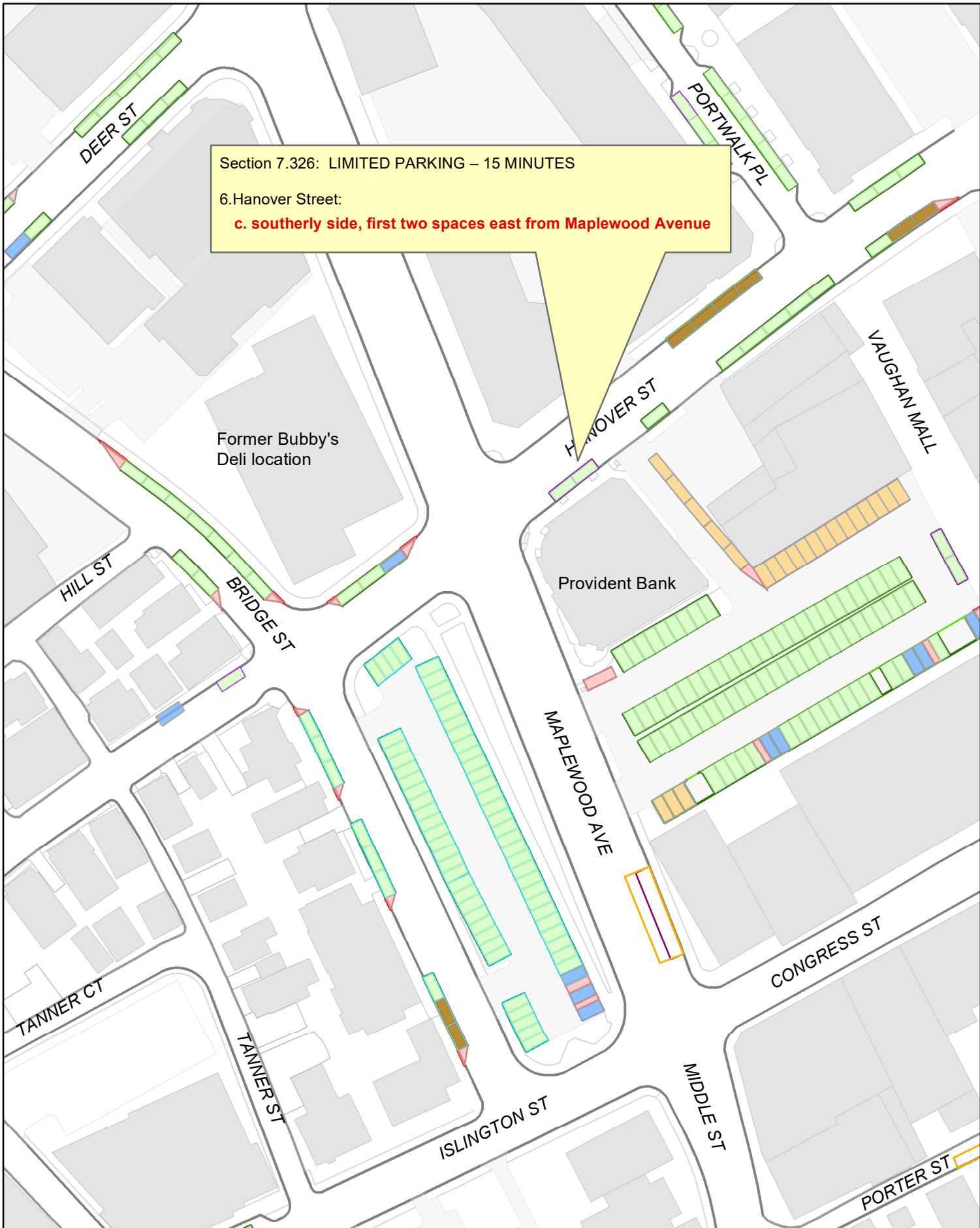
- One space on the northerly side of the street, beginning 13 feet west of the extension of the westerly curbline of High Street and running 20 feet in an easterly direction.

LIMITED PARKING – 15 MINUTES
Portsmouth, New Hampshire

Map prepared by Portsmouth Department of Public Works, 26 August 2020
 Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020

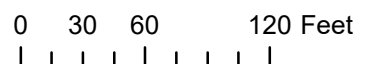


Section 7.326: LIMITED PARKING – 15 MINUTES
6.Hanover Street:
c. southerly side, first two spaces east from Maplewood Avenue



LIMITED PARKING – 15 MINUTES
Portsmouth, New Hampshire

Map prepared by Portsmouth Department of Public Works, 21 August 2020
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



LEGAL NOTICE

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KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

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KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

PM-0000048

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III, Section 7.330 - **NO PARKING** 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 III: TRAFFIC ORDINANCE

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:

83. Middle Street:

i. westerly side, beginning at the northerly curb line of Aldrich Road, and running northerly for a distance of 76 feet.

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.

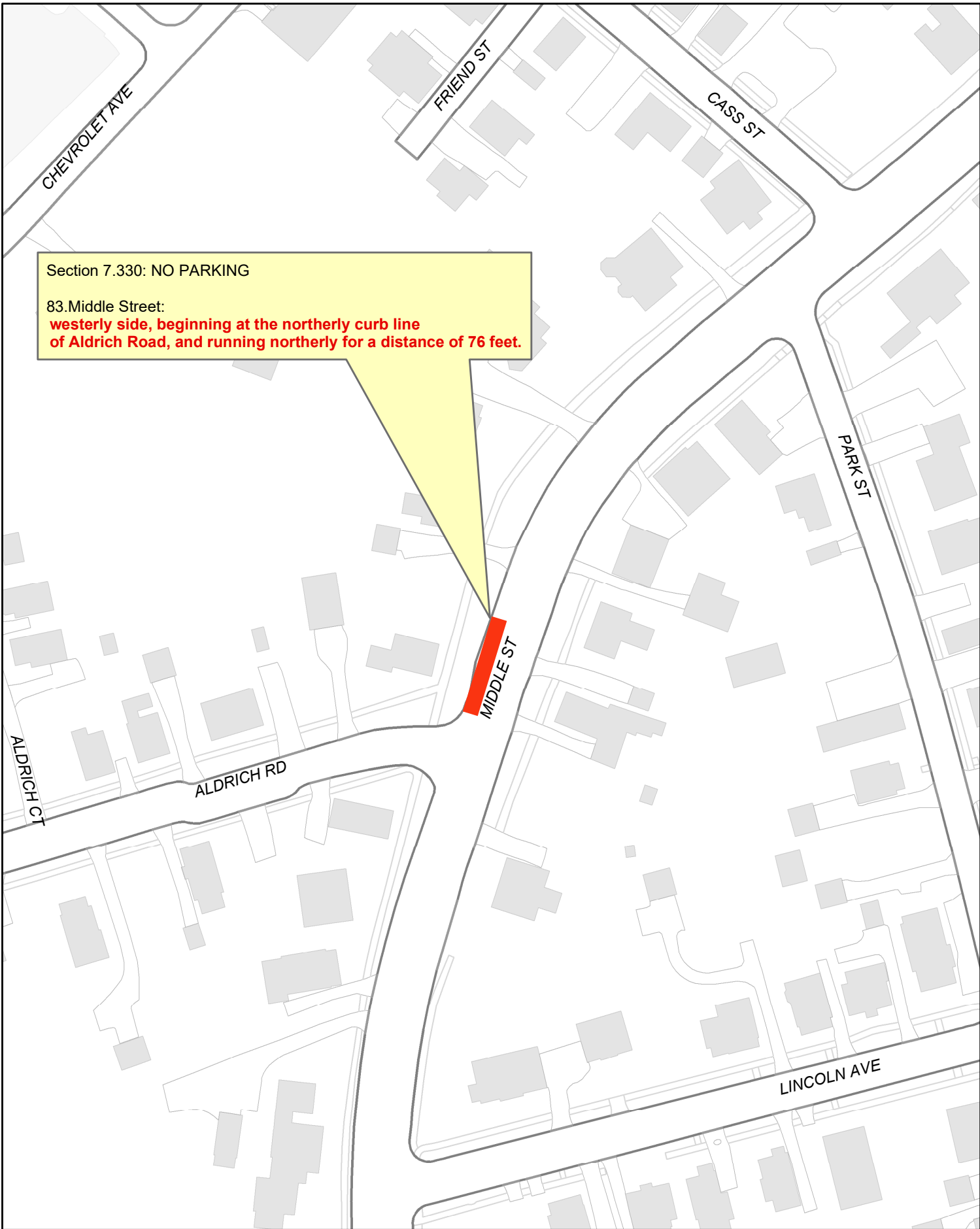
This ordinance shall take effect upon its passage.

APPROVED:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

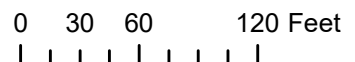


Section 7.330: NO PARKING

83.Middle Street:
**westerly side, beginning at the northerly curb line
of Aldrich Road, and running northerly for a distance of 76 feet.**

No Parking Portsmouth, New Hampshire

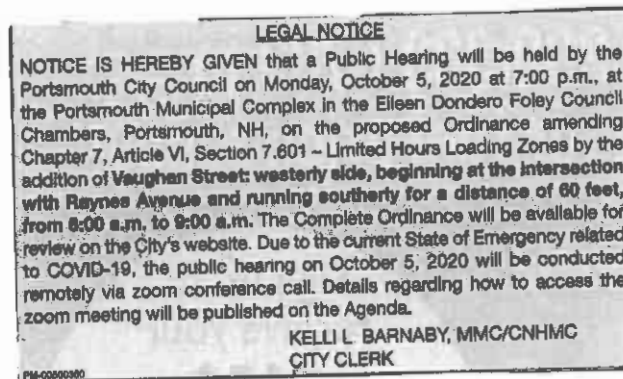
Map prepared by Portsmouth Department of Public Works, 2 June 2020
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020



LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday, October 5, 2020 at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, Portsmouth, NH, on the proposed Ordinance amending Chapter 7, Article VI, Section 7.601 – Limited Hours Loading Zones by the addition of **Vaughan Street: westerly side, beginning at the intersection with Raynes Avenue and running southerly for a distance of 60 feet, from 6:00 a.m. to 9:00 a.m.** The Complete Ordinance will be available for review on the City's website. Due to the current State of Emergency related to COVID-19, the public hearing on October 5, 2020 will be conducted remotely via zoom conference call. Details regarding how to access the zoom meeting will be published on the Agenda.

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK



ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article VI, Section 7.601 - **LIMITED HOURS LOADING ZONES** 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 VI: LOADING ZONES

Section 7.601: LIMITED HOURS LOADING ZONES

The following locations are established as "Limited Hours Loading Zones" during "Loading Zone Hours" which are defined as Mondays through Saturdays between the hours of 6:00 a.m. and 7:00 p.m. or as otherwise described below. During Loading Zone Hours only licensed commercial 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 product, merchandise or equipment. At all other times these Loading Zones shall be open parking for all vehicles.

14. Vaughan Street: westerly side, beginning at the intersection with Raynes Avenue and running southerly for a distance of 60 feet, from 6 AM to 9 AM.

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:

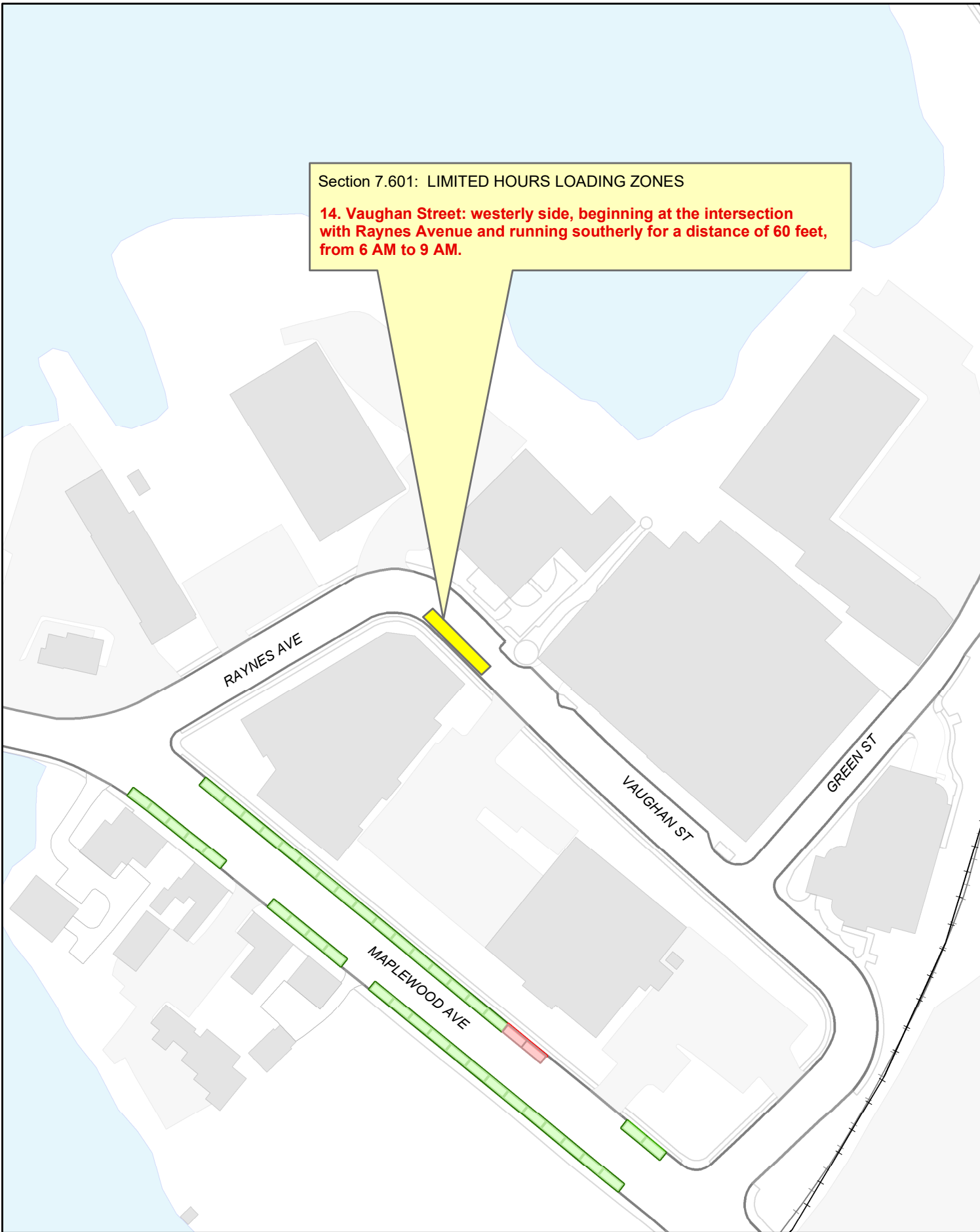
Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

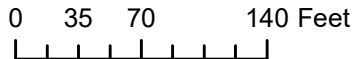
Section 7.601: LIMITED HOURS LOADING ZONES

14. Vaughan Street: westerly side, beginning at the intersection with Raynes Avenue and running southerly for a distance of 60 feet, from 6 AM to 9 AM.



**LIMITED HOURS LOADING ZONES
Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 2 June 2020
Map document: U:\Projects\0263 Parking Traffic & Safety\Traffic and Parking Ordinance Changes\2020





CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: HISTORIC DISTRICT

Name: DAVID ADAMS Telephone: 479 - 1673

Could you be contacted at work? YES/NO If so, telephone # NA

Street address: 210 GATES STREET

Mailing address (if different): _____

Email address (for clerk's office communication): HOOSIEFIXR@AOL.COM

How long have you been a resident of Portsmouth? 45

Occupational background:

CARPENTER

BUILDING CONTRACTOR

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

PRIVICELY SAUVEN FOR 18+ YRS



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

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

Reasons for wishing to serve: I WISH TO HELP GUIDE AND AID IN THE PRESERVATION AND DEVELOPMENT OF OUR HISTORIC CITY.

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

NONE AT THIS TIME

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

1) Peter Harris, 46 Manning St, (603) 433-2729 cell (603) 661-0781
Name, address, telephone number

2) John W. Rice 460 NW Hartford Dr 603-498-4034
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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

Signature: 

Date: 9/22/2020

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

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

6/27/2012



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

RE APPOINTMENT APPLICATION

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



Committee: Library Board of Trustees

Name: Richard J. Katz Telephone: 603-436-1525

Could you be contacted at work? YES NO If so, telephone # _____

Street address: 59 Kendington Road, Portsmouth NH

Mailing address (if different): _____

Email address (for clerk's office communication): CT4270@comcast.net

How long have you been a resident of Portsmouth? 36 yrs

Occupational background:

Building contractor - now retired

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

SEE RESUME

OVER
➔

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

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

Reasons for wishing to serve: lifelong bibliophile

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

Current first term will expire Oct 1 2020

original Appt. date: 09-18-2017

Attendance-2019 10 meetings held - 0 Absent

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

1) Garrett Zelin 70 Kensington Rd Portsmouth NH 603-436-1074
Name, address, telephone number

2) Jonathan Wyckoff 135 Sparhawk St Portsmouth NH-603-2359224
Name, address, telephone number

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Signature: Richard Katz Date: Sept-9, 2020

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

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

Richard Katz
59 Kensington Road
Portsmouth, NH 03801
603-436-1525
Email: ct4270@comcast.net

CIVIC EXPERIENCE:

- 2007-~~2008~~²⁰¹⁴ **Portsmouth Historic District Commission** Portsmouth, NH
Vice-Chairman
- Review, discuss, and vote on applications for new construction, additions, and alterations to structures located within the Portsmouth Historic District
 - Conduct and manage meetings in the absence of the chairman
- 2006-2007 **Mayor's Blue Ribbon Committee on Board and Commission Appointment Process** Portsmouth, NH
Member
- Considered the application of term limits to appointed members of city land use boards and commissions
 - Provided recommendations to city council
- 1998-2007 **Portsmouth Historic District Commission** Portsmouth, NH
Member
- Reviewed, discussed, and voted on applications for new construction, additions, and alterations to structures located within the Portsmouth Historic District
- 1998 **Dog Owners Group of Portsmouth** Portsmouth, NH
Co-Founder
- Chaired initial organizational meetings
 - Selected delegates and officers
 - Determined policy
- 1997-1998 **Citywide Neighborhood Groups Steering Committee** Portsmouth, NH
Member
- Planned, organized, and scheduled activities and functions common to various neighborhood groups
- 1996-1998 **Lafayette Park Neighborhood Association** Portsmouth, NH
President
- Participated in the establishment of a neighborhood group to oppose the sale of the Lafayette School for private development
 - Conducted and managed weekly meetings
 - Interfaced and communicated with city officials on a regular basis
 - Published monthly newsletter
-

EDUCATION:

1966 **Kent State University, Bachelor of Arts (Political Science)** Kent, OH



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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

Committee: Library Trustees Initial applicant

Name: Maria Peppas Telephone: 508-813-0169

Could you be contacted at work? YES/NO If so, telephone# Yes

Street address: 104 Echo Ave, Portsmouth, NH 03801

Mailing address (if different): _____

Email address (for derk's office communication): MARIAPEPPAS@GMAIL.COM

How long have you been a resident of Portsmouth? 1 year but here to stay

Occupational background:

Attorney.

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

As the mother of three young boys, I have utilized so many of the programs offered by public libraries - "mommy and me" groups, toddler story times, reading challenges, lego groups etc. My family has enjoyed and benefited from the library and it always surprises me to learn that many families are not aware of all the resources that the library has to offer.

OVER
➔

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

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

Reasons for wishing to serve: I am passionate about the indispensable role that libraries play in communities - not only in providing educational resources to all without barriers or costs but also in bringing people in a community together. I am very proud of the Portsmouth Public Library and am enthusiastic about the opportunity to help it continue to succeed.

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

New Hampshire Bar Association

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

1) Stephanie Hausman 86 Morning St., Portsmouth, NH 603-531-3609
Name, address, telephone number

2) Christine List 749 Sagamore Ave, Portsmouth, NH 857-753-8827
Name, address, telephone number

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Signature: [Signature] Date: 7/21/20

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

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

MARIA PEPPAS

mariapeppas@gmail.com | 104 Echo Ave | Portsmouth, NH 03801 | 508.813.0169

EDUCATION

New England Law | Boston

Boston, MA

J.D., *magna cum laude*, May 2008

GPA: 3.64

Class Ranking: 10/224

Honors: New England Scholar (all years); Full Tuition Merit Scholarship; Dean's List (all years); CALI Excellence for the Future Award in Trial Practice (2007)

University of Massachusetts Dartmouth

North Dartmouth, MA

B.S., *summa cum laude*, in Marketing, December 2004

GPA: 3.8

Class Ranking: Top 5 %

Honors: Dean's List (all semesters)

LEGAL EXPERIENCE

Stay-at-Home Mother

Chicago, IL & Portsmouth, NH

August 2014 – Present

New Hampshire Public Defender

Stratham, NH

Staff Attorney

August 2008 – August 2014

Expected Return in Sept. 2020

- Represented indigent defendants appearing before district and superior courts in a wide range of criminal cases, including felonies, misdemeanors, and juvenile matters

Suffolk County District Attorney's Office

Dorchester, MA

Student Prosecutor

September 2007 – December 2007

- Assisted District Attorneys in all aspects of prosecuting criminal defendants

Law Office of O'Boy & Sullivan

Taunton, MA

Law Clerk

May 2006 – August 2007

- Drafted pleadings, evidentiary motions, appellate briefs, and pretrial memoranda

Clinical Law Office at New England Law | Boston

Boston, MA

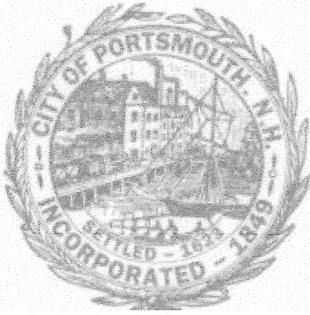
Student Attorney

September 2006 – December 2006

- Worked under supervising attorney in providing legal services to indigent clients on civil matters, primarily focusing on employment, divorce, child custody, and disability

LANGUAGES

Fluent in Greek



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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

Committee: Library Board of Trustees

Initial applicant

Name: Kelly Delekta

Telephone: 917-805-9563

Could you be contacted at work? YES/NO If so, telephone # Same as above

Street address: 609 State Street, Unit 2 Portsmouth, NH 03801

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 6 years

Occupational background:

I began my career as a nonprofit fundraiser for the New York Public Library in Manhattan
before continuing my work in development for myriad nonprofit organizations in both New York
and Boston. In 2018, I partnered with two other Seacoast women to launch Brightspot
Consultants where I advise nonprofit organizations around fundraising, governance,
and general operations.

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

- Depth of experience in management and governance through past work for nonprofit
organizations and recent consulting experience advising local organizations around
governance practices.

- Foundational experience at one of the world's largest library systems.

- Active and avid Portsmouth library user.

- Strong belief in the essential role libraries play in community.

OVER

Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/ NO Chair, Stephanie Hausman and Vice Chair, Marsha Fillion

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

Reasons for wishing to serve: _____

I believe strongly that libraries are one of the world's most important assets. Libraries are havens in tumultuous times and act as invaluable resources where education, knowledge, and escape are available to all. I am inspired by the Portsmouth Public Library's incredible facility, robust programming, and kind, considerate staff and would be thrilled to leverage my skills on the library's behalf however possible.

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

- Member of the Seacoast Womens Giving Circle

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

1) Briana Carrigg; Portsmouth, NH; 480-544-3431
Name, address, telephone number

2) Blair Demers; Portsmouth, NH; 603-502-8076
Name, address, telephone number

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5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 7/16/20

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

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

Kelly E. Delekta

609 State Street, Unit 2, Portsmouth, NH 03801
kellydelekta@gmail.com, (917) 805-9563

PROFESSIONAL EXPERIENCE

Brightspot Consultants, Portsmouth, NH

2018-present

Founding Partner

Co-founder of strategy and fundraising consulting firm that partners with nonprofit organizations to help them raise more money, serve more people, and operate more efficiently. Works with clients to build and implement development strategies, advise around governance operations, train board members, and aid in improving overall organizational design.

Current and Past Clients:

- Big Brothers Big Sisters of NH, Connor's Climb Foundation, Gather, GoodWork, Hospice Help Foundation, Monarch School of New England, My Breast Cancer Support, NH Theatre Project, Portsmouth Music and Arts Center, The Dance Complex, The Dance Hall, The Waysmeet Center

José Mateo Ballet Theatre, Cambridge, MA

2010-2017

Director of Development and Institutional Advancement

Hired as third member of management team (with Artistic and Executive Directors) tasked with developing and implementing a comprehensive fundraising effort and creating a culture of giving while elevating the organization overall through membership on the Strategic Planning Team.

Key Contributions:

- In three years, grew General Operating Support revenue 44% to \$800,000.
- Significantly improved board engagement by systematizing Committee structure, professionalizing board support and operations, and implementing annual Board retreat.
- Became staff lead on organization's Legacy and Succession Planning effort, leading a team of board members tasked with planning for the Founder's eventual transition.
- Co-created the "Measuring Against Performance Dashboard" evaluation tool to develop quantifiable metrics for previously unquantifiable aspects of mission delivery.
- Co-led grantee cohort initiated by private foundation, developing and presenting quarterly sessions around best practices in individual donor cultivation, succession planning, and leadership development.
- Secured a \$250,000 Building Reserve grant from the Kresge Foundation, the organization's first national funder.
- Designed and oversaw 30th Anniversary Gala that exceeded goal by 42%.
- Grew and managed Development Team from one full-time staff member to 2.5 FTE.
- Implemented standard policies and improved benefits for staff members.

The Animal Medical Center, New York, NY

2009-2010

Major Gifts Officer

Created and executed a complete major gifts plan as part of newly formed position.

Key Contributions:

- Collaborated with Director of Development to determine and execute overall strategy for \$10 million Centennial Campaign.
- Identified, cultivated, solicited, and closed five and six figure gifts.
- Managed relationships with board members, donors and prospects through in-person hospital visits, phone calls, meetings, and stewardship events.

Paul Taylor Dance Foundation, New York, NY

2005-2009

Assistant Director of Development

Responsible for all aspects of individual giving including soliciting, cultivating, and stewarding Board members, major donors, and Friends while producing cultivation and fundraising events, managing tracking systems, and developing a robust organization-wide internship program.

Key Contributions:

- Raised over \$1.2 million annually.
- Initiated and closed a \$400,000 major gift that underwrote the creation of a new work in full, the organization’s largest individual donor contribution.
- Coordinated all aspects of the Annual New York Season Gala, raising \$800,000 yearly.

The New York Public Library, New York, NY

2002-2005

Associate Manager, The Conservators Program

Strategized donor prospecting, stewardship, and solicitation efforts for 800-member program of contributors giving between \$1,250-\$24,999 annually while responsible for projecting, tracking, and analyzing income of over \$1.5 million.

Key Contributions:

- Created and developed new membership program for families. Defined program structure, formed committee and co-chairs, created benefits package, and drafted all appeal and prospecting materials.
- Oversaw one staff member.

Development Associate, The Conservators and Young Lions Programs

Processed all gifts and composed personalized acknowledgments for each donor’s contribution.

Key Contribution:

- Was promoted to Associate Manager position within one year of employment.

VOLUNTEER AND MEMBERSHIP

Seacoast Women’s Giving Circle, Portsmouth, NH <i>Member</i>	2015-present
New Hampshire Society for the Protection of Animals <i>Volunteer, Dog Care</i>	2018-2019
Education for all Children (EFAC), Rye, NH and Kenya <i>Mentor</i>	2015-2016

EDUCATION

Hamilton College, Clinton, NY

Bachelor of Arts in Creative Writing and Dance, Cum Laude, GPA: 3.5



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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

Committee: Portsmouth Public Library Board

Initial applicant

Name: Latonya Wallace Telephone: 207-286-5209

Could you be contacted at work? YES/NO If so, telephone # 603-319-2854

Street address: 112 Ledgewood Drive Apt 3, Portsmouth NH 03801

Mailing address (if different): _____

Email address (for clerk's office communication): latonya.wallace@bangor.com

How long have you been a resident of Portsmouth? 13 Months

Occupational background:

18+ years in retail banking industry (5 years with current employer). I started
as a teller working my way up to my current position as Branch Manager. Consistent
volunteerism and customer service positions.

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

I do not have experience particular to this board. However, I volunteer my time and energy to
Leadership Seacoast 2020 graduate TBD. Leadership committee - Portsmouth Chamber
Connect & Collaborate. Economic Vitality New Hampshire board member.
Purseverance 207.

OVER

Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES

Would you be able to commit to attending all meetings? YES

Reasons for wishing to serve: _____

It's important for me as a citizen of Portsmouth to be an active one citizen every day.

I am looking to advocate for and forge lasting partnerships between the library and other organizations within our community while serving on the board. I envision being a part of the board as it shifts and readjusts policies during a time when new is not as normal as it once was.

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

Leadership Seacoast (extended class of 2020). Purseverance 207. Black Heritage Trail NH finance committee. Economic Vitality New Hampshire, Board Member. Portsmouth Collaborative Connect & Collaborate group- Leadership Committee team member.

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

1) Laura Brown, PO Box 116, Portsmouth NH 03801

Name, address, telephone number

2) Jenn Manning, 167 Shaws Mill Road, Gorham ME 04038

Name, address, telephone number

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Signature: Latonya Wallace Date: 07/27/2020

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

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

6/27/2012



LATONYA WALLACE

Branch Manager

I've held various titles in my professional banking career. Many of which has provided me with multiple transferable skills and knowledge. I am an individual who is inspired and empowered to help those around me. As an enthusiastic Branch Manager, I have an in depth knowledge of products and regulatory practices, management, branch operations, customer experience, coaching and mentoring. I pride myself on building positive lasting relationship with those I interact with. I am resourceful and love to leverage my strength – connecting with people as an inclusive mind and calm voice.

CONTACT

PHONE:
207-286-5209

WEBSITE:

<http://www.purseverance207.org>

www.linkedin.com/in/latonya-wallace-05b64673

EMAIL:
Lwallace0706@gmail.com

WORK EXPERIENCE

Bangor Savings Bank, Branch Manager

Aug 2019– Present

Business Development as an active citizen through volunteerism and networking while mentoring staff to create memorable customer experiences. Knowledge of and adherence to regulatory practices in customer privacy

Purseverance 207, Non-Profit Founder

March 2019- Present

The purpose is to collect gently-loved purses or bags filling them with personal care products and a handwritten letter of encouragement to women in transitional stages. The purpose of the purse is to provide a reminder that no matter what they go through they have always possessed the confidence and ability to succeed. Empowering women one purse at a time. 235 purses have been delivered to 17 organizations between Maine and New Hampshire since March 2019.

Bangor Savings Bank, Assistant Branch Manager

May 2015–July 2019

Responsible for the daily operations of the branch and excellent customer service for our customer while coaching a team.

FY 17 Impact Award Winner (Bangor Savings Bank)

FY 18 Branch of the year winner, President's Cup (Bangor Savings Bank)

Aetna Customer Service Representative

October 2014–May 2015

Support coordination of medical service including intake and screening via telephone. Providing verbal and written responses to claimant's inquiries in a fast-paced high volume inbound call center.

VOLUNTEER

Purseverance 207, Founder

March 2019-Present

Black Heritage Trail New Hampshire, Finance Committee Member

July 2020 - Ongoing

Economic Vitality New Hampshire, Board Member

July 2020 – Ongoing

Junior Achievement, Volunteer

2017-2019

Big Brothers Big Sisters Foundation, Volunteer

September 2019

Seacoast Outright, Volunteer

June 2019

Blue Ocean Society, Volunteer

June 2019

EDUCATION

Kaplan University

Graduation 2012

AAS, Associates in Applied Science- Paralegal Studies



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Portsmouth Housing Authority

Name: Daniel V. Main Telephone: (603) 433-8843

Could you be contacted at work? YES/NO If so, telephone# Yes - (603) 502-2643

Street address: 4 Cleveland Drive, Portsmouth NH 03801

Mailing address (if different): same

Email address (for clerk's office communication): main.d@comcast.net

How long have you been a resident of Portsmouth? 27 years

Occupational background:

38 years' experience in Accounting, Finance and Management in various industries. I am currently employed at Unitil Corporation as Manager of Regulatory Services and Corporate Compliance. Previous roles at Unitil include Assistant Controller and Manager of Finance. I am a CPA in the State of New Hampshire.

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

I have closely followed the issues of affordable and workforce housing in our city over the past several years. I believe my experience serving on a variety of boards over the past 25 years will allow me to provide board-level guidance to this organization and help PHA continue with the fine work they do in providing safe, affordable housing to our citizens.

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

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

Reasons for wishing to serve: _____

As a resident of Portsmouth since 1993, I wish to continue my service to the community.

The Portsmouth Housing Authority plays a critical role in our city, and is an organization

I believe in and would value the opportunity to serve.

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

Current: Portsmouth City Soccer Club – Treasurer and Registrar; PHS Athletics – Volunteer

Prior Board Experience: Seacoast Family YMCA; The Children’s Museum of Portsmouth;

Energy Council of the Northeast; Portsmouth Little League; various other Portsmouth youth sports leagues; Leadership Seacoast Class of 1994

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

1) Kathie Lynch, 3 Boyan Place, Portsmouth (603) 396-8651
Name, address, telephone number

2) Claire Ingwersen, 332 Jones Avenue, Portsmouth (603) 431-5961
Name, address, telephone number

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Signature: DLVU Date: 9/9/2020

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

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801
6/27/2012

DANIEL V. MAIN, CPA

4 Cleveland Drive, Portsmouth, NH 03801

Residence: (603) 433-8843 • Cell: (603) 502-2643 • email: main.d@comcast.net

EXPERIENCED FINANCIAL PROFESSIONAL

Results-oriented team player, focused on producing consistent results while supporting the organization's strategic and financial initiatives. Strong interpersonal, collaboration, mentoring, and leadership skills. Able to articulate financial concepts across functions and departments within an organization. Experience and focus enables the successful completion of time sensitive issues while providing accurate results.

CORE STRENGTHS

GENERAL ACCOUNTING – BUDGETING AND FORECASTING – ACCOUNTS PAYABLE
FINANCIAL REPORTING AND ANALYSIS – CONSTRUCTION ACCOUNTING
TREASURY – DEBT FINANCING – RISK MANAGEMENT
LEADERSHIP – TEAM BUILDING – COLLABORATION

EXPERIENCE

UNITIL CORPORATION, Hampton, NH 2008 -
MANAGER OF REGULATORY SERVICES AND CORPORATE COMPLIANCE 2020 -

Manage various regulatory and compliance activities for Unitil's gas and electric utility companies in Maine, New Hampshire and Massachusetts. Ensure compliance with federal and state regulatory reporting requirements.

ASSISTANT CONTROLLER

Recruited to lead various accounting functions in support of the growth of the Unitil Companies. 2008 - 2020

- Directed the General Accounting, Budgeting, Accounts Payable, Construction Accounting and Financial Reporting functions of Unitil and each of its 11 subsidiaries, who collectively produce over \$400 million in annual revenues, with over \$1 billion in plant assets and an annual construction spend of over \$100 million.
- Led the Accounting and Finance teams in the design, development, implementation, operation and upgrade of all Accounting systems for all of the Unitil Companies. Ensured the conformity and proper recognition of all allocated cost categories across Unitil.
- Ensured internal control compliance; managed annual audits and quarterly reviews

LIBERTY MUTUAL INSURANCE GROUP, Portsmouth/Dover, NH 2003 - 2008
MANAGER, FINANCIAL ANALYSIS

Led the financial analysis, budgeting and reporting functions for the IT Applications groups.

- Directed a Finance team supporting multiple IT departments. Responsibilities included internal financial reporting, financial analysis, budgeting and forecasting. Member of various project teams aimed at reducing costs and creating efficiencies. Provided financial support and review for corporate acquisitions and divestitures.

WHEELABRATOR TECHNOLOGIES, INC., Hampton, NH 2000 - 2003
DIRECTOR OF CORPORATE ACCOUNTING

Recruited to turn around and rebuild centralized home office accounting department.

- Directed the monthly close process, GL reconciliation, consolidation and internal financial reporting for 24 field business units.
- Corporate holding company responsibilities included annual budgeting, weekly and quarterly forecasting, expense reporting and variance analysis, G/L reconciliation, and coordination of internal and external audits.

- Prepared analyses and reports, and provided guidance to division Sr. Management for quarterly financial presentations to parent company management and Board of Directors.

UNITIL CORPORATION, Hampton, NH
MANAGER OF FINANCE

1996 - 2000

- Directed the financial planning & analysis, budgeting and forecasting functions, internal and external financial reporting, treasury operations and cash management.
- Special projects and other responsibilities included merger and acquisition analysis, review and analysis of business expansion initiatives, corporate debt financing and compliance, systems conversions, and insurance and pension plan review and analysis.

KOLL REAL ESTATE GROUP, INC., d/b/a Wentworth By The Sea, New Castle, NH 1993 - 1996
PROJECT CONTROLLER

Led the financial and administrative operations of the Wentworth By The Sea project. With the company President and outside counsel, negotiated the sale of three business units over a three-year period.

- Responsible for management of all accounting, finance, operations and administration activities for the real estate and resort development.
- Reporting to parent company in California, provided oversight of project management in all financial areas of residential development, including budgeting, cash flow analysis, cost control, and approval of all contracts. Other responsibilities included debt financing, internal financial reporting, and income tax workpapers.

FLEET CREDIT CORPORATION, Providence, RI
SIGNAL CAPITAL CORPORATION, Hampton, NH
(COMPANIES MERGED IN 1990)
ACCOUNTING MANAGER

1984 - 1993

Led a 25-person accounting operations department for a \$1 billion equipment leasing portfolio, including general accounting, internal financial reporting, accounts receivable, accounts payable, customer service and sales, use and property tax reporting.

PUBLIC SERVICE OF NEW HAMPSHIRE, Manchester, NH
ACCOUNTANT

1982 - 1984

ACADEMIC AND PROFESSIONAL CREDENTIALS

Certified Public Accountant, State of New Hampshire

MBA, New Hampshire College (Now SNHU)

Bachelor of Science in Accounting, Plymouth State College (Now PSU)

ORGANIZATIONS AND COMMUNITY ACTIVITIES

Board and Volunteer Activities:

Current:

Portsmouth High School Athletics - Volunteer

Portsmouth City Soccer Club – Treasurer and Registrar

Previous:

Energy Council of the Northeast – Treasurer

Portsmouth Youth Baseball (Coach / Board – Little League, Babe Ruth, Booma Post #6)

Seacoast Family YMCA - Board

Children’s Museum of Portsmouth - Board

Portsmouth Listens Study Circles: Elementary School Redistricting, City Budget Review

Graduate, Leadership Seacoast

RESIGNATION

September 22, 2020

Dear Mayor,

I'm sure you have been made aware that i have recently moved to Eliot, ME and i am no longer a resident of the City of Portsmouth. Per the bylaws i cannot continue my role on the Conservation Committee. I thank you for allowing me to fill that position. A new home and a baby on the way made this change necessary. I wish you all the best.

Sincerely

Joseph M. O'Neill

RESIGNATION

September 25, 2020

Dear Mayor Becksted,

It is with much respect for the City's Conservation Commission that I submit a resignation for my role as a Commission member. My residency status for the school year has changed and therefore I no longer meet the residency requirement to serve on the Commission. It has been a great privilege to serve.

Thank you,
Adrienne Harrison

cell: 207-409-2834

email: adeharrison@gmail.com

RESIGNATION

On Sep 22, 2020, at 6:57 PM, Nathan Moss <nathanpmoss@hotmail.com> wrote:

Good evening everyone,

My apologies for my absence from so many meetings. My company Moss Electric has been so busy that it has necessitated evenings and weekends in order to keep up. This is in addition to my place on the board of Bring Back the Trades. When I joined this committee, my goal was to help get the downtown restaurants and stores open and operating in a capacity that they could have a successful summer season. I feel that has been accomplished. As much as I would like to continue being a part of this committee, I simply no longer have the time. I humbly request you accept my resignation immediately. It was wonderful working with all of you.

Sincerely,
Nathan Moss

RESIGNATION

September 24, 2020

Hello All,

I'm sorry to say that I, too, will need to resign. We are days away from opening our 3rd store (Boston - which was slated to open in April right when things got rough) and we're knee deep in trying to plan for a very uncertain holiday season. I simply don't have the time to be an active participant. Thank you all very much for your continued efforts - Portsmouth sure is a special community.

All the best,
Samantha Finigan



The Portsmouth Housing Authority and PHA Housing Development LTD
245 Middle Street | Portsmouth, NH 03801 | 603-436-4310 | www.porthousing.org

received
9/14/20

The Honorable Rick Becksted, Mayor and Members of the City Council
1 Junkins Avenue
City Hall
Portsmouth, NH 03801

September 14, 2020

Mayor Becksted,

It has been my honor and privilege to have served the citizens of Portsmouth as a member of the Portsmouth Housing Authority commission over the past 42 years, the last 18 years as your chairperson.

Now in my 96th year, I feel it is time to step aside, to enable future generations with new energy and fresh ideas to step forward in my place. Although my current term expires in 2021, I feel the time is right to gracefully step aside.

Throughout my political career, public service has been the cornerstone of my commitment to serve the citizens of Portsmouth and all the citizen of the State of New Hampshire.

The Portsmouth Housing Authority commission plays a vital role in meeting the needs of all citizens, in our great city.

Our director Craig Welch and current board members have done an outstanding job meeting the needs of our citizens. I have the utmost confidence in their ability to continue to meet the needs of our citizens and to provide a clear vision, and focused direction, far into the future.

Therefore, please accept my resignation from the Portsmouth Housing Authority commission effective immediately.

Respectfully,



Wednesday, September 30, 2020

To: Portsmouth City Councilors

I have requested that the following item be placed on the Council Agenda for our meeting of Monday, October 5, 2020:

CREATING A YEAR-ROUND CITYWIDE OUTSIDE-USE POLICY FOR OUR RESTAURANTS AND OTHER BUSINESSES.

All that I am proposing is that we begin thinking about the value, possibilities, and our options for continuing the policy that has worked so well in recent months for having a permanent outside-use policy for our restaurants and other businesses and not-for-profit organizations.

Obviously, we have learned a lot during the past several months, and so have our retailers. If we continue for 2021 at least, we will likely want to make adjustments, and also find ways to improve both the looks and fairness of outside use, keeping in mind the needs and concerns of our residents, and both smaller and larger businesses. But I think the time to consider what we can do and how we would do it is now, during the next several months before Spring arrives.

I think a proper step would be to request that our City Manager and staff as she determines meet with the Portsmouth Citizen Response Task Force and representatives of the Portsmouth Chamber Collaborative to consider a plan for continued outside-use for our restaurants and other businesses for 2021 and beyond. They can report back to the City Council by February 1, 2021.

I will note that this is a suggestion for the extension of what many Portsmouth citizens who worked on restoring Market Square during the re-build in the mid-1970s, and those creating the first Market Squares Days at that time, had in mind -- to find ways to encourage more outside use of our streets and sidewalks on a permanent, year-round basis. I think if that vision is to be realized, we have to initiate it now while we have learned the lessons of -- and benefits from - the past few months. In that way, perhaps we will someday look back and recognize that 2020 was a rebirth and renewal for increased vibrancy of our community.

Thank You,
Jim Splaine

**PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET**

8:00 A.M. – August 6, 2020
Remote Meeting via Zoom

PRESENT: City Councilor/Chairman Peter Whelan, Planning Director Juliet Walker
Fire Chief Todd Germain, Police Captain Mark Newport
Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg,
Harold Whitehouse, Erica Wygonik (Alternate)

ABSENT: Public Works Director Peter Rice

CITY STAFF: Parking and Transportation Engineer Eric Eby
Parking Director Ben Fletcher

ACTION ITEM NEEDING APPROVAL BY CITY COUNCIL

- Report back on request for All-Way STOP at intersection of Thornton Street and Sparhawk Street, by residents of area – **On a unanimous roll call 9-0, voted to approve an All-Way STOP at intersection of Thornton Street and Sparhawk Street.**

1. Chairman Peter Whelan recited that this is a Remote Meeting via Zoom Conference Call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor’s Executive Order 2020-04, Section 8, as extended by Executive Order 2020-10, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.
2. Financial Report – **On a unanimous roll call 9-0, voted** to accept and approve the financial report dated June 30, 2020 as presented.
3. Public Comment Session – There were 8 speakers: Gerald Duffy (Bike Lanes); Mathew Glen (Bike Lanes); Ned Raynolds spoke twice (Bike Lanes); Allison Bussiere (Bike Lanes); Charles Griffin (Transparency/bike lanes); Janet Thompson (Woodbury Avenue one-way section starting at Cottage Street); Marie Nelson (Bike Lanes); and CJ Fleck (Bike Lanes).
4. Email Correspondence – There were 2 emails: Nancy Johnson (All-Way STOP at Thornton Street and Sparhawk Street) and Steve Pamboukes, Owner of Port City Mopeds (Moped Regulations).
5. **On a unanimous roll call 9-0, voted** to suspend the rules in order to address Agenda Item VII.A. Bike lane accident on Middle Street.

6. Bike lane accident on Middle Street – **On a unanimous roll call 9-0, voted** to table the discussion of the bike lane accident on Middle Street with a report back from staff and discuss the safety aspect of the bike lanes at the September 2020 PTS meeting.
7. Chapter 7, Article XVII, Sections 7.1701 through 7.1704, Moped Regulations review, by PTS Committee members – **On a unanimous roll call 9-0, voted** to establish a subcommittee to discuss the ordinance as it relates to mopeds and other electric mobility devices with a report back at the October 2020 PTS meeting. The subcommittee will be comprised of PTS members, city staff and members of the moped community (appointed by the Chairman).
8. Report back on request for All-Way STOP at intersection of Thornton Street and Sparhawk Street, by residents of area – **On a unanimous roll call 9-0, voted** to approve an All-Way STOP at intersection of Thornton Street and Sparhawk Street.
9. Report back on request for flashing beacon at intersection of Woodbury Avenue and Dennett Street, by Harold Whitehouse – No action required.
10. Status update on the staff project to graphically display all of the city speed limits – Committee discussion to cross-reference the speed limits with the City’s Complete Streets Design Guidelines recommendations on speed limits, and then to have a subcommittee or working group on the matter. No action required.
11. Traffic volumes during pandemic – No action required.
12. PTS Open Action Items – No action required.
13. Adjournment – At 9:21 a.m., **on a unanimous roll call 9-0, voted to adjourn.**

Respectfully submitted by:
Amy Chastain
Secretary to the Committee

MEETING MINUTES

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – August 6, 2020

Remote Meeting via Zoom

I. CALL TO ORDER:

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

II. ATTENDANCE BY ROLL CALL:

Members Present:

City Councilor/Chairman Peter Whelan

Planning Director Juliet Walker

Fire Chief Todd Germain

Police Captain Mark Newport

Members: Mary Lou McElwain, Steve Pesci, Jonathan Sandberg,

Harold Whitehouse, Erica Wygonik (Alternate)

Absent:

Public Works Director, Peter Rice

City Staff Present:

Parking and Transportation Engineer, Eric Eby

Parking Director, Ben Fletcher

III. FINANCIAL REPORT:

Harold Whitehouse moved to accept and approve the financial report as presented, seconded by Mary Lou McElwain. **On a unanimous roll call, motion passed.**

IV. PUBLIC COMMENT:

Gerald Duffy spoke to the bike lanes on Middle Street. The striping on Middle Street has faded and made the corridor unsafe. It should be restriped.

Mathew Glen spoke to the bike lanes on Middle Street. The accident between the bicyclist and car door was unfortunate. It underlines the need for safer infrastructure for bikes. Multiple cars park in the buffer on a regular basis. There should be a physical barrier to prevent that. The beginning of the lane should go away or the bike lane should start 50 feet away.

Ned Reynolds spoke to the bike lanes on Middle Street. Cars do not park properly at the entrance to the bike lane. They are in the buffer. Trash and recycling bins are in the bike lane as well. There needs to be more action on the bike lane, and more education about the proper way to park.

Allison Bussiere commented on the bike lanes on Middle Street. She lives on Middle Street. The bike lanes have caused a lot of safety concerns. After the bike lane project was installed, a parked vehicle was totaled in front of her home. Entering and exiting driveways is very unsafe and drivers have to watch for pedestrians, bikes and vehicle traffic. Ms. Bussiere and her family are cyclists, but they never use the bike lanes.

Charles Griffin commented on the transparency of the bike lane agenda item. The bike lane accident should have appeared as a business item on the agenda, not an informational item. The public has not had a chance to review the information. Any discussion about this matter

has to present both sides. The public needs to hear from the individuals that investigated the accident as well. This matter needs to be tabled until the September meeting.

Janet Thompson spoke to the Woodbury Avenue one-way section starting at Cottage Street to Bartlett Street. The City needs to resolve the extreme traffic on the one-way section. There is poor visibility because of parked cars on the street. Residents have a hard time backing in and out of driveways. Traffic will increase with the West End Yards development.

Marie Nelson spoke to the bike lanes on Middle Street. The kids aren't using the bike lanes on Middle Street. They use Lincoln Avenue. The road itself has so much debris because the street sweepers can't clean it properly. Vehicle speeding needs to be addressed.

CJ Fleck spoke to the bike lanes on Middle Street. Mr. Fleck echoed the comments of the first three speakers. There needs to be better parking enforcement. Posting information on the City web site is not an effective way to reach people. Bins in the bike lane on trash days is a hazard. Mr. Fleck was in favor of the bike lanes but noted that there was room for improvement on the safety.

Ned Raynolds clarified that the car accident that Ms. Bussiere mentioned was a result of a drunk driver and not due to the bike lanes.

Harold Whitehouse moved to suspend the rules in order to address Agenda Item VII.A. Bike lane accident on Middle Street, seconded by Mary Lou McElwain.

On a unanimous roll call, motion passed.

Mary Lou McElwain commented that this discussion should be about the accident and a full discussion of the bike lane. There were some good points made by the speakers in the public comment period. There will be more vehicle traffic and bike traffic with school starting soon. This should be postponed.

Chairman Peter Whelan agreed that they need a full report on the accident. They need to be transparent about this to let the public see the information and comment on it properly.

Planning Director Juliet Walker commented that they could put something on the agenda as a discussion point. There was no intended action on this item today. It was just a follow up discussion.

Jonathan Sandberg requested clarification if there would be more information for the September meeting or if the public was not informed enough to comment ahead of this meeting. Chairman Peter Whelan responded that the public did not have all of the information to comment on it. Some additional information could be provided.

Mary Lou McElwain commented that they should be talking about the overall safety of the bike lane. They are talking about one accident, but there's a bigger picture to look at as well.

Mary Lou McElwain moved to table the discussion of the bike lane accident on Middle Street with a report back from staff and discuss the safety aspect of the bike lanes at the September 3, 2020 PTS meeting, seconded by Harold Whitehouse.

On a unanimous roll call, motion passed.

Planning Director Juliet Walker clarified the Police Captain and Fire Chief do not have a lot of detail on this episode, but they are happy to provide what they have. There should be a larger discussion about the safety. Staff can propose some potential options. Providing more recent data would help as well. Keep in mind accident reports are only provided for certain accidents.

Police Captain Mark Newport commented that this was not a reportable accident. The car was not moving. They would not have taken an official accident report on this. The fire department was first on the scene.

Fire Chief Todd Germain commented that he will not be at the September meeting. The victim declined transport to the hospital, so there is no medical report on this. The bicyclist was knocked down to the ground by an open passenger side car door and the victim had face lacerations. That's the extent of the fire department's involvement.

Steve Pesci commented that this type of accident is the most common bike/vehicle accidents. It happens where there are bike lanes or not. The dooring is a separate issue from the bike lane safety. A lot of countries are teaching drivers "the Dutch Reach", to open doors with their opposite hand so they are forced to look over their shoulders.

V. NEW BUSINESS:

A. Chapter 7, Article XVII, Sections 7.1701 through 7.1704, Moped Regulations review, by PTS Committee members. Discuss the ordinance as it relates to parking of mopeds, scooters, bikes and other non-licensed motorized, and electric mobility devices on streets and sidewalks.

Chairman Peter Whelan commented that he got a letter from the owner and operator of Port City Mopeds with good feedback. It was distributed to members last night via email.

Jonathan Sandberg commented that the ordinance was good, but the public is not aware of it. This is a problem where people are not following the rules. There should be better signage or public outreach to help solve the problem.

Steve Pesci commented that mopeds should not be able to park on the sidewalk. No one driving a moped and parking is aware of all the sub letters and caveats of the ordinance. They should discuss evolving the policy and street system, and have designated moped parking areas or pods. Some of them may be on sidewalks, but mopeds should be thought of as vehicles.

Mary Lou McElwain agreed with Steve Pesci's comments. She stated she counted numerous mopeds (18) on Monday afternoon and they were all parked on downtown sidewalks. They should revise the moped parking regulations. Some mopeds are as big as motorcycles and take up a lot of sidewalk space.

Harold Whitehouse questioned if this item originated from City Council or this Committee. Chairman Peter Whelan responded that it originated with this Committee. Chairman Peter Whelan received emails and letters from store owners downtown about mopeds parking against their store fronts. It may be best to have a small working group or subcommittee look through the ordinance and make recommendations on changes.

Steve Pesci noted that he was not anti-moped, but they should try to figure out a way to better accommodate them and prevent a bad experience.

Chairman Peter Whelan questioned if there were any volunteers for the subcommittee. Steve Pesci, Mary Lou McElwain, Planning Director Juliet Walker, and Eric Eby volunteered. Planning Director Juliet Walker commented that a parking enforcement staff member should also be included. Chairman Peter Whelan commented that he would reach out to the moped community as well. They can report back at the October meeting.

Chairman Peter Whelan moved to establish a subcommittee to discuss the ordinance as it relates to mopeds and other electric mobility devices with a report back at the October 2020 PTS meeting. The subcommittee will be comprised of PTS members, city staff and members of the moped community (appointed by the Chairman), seconded by Steve Pesci.

On a unanimous roll call, motion passed.

VI. OLD BUSINESS:

A. Report back on request for All-Way STOP at intersection of Thornton Street and Sparhawk Street, by residents of area. Eric Eby commented that he looked at traffic counts, pedestrian volumes and the sight lines. A four-way stop is a good alternative at this location. The sight lines are limited by bushes and trees. The pedestrian and vehicle traffic volumes are equal at that intersection. It is a shared street, so a four-way stop is an ideal solution.

The Committee received an email from Nancy Johnson, neighborhood resident, supporting the All-Way STOP.

Steve Pesci moved to approve an All-Way STOP at intersection of Thornton Street and Sparhawk Street, seconded by Mary Lou McElwain.

On a unanimous roll call, motion passed.

B. Report back on request for flashing beacon at intersection of Woodbury Avenue and Dennett Street, by Harold Whitehouse. Eric Eby commented that the report was in the packet. He evaluated the sight lines at the intersection and consulted previous traffic studies done in the corridor. The traffic volumes don't warrant a traffic signal at that intersection. The next alternative would be a flashing beacon. The accident history shows 6 accidents in the past 5 years. This is not at a level that is out of the ordinary. It is a busy intersection but there are not a lot of accidents. A vehicle must pull over the crosswalk to see what's coming, but they are not in the road. The sight lines are adequate. A flashing beacon is not an appropriate measure. A left-turn lane was identified as being warranted in the Woodbury Avenue traffic study, but was not included in the final design as it would interfere with the left turns onto the Route 1 Bypass northbound ramp. The Cate Street connector will change traffic volumes in that area. The Committee should monitor those changes. The Bypass northbound ramp intersection with Woodbury was also examined as part of this report back. The sight lines are adequate due to the offset alignment of the curblines at the intersection, but if a future construction project adjusts the curblines, measures may be needed to ensure adequate sight lines are provided.

Harold Whitehouse appreciated that they will continue to monitor the situation. The new Senior Activity Center and the Frank Jones development will generate a lot of traffic.

C. Status update on the staff project to graphically display all of the city speed limits.

Eric Eby commented that this was presented at the February meeting. It is a color-coded map showing all the speed limits to see how consistent the speed limits are through the City. It is a good starting point for discussion. There has not been any action taken on this yet, but the Committee can establish next steps.

Planning Director Juliet Walker noted that the City completed a Complete Streets Design Guidelines report and it classifies streets. It may be good to cross reference the report with the map shown today.

Chairman Peter Whelan noted that the Pease speed limits were posted at 35 mph, which seemed high. It was unclear if it was in the City's jurisdiction though.

Steve Pesci noted that it may be good for a smaller group to focus on this and then bring it to the full Committee to review.

Mary Lou McElwain commented that before the subcommittee met all the information should go out to the public via the newspaper and City web site. There will be a big response from residents regarding speed limits. Chairman Peter Whelan commented that they should focus on the complete streets piece first, and then the subcommittee can work with residents in November 2020.

VII. INFORMATIONAL:

B. Traffic volumes during pandemic. Eric Eby provided a graph showing the daily traffic volumes for the intersection of South Street and Lafayette Road from March through July in both 2019 and 2020. He commented that the 2020 traffic dropped off in March and April. Overall the traffic is 80-85% of what it usually is. It's come back from the beginning of the pandemic.

C. PTS Open Action Items. Harold Whitehouse spoke to the closure of Echo Avenue and questioned if it was official.

Fire Chief Todd Germain stated that they were still trying to come up with a permanent but moveable barricade system. That is why it is stalled right now. It is closed now and will remain closed, but the barricade system is still being addressed.

Eric Eby added that they were still in discussions with NHDOT about the closure as well.

VIII. MISCELLANEOUS:

Mary Lou McElwain commented that schools were opening soon and there will be an increase in traffic because parents are being encouraged to drive their kids to school. Managing the traffic flow should be a discussion point at the next meeting. Police Captain Mark Newport commented that they always work with schools on traffic.

Planning Director Juliet Walker clarified the approval process of the meeting minutes. Once they are approved via email by the PTS Committee, the actions and minutes are sent to the City Council and recommended for acceptance and approval. There is only one item voted on today by the PTS Committee that the City Council will need to vote on. It is the All-Way STOP at the intersection of Thornton Street and Sparhawk Street.

Chairman Peter Whelan noted that the PTS Committee members have 72 hours to make changes to the minutes and if there are no changes, then they are deemed approved and sent forward to the City Council. PTS will have an action sheet to clearly show what was voted on in this meeting to keep it clear.

Mary Lou McElwain commented that she received an email from Pat Bagley in regard to a vehicle always parking on Brewery Lane. It is parked legally in the travel lane and happens on a daily basis. Eric Eby commented that this was discussed in March and they were going to erect a temporary NO PARKING sign during the Islington Street detour. However, that detour is not needed yet. Parking on narrow streets is not much of an issue with low traffic, but they can consider implementing no parking on a permanent basis if traffic increases.

Mary Lou McElwain questioned why the detour was a factor. There are other parking spaces for the car in that area. The NO PARKING sign should happen now. Eric Eby responded that this could be brought up at the next meeting.

IX. ADJOURNMENT:

Harold Whitehouse moved to adjourn at 9:21 am, seconded by Erica Wygonik.

On a unanimous roll call, motion passed.

Respectfully submitted by:

Becky Frey
PTS Recording Secretary



CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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

APR 23 2020
By _____

Committee: PORTSMOUTH HISTORIC DISTRICT COMMISSION **Renewing applicant**

Name: DANIEL T. RAWLING Telephone: 603-502-0970

Could you be contacted at work? YES NO - If so, telephone # 603-502-0970

Street address: 411 MIDDLE STREET - PORTSMOUTH

Mailing address (if different): _____

Email address (for clerk's office communication): dan@rawlingdesign.com

How long have you been a resident of Portsmouth? Since 1997

Occupational background:

40± yrs Architectural & landscape Design - Principal - Rawling Design Associates.
Facility Planning - Concord Academy - Concord, MA
Development Planning & Design - Appleton Trust, Lowell MA & W. Lewis Burlow Architects - Lowell
National Park Service - Lowell MA - Lembo Architects, Newton MA

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

Reasons for wishing to continue serving: I believe in the importance of the mission of the Historic Board and citizen involvement in local government.
The most valuable thing I can give to my community are the related professional skills that I've developed through my career and training,
Plus, there is still a lot of work to do.

OVER
➔

Please list any organizations, groups, or other committees you are involved in: *previously* -
Selectman - Ward 2, Portsmouth Historical Society, Portsmouth
Advocates, Portsmouth listens Steering Committee, Sustainable
Portsmouth, Piscataqua Sustainability Initiative, Sustainability
Fair, Portsmouth Tree Foundation - Star Island Gardening Committee.

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

1) Skye Maher - 20 Martine Cottage Rd. 603-498-6799
Name, address, telephone number

2) Martha Fuller Clark - 152 Middle St. - Portsmouth 603-436-4445
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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

Signature:  Date: 04.21.20

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 06/01/2023

Annual Number of Meetings: 20 Number of Meetings Absent: 0
(2019)

Date of Original Appointment: 03/05/2012

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

MEMO

To: Portsmouth City Council
From: Councilors Cliff Lazenby and Deaglan McEachern
Date: September 30, 2020

Re: Formation of Safe Water Advisory Group

Because PFAS (Per- and Polyfluoroalkyl Substances) contamination has impacted the City of Portsmouth with legislative, health advisory and fiscal changes, it would be helpful for the City Council to gather advisory input from local stakeholders, scientists and activists focused on the issue. This idea was developed in consultation with Portsmouth residents and safe water activists Andrea Amico and Lindsey Carmichael and Councilors Lazenby and Pearson over numerous meetings during 2018-19, and in 2020 with Councilor McEachern.

Proposed Action

Formation of the Portsmouth Safe Water Advisory Group as an advisory group related to Safe Drinking Water.

Proposed Mission

To review and communicate the latest science on the health and environmental effects of PFAS, to monitor federal and state level legislative changes, and to anticipate policy changes that could impact the city of Portsmouth.

Proposed Participants

Two City Councilors, two to four community members, one Portsmouth Firefighter, two to three City of Portsmouth staff (Public Works, Health), one Portsmouth School Board member, one medical professional, one to two NH State legislators representing Portsmouth.

Activities the Group Should Be Engaged In

Conduct review of periodic City well monitoring results, legislative trends in NH and other states, current science on PFAS exposure. Provide periodic report back to the City Council as needed. It is suggested that the group meet quarterly or every other month.

Portsmouth Safe Water Advisory Group (SWAG) Proposed Participants
(all confirmed)

<u>Role</u>	<u>Name</u>
City Councilors	Cliff Lazenby
	Deaglan McEachern
Community Members	Andrea Amico
	Lindsey Carmichael
	Katie Hillman
	Rich DiPentima
City of Portsmouth - Fire Department City of Portsmouth - Water Department City of Portsmouth - Health Department City of Portsmouth - School Board	Russ Osgood
	Brian Goetz
	Kim McNamara
	Hope Van Epps
Environmental Scientist/Medical Professional	Dr. Laurel Schaider
State Legislators from Portsmouth	Rep. David Meuse
	District 21 Senator as Elected Nov '20 (both Rep & Dem confirmed)

Attached: Biographies of non-City of Portsmouth staff/elected officials

Andrea Amico Bio

Andrea Amico is a Portsmouth resident, a mother of 3 children, an occupational therapist, and a PFAS community leader. She became a PFAS advocate starting in May of 2014 when she first learned of water contamination at the Pease Tradeport causing the Haven well to close down. Her husband and two older children were exposed to contaminated drinking water at Pease while attending work and daycare causing her to become educated and start advocating for action and answers for her family and the Pease community.

She co-founded the community action group called Testing for Pease and successfully advocated for the state of New Hampshire to provide a blood testing program starting in 2015. She served on the City of Portsmouth Community Advisory Board (CAB) in 2015 established by then Portsmouth Mayor Robert Lister. She joined the Pease Community Assistance Panel (CAP) with the federal health Agency for Toxics Substances and Disease Registry (ATDSR) in 2016 and is still a current member. She joined the Pease Restoration Advisory Board (RAB) with the US Air Force in March of 2019 and became the RAB community co-chair in December 2019 and remains a current member. She is a founding member of the National PFAS Contamination Coalition (NPCC) which is a group of PFAS community leaders across the nation working to bring action and answers to communities impacted by PFAS contamination since 2017.

She has educated herself on the extensive science and complex problems surrounding PFAS contamination. She has worked closely with local, state, and federal leaders to share the community perspective and problem solve short- and long-term solutions. Her advocacy and dedication to action on PFAS has led to many accomplishments over the last several years. In 2018, she was invited by Senator Maggie Hassan to testify at the first ever US Senate hearing on PFAS. In 2019, she attended the President's State of the Union Address with Senator Jeanne Shaheen to raise awareness of PFAS issues in NH and across the nation at a high profile, federal event. She helped to organize two National PFAS conferences in June 2017 and June 2019 at Northeastern University in Boston, Massachusetts (and is currently helping to plan a third National PFAS Conference in June 2021). She helped to advocate for two human health studies being offered at Pease and continues to work closely as a community partner on these studies.

Andrea is passionate about raising awareness of PFAS water contamination, providing education to impacted communities, lowering standards for PFAS in drinking water, advocating for medical monitoring guidelines, and collaborating with others from all aspects of PFAS (communities, physicians, legislators, researchers, government agencies, etc) to achieve a common goal of reducing PFAS exposure to communities across the nation.

Lindsey Carmichael, MPH Biography

Lindsey graduated with a bachelor's degree from the University of Vermont in English and earned a master's degree from the University of New Hampshire in Public Health.

While in graduate school, Lindsey's eyes were opened to the disturbing reality that many of the products we consume contain ingredients known to pose a threat to human health, particularly the health of children. That experience along with her role as a mother to a child with severe asthma fueled her desire to create a road map for others to identify safer food, personal care and cleaning products. The road map turned into the book *Greening Your Family*, published in 2009.

Lindsey is a member of the Pease Community Advisory Panel run by the federal public health agency ATSDR for the ongoing Pease Tradeport water contamination issues. She was a co-founder of the community action group New Hampshire Safe Water Alliance, and is engaged in local, state, and federal policy work to address PFAS contamination of our water supplies. In March of 2018 Lindsey was awarded the 'Science for the Benefit of Environmental Health' award by the Toxics Action Center and Boston University Superfund Research Program for her work to stop toxic chemical contamination in the New Hampshire Seacoast. Lindsey is an instructor for the Wentworth-Douglass hospital wellness program, LIFE, helping participants develop an understanding of harmful chemicals found in everyday household products and teaching strategies to reduce exposure to them.

In her free time she enjoys spending time with her family, walking her dog, and playing golf.

CURRICULUM VITAE

Richard T. DiPentima
16 Dunlin Way
Portsmouth, NH 03801

Telephone Number
(603) 559-9765 (H)

PERSONAL: Married, two children Citizenship: USA

EDUCATION: University of Oklahoma Health Science Center
Oklahoma City, Oklahoma. Department of Health Administration.
Master of Public Health Degree, December 1975.

Major in Health Administration and Policy with emphasis on Health Planning and Health Service Administration. Other areas of interest included Environmental Health and Infectious Disease Epidemiology.

University of Connecticut, Storrs, Connecticut.
Bachelor of Science Degree in Nursing, 1974.

A general baccalaureate program providing clinical experience in a wide variety of inpatient and community based ambulatory care settings. Emphasis placed on family centered approach to health care, prevention and health education.

University of Connecticut, Storrs, Connecticut.
Bachelor of Arts Degree, 1967.

Major: Sociology Minor: Business
Emphasis on Industrial Sociology, Business Law and Industrial Management.

Centers for Disease Control and Prevention, Epidemiology in Action Course. Two-week intensive program dealing with all aspects of Epidemiology including, disease outbreak investigations and hands-on experience with "Epi Info v 6.2" an epidemiology program for microcomputers. May 1995.

U.S. Air Force School of Aerospace Medicine, Environmental Medicine Residency. Fourteen-week course concentrating on Industrial Hygiene, Occupational Health, Toxicology, Hearing Conservation, Environmental Health, Food Service Sanitation and Inspection, Veterinary Public Health and Industrial Safety. Other major areas of study included sexually transmitted diseases, epidemiology, communicable disease control and vector-borne diseases. June-September, 1981.

University of Miami School of Medicine, Department of Epidemiology and Public Health. Pesticide Protection Course for health personnel, February 1980.

U.S. Air Force School of Aerospace Medicine, Certified Hearing Conservationist Course, November-December, 1978.

Yale University, New Haven, Connecticut.
Consortium Continuing Education Project, October-December, 1976. Public Budgeting for Health Services Administration. Twenty-five hour non-credit course. Course concentration on program budgeting, cost effectiveness and financial planning.

University of Connecticut School of Medicine
Physical Assessment Course for Nurse **Practitioners**. Two-week intensive program designed to develop physical assessment skills for nurses functioning in an expanded role, June 1974.

ELECTED OFFICE:

Elected to the New Hampshire House of Representatives for Rockingham District 16, November 2008 and 2010. Member of the House Health, Human Services and Elderly Affairs Committee.

PROFESSIONAL AFFILIATIONS:

Board of Directors, New Hampshire Public Health Association
Member of Sigma Theta Tau, National Honor Society of Nursing.
Appointed by Governor to the State Waste Management Council 1999.

AWARDS/SCHOLARSHIPS:

Awarded Department of Health, Education and Welfare General Purpose Traineeship, Fall, 1975.
Selected as Outstanding Biomedical Service Corps Officer for the U.S. Air National Guard, 1991.
Awarded US Air Force Meritorious Service Medal, 1996.
University of Connecticut School of Nursing Outstanding Alumni Award for Clinical Excellence in Nursing, 2009.
New Hampshire Public Health Association Roger Fossum Lifetime Achievement Award 2010.
New Hampshire oral health Coalition 2010 Oral Health Champion Award.
Breath New Hampshire Legislative Leadership Award 2010.

PUBLICATIONS:

Elevated Blood Lead Levels in Refugee Children-New Hampshire, 2003-2004, MMWR, Vol. 54, No. 2, January 21, 2005.

Fatal Pediatric Lead Poisoning-New Hampshire, 2000, MMWR, Vol. 50, No. 22, June 8, 2001.

Hepatitis B Virus Transmission in an Elementary School Setting, Journal of the American Medical Association, December 24/31, 1997, Vol. 278, No. 24.

Human Rabies-New Hampshire, 1996, MMWR, Vol. 46, No. 12, March 28, 1997.

Cost Benefit of Providing Comprehensive Case Management for Lead Burdened Children, Journal of Environmental Health, May 1995.

Definition of Public Health and Relationship to Prevention, Healthcare Review, Issue 7, 1998.

Published a number of articles in the NH Communicable Disease Bulletin.

FACULTY APPOINTMENTS:

Golden Gate University Extension Off-Campus Program.
Instructor of Health Care Administration in the Graduate School of Public Administration. 1984

New Hampshire Technical Institute part-time instructor in the Division of Nursing. Lecture on Sexually Transmitted Diseases and Communicable Diseases.

University of New Hampshire Department of Health Management and Policy. Instructor HMP-501 Epidemiology and Community Medicine. 2002-2003

University of New Hampshire Continuing Education Department.
Teach course on Food Service Sanitation and Preventing Foodborne Illness.

University System of New Hampshire, Granite State College.
Instructor Health Care Policy, Diseases of the 21st Century,
Emerging Health Care Systems, Anatomy and Physiology .

EXPERIENCE:

February 2006 to present Part-time public health consulting and training. Instructor for Granite State College.

January 1998 to January 2006 Full time 40+ hours per week. Manchester Health Department, Manchester, New Hampshire.

Deputy Public Health Director: Perform management, supervisor and Technical duties related to the functions of a multi-disciplinary Active local public health department. Direct complex public health assessment and epidemiological studies and design community intervention strategies for public health concerns. Coordinate the administration of several grant programs and participates in resource development for the Department and the community. Serves as Acting Public Health Director when required.

August 1994 to January 1998 Control. NH Division of Public Health Services, Bureau of Disease Concord, New Hampshire. Full Time 40 hours per week.

Chief, Communicable Disease Epidemiology:

Responsible for management of the Communicable Disease Epidemiology Program, Refugee Program and Tuberculosis Control Program. Responsible for investigation of disease outbreaks, surveillance, rabies control, reporting, providing continuing education to Health Care Providers and the public. Conduct epidemiological investigations for various infectious disease outbreaks. Coordinate with Food Protection Bureau, CDC, FDA and USDA as necessary. Write reports and publish articles in the NH Epidemiology Bulletin. Manage Tuberculosis and Refugee Grants with CDC as well as contracts with local Health Departments. Supervise ten staff including, 8 professional and two clerical. Also serve as the Division's Distant Learning Coordinator with CDC. Supervisor: Dr. Jesse Greenblatt, MD, MPH, State Epidemiologist. (603) 271-4496.

May 1984 to January 1996 NH Air National Guard, Pease ANGB Newington, New Hampshire. Part-time: One weekend per month, plus two weeks active duty per year. Retired with the rank of Lieutenant Colonel

January 1996.

Chief Public Health Officer: Responsible for the management of all public health and occupational medicine programs for the New Hampshire Air National Guard.

June 1991
to August 1994

City of Manchester Health Department
Manchester, New Hampshire. Full Time 40 hours per week.

Chief, Division of Environmental Health:

Responsible for planning, directing, coordinating and supervising all environmental health activities carried out within the Division. Major program areas include food-service sanitation and inspection, subsurface sewage disposal, lead poisoning prevention, occupational health, indoor air quality, public bathing facilities and public health complaints. Evaluated and recommended public health standards and legislation. Advised governmental, community, individuals and private and public organizations on environmental health issues. Planned and conducted professional environmental and public health education training programs. Coordinated epidemiological investigations for specific disease outbreaks. Supervises Division staff and evaluates personal performance. Supervisor: Mr. Fred Rusczek, MPH, Health Officer, (603) 624-6466.

March 1984
to June 1991

State of New Hampshire Division of Public Health Services
Concord, New Hampshire.

Assistant Director of Public Health:

Responsible for the management to the Office of Disease Prevention and Control. The Office consisted of three Bureaus including, Disease Control, Health Promotion and the Public Health Laboratories. Program elements included: Epidemiology, Communicable Disease Control, Chronic Disease Epidemiology and Clinical laboratory Management. Prior to a reorganization in 1990, I was also responsible for the Bureau of Environmental Health, Radiological Health Food Protection and Occupational Health. Overall budget for the Office is in excess of \$3.8 million. Other duties included legislative policy development, liaison with other state, federal, local agencies as well as with industry and consumer interest groups. Reported directly to the Director of Public Health. Supervisor: Dr. William Wallace, MD, MPH, Director, Division of Public Health Services

July 1978
to March 1984

U. S. Air Force
Tyndall AFB, Florida and Pease Air Force Base, New Hampshire.
Full time 40 hours per week

Chief, Environmental Medicine: Responsible for the management and conduction of the Occupational Health and Safety Program for approximately nine hundred civilians and twenty-five hundred military personnel. A large aspect of this position was the management of the food service sanitation and inspection program. This included the inspection of food service establishments, commissary inspection of food receipts, meat and egg inspection and rations. Program responsibility included: medical surveillance, industrial shop monitoring of over fifty work centers and pollution control. Other major programs within my scope of responsibility included, health education, communicable disease control and epidemiology, preventive medicine, vector-borne disease surveillance and disaster response planning.

March 1976
to July 1978

Northeast District Department of Health
Danielson, Connecticut.

Director of Health: Chief Executive Officer for a ten-town Public Health District consisting of over sixty-five thousand population over a four hundred square mile area. Responsible for the overall management of a full range of public health programs including: environmental health, food inspection and sanitation, Epidemiology, disease outbreak investigations, communicable disease control, dental health, immunizations, health education, hypertension control, and geriatric health. Also, the department managed a Sexually Transmitted Disease Clinic. Major responsibilities included financial planning, budgeting, program planning, and grant preparation and management. A major aspect of this position included coordination with local, state, and federal agencies as well as various State and Federal Legislators. Initiated a primary care project, which included obtaining the designation as a Medically Under-served Area for the region. Responsible to a Board of Health while maintaining close relations with local elected officials and commissions.

Summer 1975

The University of Oklahoma Hospital, and Clinics
Oklahoma City, Oklahoma.

Administrative Residency: Involved directly in all areas of administrative responsibility while working directly with Assistant Administrators for Inpatient and Ambulatory Services.

Concentrated in areas of manpower planning, budget control and quality assurance.

Part-time **Staff Nurse:** Post-Coronary Care Unit, Mercy Hospital, Oklahoma City, Oklahoma.

Summer 1974 **Nurse Practitioner:** The University of Connecticut Student Health Service.

1967-1971 **Supply Officer:** United States Air Force, Mountain Home Air Force Base, Idaho.

During four years of active duty in the Air Force, held various staff and line positions with progressive increases in responsibility and authority. Managed units consisting of up to seventy military and civilian personnel. Involved in all aspects of management, fiscal control, logistical planning and quality assurance. Attained rank of Captain honorably discharged in September 1971.

REFERENCES: References and academic data available upon request.

Katie Hillman Biography

Katie Hillman has dedicated many years of applying a blend of knowledge and skills to help solve environmental challenges. Focusing mostly on water resources related issues, she has worked in various positions with state, local and federal agencies, cooperative extension systems and non-profit organizations. She holds a Master of Science in Natural Resources Management from Cornell University and a Bachelor of Arts in Environmental Studies from the University of Vermont. Katie also served in the Peace Corps as a Natural Resource Management volunteer.

She currently owns a small botanical arts business and remains active on an advocacy level such as serving as a board member with the Conservation Law Foundation. She lives in Portsmouth with her family.

David Meuse Biography

David is a recent retiree currently finishing his first term representing Portsmouth Ward 5 in the state legislature. He serves on the House Criminal Justice and Public Safety Committee.

In David's former professional life, he was a partner at Aon Hewitt, one of the largest health and retirement consultancies and benefit administrators in the world. His focus areas were employee communication strategy and customer experience design. He led relationships and projects for many clients and was a cofounder of the firm's Media Solutions Group.

Earlier in his career, he worked as a broadcast journalist for several television stations, including WMUR-TV in Manchester from 1978 to 1981. There he did station ID announcements, field reporting, occasional anchoring, and even helped produce the Uncle Gus Show—once appearing on-camera dressed in a Yogi Bear costume. From there, he worked for Sanders Associates (now BAE Systems) in Nashua as a television producer doing marketing and training videos.

After retiring, David became active in issue advocacy. He organized a chapter of Indivisible in Portsmouth and was elected in 2016 to the Portsmouth Democratic Executive Committee. He has also been active in the Coakley Landfill Right to Know request and helped organize document searches related to the Coakley Landfill Group.

LAUREL A. SCHAIDER

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EDUCATION

Ph.D., University of California, Berkeley, Environmental Engineering 2003
M.S., University of California, Berkeley, Environmental Engineering 1998
S.B., Massachusetts Institute of Technology, Environmental Engineering Science 1997

PROFESSIONAL EXPERIENCE

Silent Spring Institute **Newton, MA**
Research Scientist, Environmental Engineering and Chemistry 2009–present

- Leader, Cape Cod water quality research program on exposures to PFAS, pharmaceuticals and other unregulated contaminants in drinking water and wastewater.
- Principal investigator, ATSDR-funded study of PFAS health effects in Eastern Massachusetts, one of seven projects funded within the ATSDR/CDC PFAS Multi-site Health Study.
- Principal investigator, NIEHS-funded PFAS-REACH (PFAS Research, Education, and Action for Community Health) study of effects of PFAS exposures on children's immune systems.
- Co-PI, Community Engagement Core for NIEHS-funded URI STEEP (Sources, Transport, Exposure, and Effects of PFASs) Superfund Research Program, including private well water testing program.
- Research areas include: PFAS exposures from drinking water, food packaging, and consumer products, socioeconomic disparities in exposures to drinking water contaminants, effects of septic systems as sources of emerging contaminants, and community engaged research.

Harvard T.H. Chan School of Public Health, Department of Environmental Health **Boston, MA**
Visiting Scientist 2018–present
Research Associate 2008–2018
Research Fellow 2005–2008

- Principal Investigator, NIEHS-funded community-based participatory research project to investigate mercury exposure among anglers and their families, including members of Native American tribes, who consumed local fish in rural northeastern Oklahoma.
- Researcher, EPA/NIEHS funded Center for Children's Environmental Health based at the Tar Creek Superfund Site in Oklahoma to investigate children's health and effects of exposure to metal mixtures. Developed and implemented heavy metal fate and transport research project.
- Research Fellow, NSF/NOAA funded research project to investigate mercury biogeochemistry and effects of hurricanes and other sediment disturbances in northern Gulf of Mexico.

Northeastern University, Department of Civil & Environmental Engineering **Boston, MA**
Postdoctoral researcher 2004

- Researched methods to estimate metal loading into watersheds and surface waters and prepared technical and progress reports for EPA STAR and grant proposals for NSF.

University of California, Berkeley, Department of Civil & Environmental Engineering **Berkeley, CA**
Graduate Student Researcher 1998–2003

- Designed and implemented laboratory research experiments to quantify uptake of metal-EDTA complexes by *Brassica juncea* as part of doctoral dissertation. Advisor Dr. David Sedlak.

TEACHING EXPERIENCE

- Harvard T.H Chan School of Public Health** 2007, 2009, 2018-2020
Department of Environmental Health, Guest Lecturer for graduate Water Pollution course
- Cyprus International Institute/HSPH, Nicosia, Cyprus** 2007
Guest Lecturer for graduate Water Pollution course
- Massachusetts Institute of Technology** 2003-2004
Department of Civil and Environmental Engineering
Lecturer for undergraduate Fundamentals of Ecology course (30 students)
- Northeastern University** 2004
Department of Civil and Environmental Engineering
Lecturer for undergraduate Environmental Engineering I (70 students)
- University of California, Berkeley** 1998
Department of Civil and Environmental Engineering
Teaching assistant for Principles of Environmental Engineering & Science (70 students)

PROFESSIONAL ACTIVITIES

- Editorial board member, *Environmental Science & Technology*.
- Grant proposal reviewer for National Institute of Environmental Health Sciences (NIEHS), Maryland Sea Grant College Program and University of Wisconsin Water Resources Institute.
- Ad hoc reviewer for *Applied Geography, Applied Water Science, Archives of Environmental Contamination and Toxicology, Atmospheric Environment, BioScience, Environmental Pollution, Environmental Research, Environmental Science & Technology, Environmental Science & Technology Letters, Environmental Toxicology & Chemistry, Science of the Total Environment*, and others.
- Vice Chair, New England Water Environment Association's Contaminants of Emerging Concern Subcommittee.
- Technical advisor, Agency for Toxic Substances and Disease Registry (ATSDR) Community Assistance Panel for Pease Tradeport.

HONORS AND DISTINCTIONS

- Co-author, 2020 ISES Award for Best *JESEE* Paper
- Co-author, 2017 ISES Award for Best *JESEE* Paper
- Outstanding Graduate Student Instructor Award, UC Berkeley, 1999.
- National Science Foundation Graduate Research Fellowship, 1997
- Richard Lee Russel Award for Excellence in Environmental Engineering, MIT, 1997
- Tau Beta Pi, MIT, 1997
- Sigma Xi, MIT, 1997
- Chi Epsilon, MIT, 1996. Chapter President, 1996-1997

PUBLICATIONS

Peer-reviewed publications (H-index: 15)

1. Susmann HP, Schaidler LA, Rodgers KM, Rudel RA. 2019. Dietary habits related to food packaging and population exposure to PFASs. *Environmental Health Perspectives*. 127:10.

2. **Schaider LA**, Swetschinski LR, Campbell C, Rudel RA. 2019. Environmental justice and drinking water quality: are there socioeconomic disparities in nitrate levels in U.S. drinking water? *Environmental Health*. 18:3.
3. Cordner A, De La Rosa VY, **Schaider LA**, Rudel RA, Richter L, Brown P. 2019. Guideline levels for PFOA and PFOS in drinking water: the role of scientific uncertainty, risk assessment decisions, and social factors. *Journal of Exposure Science & Environmental Epidemiology*. 29:157-171. 2020 ISES Award for Best JESEE Paper and Web of Science Highly Cited Paper.
4. DeWitt JC, Blossom SJ, **Schaider LA**. 2019. Exposure to perfluoroalkyl and polyfluoroalkyl substances leads to immunotoxicity: epidemiological and toxicological evidence. *Journal of Exposure Science & Environmental Epidemiology*. 29:148-156.
5. Boronow KE, Brody JG, **Schaider LA**, Peaslee GF, Havas L, Cohn BA. 2019. Serum concentrations of PFASs and exposure-related behaviors in African American and non-Hispanic white women. *Journal of Exposure Science & Environmental Epidemiology*. 29:206-217
6. **Schaider LA**, Rodgers KM, Rudel RA. 2017. Review of organic wastewater compound concentrations and removal in onsite wastewater treatment systems. *Environmental Science & Technology*, 51:7304–17.
7. **Schaider LA**, Balan SA, Blum A, Andrews DQ, Strynar MJ, Dickinson ME, Lunderberg DM, Lang JR, Peaslee GF. 2017. Fluorinated compounds in U.S. fast food packaging. *Environmental Science & Technology Letters*, 4:105–111. Web of Science Highly Cited Paper.
8. **Schaider LA**, Ackerman JM, Rudel RA. 2016. Septic systems as sources of organic wastewater compounds in domestic drinking water wells in a shallow sand and gravel aquifer. *Science of the Total Environment*. 547:470-481.
9. Hu XC, Andrews DQ, Lindstrom AB, Bruton TA, **Schaider LA**, Grandjean P, Lohmann R, Carignan CC, Blum A, Balan SA, Higgins C, Sunderland EM. 2016. Detection of poly- and perfluoroalkyl substances in U.S. drinking water linked to industrial sites, military fire training areas, and wastewater treatment plants. *Environmental Science & Technology Letters*. 3:344–50. Web of Science Highly Cited Paper.
10. Dong Z, Lynch RA, **Schaider LA**. 2016. Key contributors to variations in fish mercury within and among freshwater reservoirs in Oklahoma, USA. *Environmental Science: Processes & Impacts*. 18:222-36.
11. Zota AR, Riederer AM, Ettinger AS, **Schaider LA**, Shine JP, Amarasiriwardena CJ, Wright RO, Spengler JD. 2016. Associations between metals in residential environmental media and exposure biomarkers over time in infants living near a mining-impacted site. *Journal of Exposure Science and Environmental Epidemiology*. 26:510-519. **2017 ISES Award for best JESEE paper.**
12. Dong Z, Jim RC, Hatley EL, Backus AS, Shine JP, Spengler JD, **Schaider LA**. 2015. A longitudinal study of mercury exposure associated with consumption of freshwater fish from a reservoir in rural south central USA. *Environmental Research*. 136:155-162.
13. Liu B, **Schaider LA**, Mason RP, Shine JP, Rabalais NN, Senn DB. 2015. Controls on methylmercury accumulation in northern Gulf of Mexico sediments. *Estuarine, Coastal and Shelf Science*. 159:50-59.
14. Judd N, Lowney Y, Anderson P, Baird S, Bay SM, Breidt J, Buonanduci M, Dong Z, Essig D, Garry MR, Jim RC, Kirkwood G, Moore S, Niemi C, O'Rourke R, Ruffle B, **Schaider LA**, Vidal-Dorsch DE. Fish consumption as a driver of risk-management decisions and human health-based water quality criteria. *Environmental Toxicology and Chemistry*. 34: 2427-2436.
15. **Schaider LA**, Rudel RA, Ackerman JM, Dunagan SC, Brody JG. 2014. Pharmaceuticals, perfluoro-surfactants, and other organic wastewater compounds in public drinking water wells in a shallow sand and gravel aquifer. *Science of the Total Environment*. 468-469:384-393.

16. **Schaider LA**, Senn DB, Estes ER, Brabander DJ, Shine JP. 2014. Sources and fates of heavy metals in a mining-impacted stream: temporal variability and the role of iron oxides. *Science of the Total Environment*. 490:456-66.
17. Molina RM, **Schaider LA**, Donaghey TC, Shine JP, Brain JD. 2013. Mineralogy affects geoavailability, bioaccessibility and bioavailability of zinc. *Environmental Pollution*. 182:217-224.
18. Zota AR, **Schaider LA**, Ettinger AS, Wright RO, Shine JP, Spengler JD. 2011. Metal sources and exposures in the homes of young children living near a mining-impacted Superfund site. *Journal of Exposure Science & Environmental Epidemiology*. 21:495-505.
19. Lin CG, **Schaider LA**, Brabander DJ, Woolf AD. 2010. Pediatric lead exposure from imported Indian spices and cultural powders. *Pediatrics*. 125:e828-e835.
20. Liu B, **Schaider LA**, Mason RP, Bank MS, Rabalais NN, Swarzenski PW, Shine JP, Hollweg T, Senn DB. 2009. Disturbance impacts on mercury dynamics in northern Gulf of Mexico sediments. *Journal of Geophysical Research—Biogeosciences*. 114:G00C07.
21. Zota AR, Willis R, Jim R, Norris GA, Shine JP, Duvall RM, **Schaider LA**, Spengler JD. 2009. Impact of mine waste on airborne respirable particulates in northeastern Oklahoma, United States. *Journal of the Air and Waste Management Association*. 59:1347-1357.
22. Hauri JF, **Schaider LA**. 2009. Remediation of acid mine drainage with sulfate reducing bacteria. *Journal of Chemical Education*. 86:216-218.
23. **Schaider LA**, Senn DB, Brabander DJ, McCarthy KM, Shine JP. 2007. Characterization of zinc, lead and cadmium in mine waste: Implications for transport, exposure and bioavailability. *Environmental Science and Technology*. 41:4164-4171.
24. **Schaider LA**, Parker DR, Sedlak DL. 2006. Uptake of EDTA-complexed Pb, Cd and Fe by solution- and sand-cultured *Brassica juncea*. *Plant and Soil*. 286:377-391.

SELECT INVITED PRESENTATIONS, PANELS, AND WEBINARS

Presentations

- **Schaider LA**. Environmental Chemistry at the Research-Advocacy Interface. Gordon Research Conference Environmental Sciences: Water. June 2020 (postponed until 2022 due to COVID-19).
- **Schaider LA**. PFAS and other contaminants of emerging concern in the waters of Cape Cod: Understanding exposures and addressing community concerns. Dartmouth College/Hitchcock Medical, Department of Epidemiology, invited seminar. September 2019.
- **Schaider LA**. Per- and polyfluoroalkyl substances (PFASs): Characteristics, challenges, and concerns. Keynote Presentation, New England Water Environment Association, PFAS and Biosolids Conference, Lowell, MA. October 2018.
- **Schaider LA**. PFASs and other contaminants of emerging concern in the waters of Cape Cod. Department of Civil and Environmental Engineering, Virginia Tech, Blacksburg, VA. October 2018.
- **Schaider LA**. Highly fluorinated chemicals (PFASs): Where do they come from and what are the concerns? Joint meeting of Society of American Military Engineers and Hudson Mohawk Professional Geologists Association, Latham, NY. March 2018.
- **Schaider LA**. Emerging contaminants in Cape Cod drinking water: Where are they coming from and how worried should we be? MWRA Water Supply Citizens Advisory Committee. December 2015.

Panels

- Panelist: "Understanding PFAS Exposure" Panel. Part of Identifying Opportunities to Understand, Control, and Prevent Exposure to PFAS. Workshop held by the Environmental Health Matters Initiative, National Academy of Science, Engineering and Medicine, Washington, DC. September 2019.

Webinars

- **LA Schaider** and P Brown. Working with communities to understand and address PFAS exposures. NIEHS Partnerships for Environmental Public Health. March 2020.
- Corder A and **L Schaider**. Guideline levels for PFOA and PFOS in drinking water. UCSF Program on Reproductive Health and the Environment Science Response Network. March 2019.
- **Schaider LA**. Septic systems as sources of pharmaceuticals, fluorinated chemicals, and other emerging contaminants in private wells on Cape Cod, Massachusetts. CDC Private Wells Community of Practice Webinar. March 2016.

SELECTED CONFERENCE PRESENTATIONS

- **Schaider L**, McCann A, Hernandez A, Pickard H, Balcom P, Sunderland E. Legacy and alternative PFAS compounds in private wells on Cape Cod, Massachusetts, USA. Society of Environmental Toxicology and Chemistry North America 40th Annual Meeting, Toronto, November 2019.
- **Schaider L**, McCann A, Hernandez A, Pickard H, Balcom P, Sunderland E. Legacy and alternative PFAS compounds in private wells on Cape Cod, Massachusetts, USA. NIEHS Superfund Research Program Annual Meeting, Seattle, WA, November 2019.
- **Schaider LA**, Corder A, De La Rosa VY, Richter R, Rudel RA, and P Brown. Why do PFAS drinking water guidelines in the U.S. vary so widely? Oral presentation, Annual Meeting, International Society of Environmental Epidemiology, Utrecht, Netherlands. August 2019.
- **Schaider, LA**. PFAS exposures associated with consumer product-related behaviors and dietary habits related to food packaging. Oral presentation, Second National PFAS Conference, Boston, MA. June 2019.
- **Schaider L**, Costa A, Lohmann R, Becanova J, Gardiner C, Robuck A, Phillips P, Kolpin D, Furlong E, Alvarez A, and A Tokranov. Poster, PFASs in Cape Cod Bay Estuaries: Associations with conventional water quality parameters, land use, and organic wastewater compounds. NIEHS Superfund Research Program Annual Meeting, Sacramento, CA, November 2018.
- **Schaider LA**, Swetschinski LR, and RA Rudel. Exploring disparities in drinking water quality in U.S. public water supplies. Oral presentation, Joint Annual Meeting of the International Society of Exposure Science and the International Society for Environmental Epidemiology, Ottawa. August 2018.
- **Schaider LA**, Balan S, Blum A, Susmann H, Andrews D, Strynar M, Rudel R, Dodson R, and G Peaslee. Fluorinated compounds in U.S. fast food packaging and potential contributions to PFAS exposure. Oral presentation, International Society of Exposure Sciences Annual Meeting, Research Triangle Park, NC, Oct. 2017.
- **Schaider LA**, Swetschinski L, Campbell C, and R Rudel. Environmental justice and disparities in exposures to nitrate in drinking water. Oral presentation, International Society of Exposure Sciences Annual Meeting, Research Triangle Park, NC, October 2017.
- **Schaider LA**, Ackerman JA, and RA Rudel. Per- and polyfluoroalkyl substances and other organic wastewater compounds in private wells on Cape Cod, Massachusetts. Annual Meeting, North Atlantic Chapter, Society of Environmental Toxicology and Chemistry, Amherst, MA. June 2016.
- **Schaider LA**. Organic wastewater contaminants in public and private wells on Cape Cod, Massachusetts, and the role of septic systems. Oral presentation, 30th Annual International Conference on Soils, Sediments, Water and Energy. Association for Environmental Health & Sciences Foundation. Amherst, MA. October 2014.

- **Schaider LA**, Dong Z, Hatley E, Jim R, Lynch R, et al. A rural, community-based study of mercury exposure among consumers of local fish and the challenge of explaining fish consumption guidelines. Oral presentation, Society of Environmental Toxicology & Chemistry Annual Meeting, Nashville, TN. Nov. 2013.
- **Schaider LA**, Lynch RA, Dong Z, and JP Shine. Spatial and temporal variations in prey fish mercury concentrations in Grand Lake, Oklahoma, USA. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Long Beach, CA. Nov. 2012.
- **Schaider LA**, Rudel RA, Ackerman JM, Dunagan SC, and JG Brody. Pharmaceuticals, perfluorinated compounds and other organic wastewater compounds in private drinking water wells on Cape Cod, Massachusetts. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Boston, MA. Nov. 2011.
- **Schaider LA**, Backus A, Hatley E, Jim R, Lynch R, Manders G, et al. Mercury exposure from fish consumption in subsistence and recreational fishers in rural Oklahoma. 10th International Conf. on Mercury as a Global Pollutant, Halifax, NS. July 2011.
- **Schaider LA**, Rudel RA, Ackerman JM and JG Brody. Organic wastewater compounds in public and private drinking water wells impacted by septic systems on Cape Cod, Massachusetts. Oral presentation, Northeast Water Science Forum, New England Interstate Water Pollution Control Commission, Portland, ME. April 2011.
- **Schaider LA**, Backus AS, Hatley EL, Jim R, Lynch RA, Manders G, et al. Mercury exposure from fish consumption in subsistence fishers in rural Oklahoma. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Portland, OR. Nov. 2010.
- **Schaider LA**, Ackerman J, Dunagan S, Brody J, and R Rudel. Organic wastewater compounds in drinking water wells impacted by septic systems. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Portland, OR. November 2010.
- Estes ER, **Schaider LA**, Shine JP and DJ Brabander. Effect of transport and aging processes on metal speciation in iron oxyhydroxide aggregates, Tar Creek Superfund Site, Oklahoma. Poster presentation, American Geophysical Union Annual Fall Meeting, San Francisco, CA. December 2010.
- Backus A, **Schaider L**, Jim R and E Hatley. Launching a fish consumption and body burden study among Native Americans, Hispanics, and Micronesians. Oral presentation, American Public Health Association Annual Meeting, Denver, CO. November 2010.
- **Schaider LA**, Ackerman J, Dunagan S, Brody J and R Rudel. Organic wastewater compounds in drinking water wells impacted by septic systems. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Portland, OR. November 2010.
- Shine J, Brabander D, Hatley E, Jim R, McCarthy K, Senn D and **L Schaider**. Community exposures to heavy metals associated with mine wastes at the Tar Creek Superfund Site. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Portland, OR. November 2010.
- **Schaider LA**, Backus AS, Hatley EL, Jim R, Lynch RA, Manders G, Spengler JD and JP Shine. Mercury exposure from fish consumption in subsistence fishers in rural Oklahoma. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Portland, OR. November 2010.
- **Schaider LA**, Senn DB, Brabander DJ, McCarthy KD, and JP Shine. Metal fate and transport studies at the Tar Creek Superfund Site. Oral presentation, Geological Society of America North-Central and South-Central Sections Joint Meeting, Branson, MO. April 2010.
- Estes E, McCarthy KD, **Schaider LA**, Shine JP and DJ Brabander. Chemical and physical characterization of naturally precipitated hydrous ferric oxides at the Tar Creek Superfund Site, Oklahoma. Poster Presentation, Geological Society of America Annual Meeting, Portland, OR. October 2009.

- **Schaider LA**, Moran RE, Sample BE and JP Shine. Influence of metal contamination source and soil properties on metal bioaccumulation by plants. Oral presentation, Society of Environmental Toxicology and Chemistry, North Atlantic Chapter Annual Meeting, Durham, NH. June 2009.
- Lin CG, **Schaider LA**, George M, Brabander DJ and AD Woolf. Pediatric Lead Exposure from Imported Indian Spices and Religious Ceremonial Powders: A Case Series, a Market Basket Survey, and Blood Lead Level Modeling. Poster presentation, Pediatric Academic Societies Annual Meeting, Baltimore, MD. May 2009.
- Estes E, McCarthy KD, Brabander DJ, **Schaider LA** and JP Shine. Hydrous ferric oxide transport processes during flood events: Examples from the Tar Creek Superfund Site. Poster presentation, Geological Society of America, Northeastern Section Annual Meeting, Portland, ME. March 2009.
- Senn DB, Liu B, **Schaider LA**, Mason RP, Rice GE, Bank MS, Rabalais NN, Swarzenski P and JP Shine. Mercury sediment biogeochemistry in the northern Gulf of Mexico. Oral presentation, American Geophysical Union Annual Meeting, San Francisco, CA. December 2008.
- McCarthy KD, Brabander D, **Schaider L**, Argow B, Khoo M, Flynn N, and J Shine. Evaluating the risk of exposure to Pb, Zn, and Cd after a major flood at a mining-impacted area. Oral presentation, Geological Society of America Annual Meeting, Houston, TX. October 2008.
- Zota AR, Ettinger AS, **Schaider LA**, Schwartz J, Wright RO, and JD Spengler. Sources of metal exposure as predictors of body burden in infants living in a mining-impacted community. Oral presentation, 11th Annual Conference on Indoor Air Quality and Climate, Lyngby, Denmark. August 2008.
- Mason R, Bank M, Hollweg T, Rabalais N, **Schaider L**, Senn D, Shine J and P Swarzenski. The influence of hurricanes and other biogeochemical factors on net mercury methylation and mercury cycling in the Gulf of Mexico. Oral presentation, American Geophysical Union Annual Meeting, San Francisco, CA. December 2007.
- Liu B, **Schaider L**, Bank M, Mason R, Shine J, Rabalais N, and D Senn. Mercury sediment biogeochemistry in the northern Gulf of Mexico: Seasonal, spatial, and disturbance-induced variability. Oral presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Milwaukee, WI. November 2007.
- McCarthy KD, Brabander D, Khoo M, **Schaider L**, Senn D and J Shine. Characterization of zinc, lead, and cadmium in a mine waste impacted area: Implications for fate and transport. Poster, Geological Society of America, Annual Meeting, Denver, CO. October 2007.
- **Schaider LA**, Senn DB, Brabander DJ, McCarthy KD and JP Shine. Characterizing the lability and bioavailability of zinc, lead and cadmium in mine waste. Oral presentation, Society of Environmental Toxicology and Chemistry, North Atlantic Chapter Annual Meeting, Bristol, RI. June 2007.
- Khoo M, **Schaider L**, McCarthy K, Shine J, Senn D and D Brabander. Characterization of toxic metal transport processes downstream of the Tar Creek Superfund Site. Poster, Geological Society of America, Northeastern Section Annual Meeting, Durham, NH. March 2007.
- Zota AR, Ettinger A, **Schaider L**, Wright R, Brabander DJ and J Spengler. Children's exposure assessment study near a mining-related Superfund site. Oral presentation, American Public Health Association Annual Meeting, Boston, MA. November 2006.
- Senn D, Bank M, **Schaider L**, Shine J, Mason R, Hollweg T, Jay J and N Rabalais. Mercury biogeochemistry in Gulf of Mexico sediments (coastal Louisiana). Poster, Eighth International Conference on Mercury as a Global Pollutant, Madison, WI. August 2006.
- **Schaider LA**, Senn DB, Brabander DJ, Holton MW, McCarthy KD, Serdakowski MC and JP Shine. Mine waste piles as a source metal contamination at the Tar Creek Superfund Site. Oral Presentation, Geological Society of America, South-Central Section Annual Meeting, Norman, OK. March 2006.

- **Schaider LA**, Senn DB, Brabander DJ, Holton MW and JP Shine. Metal speciation and mobility in mine waste piles and surface waters in a mine-impacted area. Oral Presentation, Society of Environmental Toxicology and Chemistry Annual Meeting, Baltimore, MD. November 2005.
- **Schaider LA** and DL Sedlak. Uptake of metal-ligand complexes by Indian mustard: Implications for phytoremediation design. Oral presentation, American Chemical Society National Conference, New York City, NY. September 2003.
- **Schaider LA** and DL Sedlak. Uptake of metal-ligand complexes by Indian mustard (*Brassica juncea*): Implications for the free ion activity model. Poster, International Conference on the Biogeochemistry of Trace Elements, Guelph, ON. July 2001.
- **Schaider LA** and DL Sedlak. Metal speciation and plant uptake: a mechanistic approach. Poster, 4th International Symposium on Speciation of Elements in Biological, Environmental and Toxicological Sciences, Vancouver, BC. June 2000.
- **Schaider LA** and DL Sedlak. Transformations of metal-thiol complexes in natural waters. Oral presentation, American Chemical Society National Conference, New Orleans, LA. August 1999.

DATE: SEPTEMBER 30, 2020

TO: CITY CLERK KELLI BARNABY
MAYOR BECKSTED
CITY MANAGER CONARD

FROM: CITY COUNCILOR HUDA

SUBJECT: OCTOBER 5TH CITY COUNCIL MEETING AGENDA REQUEST (ZOOM MEETING)
PLEASE PUT THIS UNDER THE NAMES LISTED ABOVE. THANK YOU

I MAKE A MOTION FOR A REPORT BACK FROM THE CITY MANAGER TO THE RESIDENTS AND CITY COUNCIL ON THE FOLLOWING:

- 1) THE FINAL FY20 BUDGET SURPLUS AMOUNTS BY BUDGET UNIT AS ESTIMATED TO THE MAYOR IN JUNE 2020
(DUE TO THE INSIGHTFUL RESPONSE OF THE CITY MANAGER TO PUT A FREEZE ON SPENDING IMMEDIATELY, A FY20 SURPLUS WAS EXPECTED)

	ESTIMATE @ 6/30/20	ACTUAL @ 9/30/20 (Unaudited)
POLICE	350,000	?
FIRE	250,000	?
MUNICIPAL	450,000	?
SCHOOL	200,000	?

- 2) ON THE FINANCIAL IMPACT TO THE CITY OF PORTSMOUTH RESULTING FROM THE STATE OF NH SUSPENDING ALL STATE AID GRANTS (SAGS)

(AS REPORTED IN THE PORTSMOUTH HERALD ON 9/27 EXETER IS FACING SERIOUS SHORTFALLS IN MEETING DEBT SERVICE PAYMENTS ON THEIR JUST COMPLETED WASTEWATER TREATMENT PLANT).

SINCE OUR WWTP IS SCHEDULED TO BE COMPLETED THIS YEAR, IS THE CITY OF PORTSMOUTH FACING THE SAME ISSUES?

- 3) UPDATE ON THE STATUS & SOLUTIONS BEING DISCUSSED PER THE EMERGENCY POLICE COMMISSION MEETING ON THE RE-OCCURANCE OF MOLD IN THE POLICE DEPT.

NOTICE OF GRANT OPPORTUNITY

General Information

Document Type: Grants Notice

Funding Opportunity Number: DC20101CARES

Funding Opportunity Title: Coronavirus Aid, Relief, and Economic Security (CARES) Act
(Public Law 116-136)

Opportunity Category: Discretionary

Grant Type: Sub-Grant through the State of New Hampshire Secretary of State

Funding Instrument Type: Formula Grants

Category Explanation: The Coronavirus Aid, Relief and Economic Security (CARES) Act provided \$400 million to the Election Assistance Commission (EAC) to allocate to states, the District of Columbia and U.S. Territories "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." The CARES Act provided the funds to EAC under Section 101 of the Help America Vote Act (HAVA) which authorizes EAC to provide funds to states to "improve the administration of federal elections." The EAC followed the requirements of Section 101 and allocated a portion the funds to the State of New Hampshire to address issues arising from the pandemic during the primary election in September 2020 and the general election in November 2020.

Expected Number of Sub-Awards: Up to 237

CFDA Number(s): 90.404

Cost Sharing or Matching Requirement: Yes

Version: 1

Posted Date: 8/10/2020

Last Updated Date: 8/10/2020

Original Closing Date for Applications: There is no application requirement under this opportunity. Cities, towns and unincorporated places will be required to return the signed Grant Agreement and required Certifications within 30 days of the "Posted Date" above.

Current Closing Date for Applications: There is no application requirement under this opportunity. Cities, towns and unincorporated places will be required to return the signed Grant Agreement and required Certifications within 30 days of the "Posted Date" above.

Estimated Total Program Funding:

Total Program Funding: Up to \$3,000,000

Award Ceiling: \$207,315.88

Award Floor: \$47.54

Eligibility

Eligible Applicants: Cities, Towns, and Unincorporated Places within New Hampshire

Additional Information on Eligibility The State of New Hampshire has received approval from the U.S. Election Assistance Commission (EAC) for the use of a Statewide Standard Cost Rate. Under the Statewide Standard Cost Rate, cities, towns and unincorporated places will be reimbursed a fixed rate for each absentee ballot mailed and/or processed for both the Primary election in September and the General Election in November in excess of the total number of ballots processed during the Primary and General elections in 2016. This rate will be based upon time studies determined by the Secretary of State.

Each city, town and unincorporated place will be allowed to claim funds up to a maximum based upon its proportionate share of the funds as defined by its relative share of the ballots cast in 2016.

Additional Information

Agency Name: New Hampshire Secretary of State

Grantor Contact Information: General Election Questions:
NHvotes@sos.nh.gov

Grant Related Questions:
Vote@berrydunn.com
(603) 518-2650

Additional Funding: The State of New Hampshire has also been awarded funds from the EAC under the 2020 HAVA Election Security Grant. Some funding may be distributed to the Cities, Towns and Unincorporated places under that award.

GRANT AGREEMENT

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Secretary of State		1.2 State Agency Address State House Room 204, 107 N. Main Street Concord, New Hampshire 03301	
1.3 Contractor Name City of Portsmouth		1.4 Contractor Address Jenkins Ave, Portsmouth, NH 03801	
1.5 Contractor Phone Number 603-610-7207	1.6 Account Number DC20101CARES	1.7 Completion Date December 31, 2020	1.8 Price Limitation \$64,899.71 (80% \$54,083.09) (20% \$10,816.62)
1.9 Contracting Officer for State Agency David Scanlan		1.10 State Agency Telephone Number (603) 271-3242	
1.11 Contractor Signature Date:		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature Date:		1.14 Name and Title of State Agency Signatory David Scanlan, Deputy Secretary of State	

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached TERMS AND CONDITIONS which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in the TERMS AND CONDITIONS, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in the TERMS AND CONDITIONS which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing

in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached TERMS AND CONDITIONS. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which

shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in the TERMS AND CONDITIONS) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached TERMS AND CONDITIONS are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Instructions to complete the Grant Agreement

- Line 1.3 This will be the specific City, Town or Unincorporated Place
- Line 1.4 This will be the specific address of the City, Town or Unincorporated Place
- Line 1.5 This will be the specific phone number of the City, Town or Unincorporated Place
- Line 1.8 This will be the specific price maximum as defined on Attachment B
- Line 1.11 + 1.12 This will be signed and dated by the person authorized to signed on behalf of the City, Town or Unincorporated Place by the governing body.
- Line 1.13 This will be signed by the Deputy Secretary of State after the signed agreements are received from the respective City, Town or Unincorporated Place.

Please return the signed agreement to BerryDunn at Vote@berrydunn.com, no later than Friday, August 28, 2020. If the City, Town or Unincorporated Place does not wish to participate in the grant, please notify BerryDunn via email at Vote@berrydunn.com.

See the listing below for what is included in a completed signed agreement:

- Signed Form P-37
 - o This includes the pages of provisions that are dated and initialed
- Signed Attachment A
- Signed Attachment F
- Evidence that the City, Town or Unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. This can be supported by providing copies of Board minutes.

TERMS AND CONDITIONS

The New Hampshire Secretary of State (NH SoS) hereby offers and agrees to pay eighty (80) percent of the allowable costs incurred "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." These funds are a sub-grant of the funds received by the NH SoS from the Election Assistance Commission (EAC) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136).

This Offer is made on and subject to the following terms and conditions:

CONDITIONS

1. Maximum Obligation. See Attachment B for the maximum obligation of the State payable to each individual City, Town or Unincorporated Place under this Offer.

2. Period of Performance. The CARES Act makes clear that states must spend all federal funds by December 31, 2020 or return any unspent funds as of that date to the U.S. Treasury. The project period on the Notice of Grant Award is March 28, 2020 through March 27, 2022. However, states cannot spend any federal funds on activities after December 31, 2020. The budget period for the federal funds ends on the Notice of Grant Award on December 31, 2020.

3. Ineligible or Unallowable Costs. The State of New Hampshire has received approval from the U.S. Election Assistance Commission (EAC) for the use of a Statewide Standard Cost Rate. Under the Statewide Standard Cost Rate, Cities, Towns and Unincorporated Places will be reimbursed a fixed rate for each absentee ballot mailed and/or processed for those ballots that were processed in excess of the absentee ballots during 2016 for both the Primary election in September and the General Election in November. This rate will be based upon time studies determined by the Secretary of State. See Attachment B for the listing of ballots mailed and ballots cast in 2016 for each individual City, Town and Unincorporated Place.

4. Indirect Costs. There are no indirect costs allowable under the sub-grant.

5. Amendments or Withdrawals before Grant Acceptance. The State reserves the right to amend or withdraw this offer at any time prior to its acceptance by the City, Town or Unincorporated Place.

6. Improper Use of Federal and State Funds. The City, Town or Unincorporated Place must take all steps, including litigation if necessary, to recover Federal and State funds spent fraudulently, wastefully, or in violation of Federal and State antitrust statutes, or misused in any other manner in any project upon which Federal and State funds have been expended. The City, Town or Unincorporated Place must return the recovered Federal and State shares, including funds recovered by settlement, order, or judgment, to the State. The City, Town or Unincorporated Place must furnish to the State, upon request, all documents and records pertaining to the determination of the amount of the Federal and State shares or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the City, Town or Unincorporated Place, in court or otherwise, involving the recovery of such Federal and State share require advance approval by the State.

7. System for Award Management (SAM) Registration and Universal Identifier.

A. Requirement for System for Award Management (SAM): Unless the City, Town or Unincorporated Place is exempted from this requirement under 2 CFR 25.110, the City, Town or Unincorporated Place must maintain the currency of its information in the SAM until the City, Town or Unincorporated Place submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the the City, Town or Unincorporated Place review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).

B. Requirement for Data Universal Numbering System (DUNS) Numbers: The City, Town or Unincorporated Place must provide its DUNS number as part of accepting the grant. If the City, Town or Unincorporated Place does not have a DUNS number, they should apply for such. DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-606-8220) or on the web (<https://www.dnb.com/duns-number/get-a-duns.html>).

8. Payment Requests. Payments will be made to Cities, Towns and Unincorporated Places through reimbursement requests. This requests will be due by Monday, September 14, 2020 for the Primary Election and Monday, November 9, 2020 for the General Election. See Attachment C for the reimbursement request and certification to be used for payment requests based on the approved the Statewide Standard Cost Rate. See also Attachment D for the instruction on completing the reimbursement requests.

9. Financial Reporting and Payment Requirements. The City, Town or Unincorporated Place will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

10. Buy American. Under SPE Memo SPE-2020-11, Supplement 2, the exception to Buy American has been extended through September 30, 2020. The U.S. General Services Administration has deemed that there is still not sufficient supply related to PPE to enforce the Buy American statue.

11. Maintenance of Records: In addition to the eligibility records specified above, the City, Town or Unincorporated Place covenants and agrees to maintain the following records during the Contract Period:

Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the City, Town or Unincorporated Place in the performance of the Contract, and all income received or collected by the City, Town or Unincorporated Place during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

12. Audit: Cities, Towns or Unincorporated Places are required to have an annual audit. If the City, Town or Unincorporated place expended over \$750,000, the report must be prepared in accordance with the provision of Office of Management and Budget 2 CFR Part 200 – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

Audit and Review: During the term of this Contract and the period for retention hereunder, the State, the United States Election Assistance Commission, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the City, Town or Unincorporated Place that the City, Town or Unincorporated Place shall be held liable for any state or federal audit exceptions and shall return to the Secretary of State, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

13. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the City, Town or Unincorporated Place must:

- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
 - 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 - 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- C. Immediately disclose to the State whenever the City, Town or Unincorporated Place: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

See Attachment E for instructions as to how to verify if an individual or vendor has been classified as Suspended or Debarred.

14. Trafficking in Persons. See Attachment A. This certification is to be signed and returned to the State with the Grant Agreement.

15. Americans with Disabilities Act. The City, Town or Unincorporated Place agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

16. Drug-Free Workplace Requirement. See Attachment F. This certification is to be signed and returned to the State with the Grant Agreement.

17. Environmental Tobacco Smoke. The City, Town or Unincorporated Place agrees to comply with the provisions of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

18. Availability of Funds. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the City, Town or Unincorporated Place notice of such termination. In any event neither the State nor United States shall be required to transfer funds from any other grant, program or account in the event funds under this grant are reduced or become unavailable.

19. Effective Date. If the date for commencement precedes the Effective Date, all services performed by the City, Town or Unincorporated Place between the commencement date and the Effective Date shall be performed at the sole risk of the City, Town or Unincorporated Place and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Sponsor for any costs incurred or services performed; however that if this Agreement becomes effective all costs incurred prior to the effective date shall be paid under the terms of this Agreement.

20. Assignment of Interest. The City, Town or Unincorporated Place shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Services shall be delegated or subcontracted by the City, Town or Unincorporated Place without the prior written consent of the State.

21. Other Sources of Federal Awards. There are other grant funds available to Cities, Towns or Unincorporated Places that can be used for expenditures related to the Elections. An example of these funds are the Governor's Office for Emergency Relief and Recovery Grants (GOFERR). If the specific City, Town or Unincorporated Place is anticipating utilizing these funds for any Election related activities, please consult BerryDunn at Vote@berrydunn.com in advance of submitting any reimbursement requests in order to verify the appropriate use of such funds.

22. Signature Authority. The Cities, Towns or Unincorporated Places must attach evidence that they have complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. Congress has imposed a requirement that a report on the use of CARES funds must be made by the State within 20 days of each election. Therefore, this

agreement requires each Town, City, or Unincorporated Place to submit the reimbursement request by the Friday following the election. The standard cost rate procedure limits the information required immediately after each election to the number of absentee ballots mailed and the number of absentee ballots cast. The clerk maintains a record of all absentee ballots mailed in the Statewide Voter Registration System and the number of absentee ballots cast is reported by the clerk to the Secretary of State on election night. As most governing bodies do not meet frequently enough to satisfy the immediate reporting requirement, it is strongly recommend that the governing body authorize the town/city clerk to certify the reimbursement requests.

ATTACHMENT A
EAC CERTIFICATIONS

To: US Election Assistance Commission

Standard Certifications

Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification Regarding Trafficking in Persons

The undersigned certifies to his or her understanding that this grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) as follows:

- I. Provisions applicable to a recipient that is a private entity.
 - A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or
 3. Use forced labor in the performance of the award or subawards under the award.

- B. We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity
 - 1. Violates a prohibition in paragraph A of this award term; or
 - 2. Has an employee who violates a prohibition in paragraph A of this award term through conduct that is either:
 - a. Associated with performance under this award; or
 - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)".
- II. Provisions applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity—
 - A. Is determined to have violated an applicable prohibition of paragraph I.A of this award term; or
 - B. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph I.A of this award term through conduct that is —
 - 1. Associated with performance under this award; or
 - 2. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB 12 Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2200.
- III. Provisions applicable to any recipient.
 - A. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph I A of this award term.
 - B. Our right to terminate unilaterally that is described in paragraph (1) and (2) of this section:
 - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - 2. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - C. You must include the requirements of paragraph I A of this award term in any subaward you make to a private entity.
- IV. Definitions. For purposes of this award term:
 - A. "Employee" means either:
 - 1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - 2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

C. "Private entity":

1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR §175.25.
2. Includes:
 - a. A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
 - b. A for-profit organization. d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102

Printed Name

Title

Organization

Signature

Date

ATTACHMENT B
ALLOCATIONS TO MUNICIPALITIES

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Acworth	12	59	71	10	54	64	171	575	746	0.1%	\$2,364.25	\$472.85	\$2,837.10
Albany	5	49	54	3	45	48	123	410	533	0.1%	\$1,689.21	\$337.84	\$2,027.05
Alexandria	15	93	108	11	85	96	276	980	1,256	0.1%	\$3,980.57	\$796.11	\$4,776.68
Alienstown	11	102	113	10	98	108	519	2,251	2,770	0.3%	\$8,778.80	\$1,755.76	\$10,534.56
Aistead	9	83	92	8	72	80	286	1,055	1,341	0.1%	\$4,249.85	\$849.99	\$5,099.84
Alton	67	603	670	52	573	625	1,008	3,585	4,594	0.5%	\$14,559.49	\$2,911.90	\$17,471.39
Amherst	223	1,072	1,295	144	981	1,125	1,826	7,670	9,506	1.0%	\$30,412.03	\$6,082.41	\$36,494.44
Andover	32	127	159	25	119	144	492	1,461	1,953	0.2%	\$6,189.53	\$1,237.91	\$7,427.43
Antrim	25	124	149	19	118	137	389	1,548	1,937	0.2%	\$6,138.82	\$1,227.76	\$7,366.58
Ashland	10	85	95	5	82	87	300	1,132	1,432	0.2%	\$4,538.35	\$907.67	\$5,446.02
Atkinson	91	576	667	71	541	612	1,316	4,581	5,897	0.6%	\$18,689.01	\$3,737.60	\$22,426.61
Auburn	34	278	312	23	260	283	949	3,580	4,529	0.5%	\$14,353.49	\$2,870.70	\$17,224.19
Barnstead	25	188	213	19	173	192	709	2,817	3,526	0.4%	\$11,174.74	\$2,234.95	\$13,409.69
Barrington	78	382	460	51	346	397	1,175	5,366	6,541	0.7%	\$20,730.00	\$4,146.00	\$24,876.00
Bartlett	38	331	369	34	304	338	584	1,984	2,568	0.3%	\$8,138.61	\$1,627.72	\$9,766.33
Bath	7	48	55	7	46	53	165	562	727	0.1%	\$2,304.04	\$460.81	\$2,764.85
Bedford	480	2,951	3,431	335	2,748	3,083	3,947	13,657	17,604	1.9%	\$55,791.31	\$11,158.26	\$66,949.57
Belmont	53	261	314	32	247	279	984	3,765	4,749	0.5%	\$15,050.72	\$3,010.14	\$18,060.87
Bennington	4	51	55	4	48	52	217	827	1,044	0.1%	\$3,308.69	\$661.74	\$3,970.42
Benton	0	56	56	0	49	49	62	191	253	0.0%	\$801.82	\$160.38	\$962.18
Berlin	63	318	381	58	315	373	1,120	4,065	5,185	0.5%	\$16,432.51	\$3,286.50	\$19,719.02
Bethlehem	14	200	214	11	180	201	327	1,487	1,814	0.2%	\$5,749.00	\$1,149.80	\$6,898.80
Bocawen	20	259	279	14	226	240	506	1,939	2,445	0.3%	\$7,748.79	\$1,549.76	\$9,298.55
Bow	134	682	816	93	590	683	1,872	5,169	7,041	0.7%	\$22,314.62	\$4,462.92	\$26,777.55
Bradford	32	124	156	22	119	141	400	1,010	1,410	0.1%	\$4,468.83	\$893.73	\$5,362.56
Brentwood	102	434	536	86	397	483	780	2,594	3,374	0.4%	\$10,693.02	\$2,138.60	\$12,831.62
Bridgewater	11	122	133	5	120	125	239	719	958	0.1%	\$3,036.13	\$607.23	\$3,643.36
Bristol	9	208	217	10	203	213	488	1,697	2,185	0.2%	\$6,924.79	\$1,384.96	\$8,309.75
Brookfield	9	42	51	7	37	44	170	459	629	0.1%	\$1,993.45	\$398.69	\$2,392.14
Brookline	45	323	368	29	287	316	722	3,210	3,932	0.4%	\$12,481.45	\$2,492.29	\$14,973.74
Campton	22	225	247	17	207	224	470	1,941	2,411	0.3%	\$7,841.04	\$1,528.21	\$9,369.25
Canaan	30	187	217	20	177	197	378	1,954	2,332	0.2%	\$7,390.67	\$1,478.13	\$8,868.80
Candia	41	201	242	33	190	223	797	2,536	3,333	0.4%	\$10,880.00	\$2,176.00	\$13,056.00
Centerbury	47	160	207	27	131	158	598	1,619	2,217	0.2%	\$7,028.21	\$1,405.24	\$8,433.45
Carroll	11	70	81	8	64	72	128	493	621	0.1%	\$1,968.10	\$393.62	\$2,361.72
Center Harbor	20	126	146	18	121	140	277	796	1,073	0.1%	\$3,210.44	\$642.09	\$3,852.53
Charlestown	14	176	190	12	170	182	473	2,417	2,890	0.3%	\$9,159.11	\$1,831.82	\$10,990.93
Chatham	1	24	25	1	22	23	53	209	262	0.0%	\$830.34	\$166.07	\$996.41
Chester	30	258	288	30	221	251	803	3,041	3,844	0.4%	\$12,182.56	\$2,436.51	\$14,619.07
Chesterfield	48	238	286	32	227	259	513	2,223	2,736	0.3%	\$8,671.04	\$1,734.21	\$10,405.25
Chichester	27	98	125	22	92	114	523	1,612	2,135	0.2%	\$6,766.33	\$1,353.27	\$8,119.59
Claremont	72	437	509	48	427	475	1,216	5,727	6,943	0.7%	\$22,004.04	\$4,400.81	\$26,404.85
Clarksville	5	22	27	5	21	26	63	180	243	0.0%	\$770.13	\$154.03	\$924.15
Colebrook	17	106	123	10	85	95	339	1,063	1,402	0.1%	\$4,443.28	\$888.66	\$5,331.93
Columbia	11	32	43	10	29	39	118	352	470	0.0%	\$1,489.54	\$297.91	\$1,787.45
Concord	480	2,205	2,685	320	2,016	2,336	7,169	22,864	30,033	3.2%	\$95,181.80	\$19,036.36	\$114,218.16

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Conway	88	795	883	71	759	830	1,049	5,312	6,361	0.7%	\$20,159.54	\$4,031.91	\$24,191.45
Cornish	0	87	87	12	85	97	264	1,059	1,323	0.1%	\$4,182.91	\$838.58	\$5,021.49
Croydon	5	30	35	4	29	33	182	439	621	0.1%	\$1,988.10	\$393.62	\$2,381.72
Dalton	6	50	58	8	50	58	145	512	657	0.1%	\$2,082.19	\$416.44	\$2,498.63
Danbury	12	62	74	11	62	73	214	706	920	0.1%	\$2,915.70	\$583.14	\$3,498.84
Danville	24	175	200	22	168	190	646	2,612	3,258	0.3%	\$10,325.59	\$2,065.08	\$12,390.66
Deerfield	51	225	276	36	191	227	840	2,915	3,755	0.4%	\$11,900.50	\$2,380.10	\$14,280.60
Deering	10	76	86	9	75	84	326	1,073	1,399	0.1%	\$4,433.77	\$886.75	\$5,320.52
Derry	212	1,390	1,602	110	1,258	1,368	3,576	17,399	20,975	2.2%	\$66,474.82	\$13,294.96	\$79,769.78
Dixville	5	1	6	5	1	6	7	8	15	0.0%	\$47.54	\$9.51	\$57.05
Dorchester	5	25	30	4	24	28	81	221	302	0.0%	\$857.11	\$191.42	\$1,048.53
Dover	220	1,799	2,019	142	1,698	1,840	3,615	17,678	21,293	2.2%	\$67,482.64	\$13,496.53	\$80,979.17
Dublin	30	184	214	23	161	184	367	1,063	1,450	0.2%	\$4,595.40	\$919.08	\$5,514.48
Dummer	5	32	37	5	29	34	80	180	240	0.0%	\$760.82	\$152.12	\$912.74
Dunbarton	33	156	189	23	145	168	642	1,841	2,483	0.3%	\$7,869.22	\$1,573.84	\$9,443.07
Durham	115	842	957	80	770	850	1,298	9,721	11,019	1.2%	\$34,821.86	\$6,964.37	\$41,906.23
East Kingston	25	154	179	22	145	167	434	1,578	2,012	0.2%	\$6,376.51	\$1,275.30	\$7,651.81
Easton	7	24	31	7	24	31	101	200	301	0.0%	\$853.94	\$180.79	\$1,034.73
Eaton	4	38	42	3	37	40	128	293	421	0.0%	\$1,334.25	\$266.85	\$1,601.10
Effingham	12	79	91	12	73	85	236	868	1,104	0.1%	\$3,498.84	\$699.77	\$4,198.61
Ellsworth	0	5	5	0	5	5	23	58	81	0.0%	\$256.71	\$51.34	\$308.05
Enfield	48	302	350	40	295	335	553	2,622	3,175	0.3%	\$10,062.34	\$2,012.47	\$12,074.81
Epping	50	367	417	32	347	379	948	4,040	4,988	0.5%	\$15,908.17	\$3,181.63	\$18,989.81
Epsom	32	241	273	16	209	225	671	2,694	3,365	0.4%	\$10,684.49	\$2,132.90	\$12,797.39
Errol	5	25	30	2	25	27	92	219	311	0.0%	\$885.63	\$197.13	\$1,082.76
Exeter	262	1,570	1,832	135	1,446	1,581	2,343	9,551	11,894	1.3%	\$37,694.95	\$7,538.99	\$45,233.94
Famington	29	213	242	19	203	222	611	3,181	3,792	0.4%	\$12,017.76	\$2,403.55	\$14,421.31
Fitzwilliam	30	120	150	21	110	131	363	1,282	1,655	0.2%	\$5,245.09	\$1,049.02	\$6,294.11
Francestown	41	142	183	33	124	157	373	1,041	1,414	0.1%	\$4,481.31	\$896.26	\$5,377.57
Franconia	24	164	188	19	148	167	294	764	1,058	0.1%	\$3,353.06	\$670.61	\$4,023.67
Franklin	41	256	297	31	241	272	1,070	3,902	4,972	0.5%	\$15,757.46	\$3,151.49	\$18,908.96
Freedom	24	151	175	21	149	170	350	969	1,319	0.1%	\$4,180.23	\$836.05	\$5,016.27
Fremont	16	209	225	10	189	199	652	2,791	3,443	0.4%	\$10,911.70	\$2,182.34	\$13,094.03
Gifford	113	767	880	84	728	812	1,471	4,800	6,271	0.7%	\$19,874.31	\$3,974.86	\$23,849.17
Gilmanton	51	241	292	47	237	284	693	2,297	2,990	0.3%	\$9,444.34	\$1,888.87	\$11,333.20
Gilsum	8	48	56	3	38	41	125	482	587	0.1%	\$1,880.34	\$372.07	\$2,252.41
Goffstown	215	986	1,201	159	873	1,032	2,522	9,980	12,502	1.3%	\$39,621.85	\$7,924.37	\$47,546.22
Gorham	9	166	175	10	156	166	396	1,563	1,949	0.2%	\$6,176.85	\$1,235.37	\$7,412.22
Goshen	10	48	58	10	45	55	150	457	607	0.1%	\$1,923.73	\$384.75	\$2,308.47
Grafton	9	55	64	8	54	62	192	733	925	0.1%	\$2,931.55	\$586.31	\$3,517.86
Grantham	51	307	358	43	286	329	617	2,127	2,744	0.3%	\$8,898.40	\$1,779.28	\$10,677.68
Greenfield	6	52	58	4	51	55	281	940	1,201	0.1%	\$3,806.26	\$761.25	\$4,567.51
Greenland	44	326	370	34	313	347	694	2,661	3,355	0.4%	\$10,632.80	\$2,126.56	\$12,759.36
Greenville	12	64	76	9	65	74	226	994	1,220	0.1%	\$3,966.47	\$773.29	\$4,639.77
Groton	1	24	25	0	25	25	112	335	447	0.0%	\$1,416.65	\$283.33	\$1,699.98
Hale's Location	3	39	42	3	37	40	59	126	185	0.0%	\$586.31	\$117.26	\$703.57

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Hampstead	71	565	636	54	527	581	1,306	5,535	6,841	0.7%	\$21,680.78	\$4,336.16	\$28,016.93
Hampton	198	1,758	1,956	140	1,634	1,774	2,268	10,419	12,687	1.3%	\$40,208.16	\$8,041.63	\$48,249.79
Hampton Falls	37	187	224	24	161	185	478	1,615	2,093	0.2%	\$8,633.22	\$1,326.64	\$7,959.88
Hancock	24	145	169	23	132	155	548	1,235	1,783	0.2%	\$5,650.76	\$1,130.15	\$6,780.91
Hanover	255	1,389	1,654	144	1,257	1,401	1,277	7,930	9,207	1.0%	\$29,178.20	\$5,835.84	\$35,015.04
Harrisville	19	80	99	15	74	89	273	700	973	0.1%	\$3,083.67	\$616.73	\$3,700.41
Hart's Location	0	16	16	0	16	16	19	39	58	0.0%	\$183.82	\$36.76	\$220.58
Haverhill	38	259	297	20	249	269	556	2,193	2,749	0.3%	\$8,712.24	\$1,742.45	\$10,454.69
Hebron	17	71	88	14	70	84	187	447	634	0.1%	\$2,009.30	\$401.86	\$2,411.16
Henniker	41	253	294	26	217	243	703	2,759	3,462	0.4%	\$10,971.91	\$2,194.38	\$13,166.29
Hill	7	38	45	3	35	38	191	562	753	0.1%	\$2,386.44	\$477.29	\$2,863.73
Hillsborough	43	208	251	33	188	221	747	3,051	3,798	0.4%	\$12,036.78	\$2,407.36	\$14,444.13
Hinsdale	14	133	147	12	125	137	325	1,789	2,124	0.2%	\$8,731.47	\$1,346.29	\$9,077.76
Holderness	61	192	253	46	172	218	482	1,342	1,824	0.2%	\$5,780.69	\$1,156.14	\$6,936.83
Hollis	88	804	892	55	721	776	1,196	5,282	6,488	0.7%	\$20,562.03	\$4,112.41	\$24,674.44
Hooksett	108	798	904	88	754	842	1,997	8,248	10,243	1.1%	\$32,462.53	\$6,492.51	\$38,955.04
Hopkinton	123	573	696	85	535	620	1,538	3,976	5,514	0.6%	\$17,475.19	\$3,495.04	\$20,970.23
Hudson	120	1,165	1,285	82	1,078	1,160	2,581	13,535	16,116	1.7%	\$51,075.48	\$10,215.10	\$61,290.58
Jackson	33	175	208	25	175	200	240	698	938	0.1%	\$2,972.75	\$594.55	\$3,567.30
Jeffrey	63	289	322	32	237	269	765	2,893	3,658	0.4%	\$11,593.08	\$2,318.62	\$13,911.70
Jefferson	12	69	81	14	73	87	234	638	872	0.1%	\$2,763.58	\$552.72	\$3,316.29
Keene	311	1,172	1,483	183	1,034	1,217	3,265	12,887	16,152	1.7%	\$51,189.57	\$10,237.91	\$61,427.49
Kensington	8	125	133	4	105	109	369	1,418	1,787	0.2%	\$5,663.43	\$1,132.69	\$6,796.12
Kingston	36	338	374	34	308	340	827	3,754	4,581	0.5%	\$14,518.29	\$2,903.66	\$17,421.95
Laconia	157	889	1,026	99	758	857	2,741	8,187	10,928	1.2%	\$34,633.46	\$6,926.69	\$41,560.15
Lancaster	31	195	226	24	181	205	554	1,652	2,206	0.2%	\$8,991.34	\$1,398.27	\$9,389.61
Landaff	4	20	24	4	17	21	74	257	331	0.0%	\$1,049.02	\$209.80	\$1,258.82
Langdon	0	28	28	3	27	30	89	402	491	0.1%	\$1,556.10	\$311.22	\$1,867.32
Lebanon	133	996	1,129	78	932	1,008	1,620	7,408	9,028	1.0%	\$28,611.90	\$5,722.38	\$34,334.29
Lee	38	252	290	27	234	261	644	2,594	3,338	0.4%	\$10,578.93	\$2,115.79	\$12,694.71
Lempster	17	65	82	15	60	75	215	686	901	0.1%	\$2,855.49	\$571.10	\$3,426.58
Lincoln*	25	153	178	23	147	170	222	862	1,084	0.1%	\$3,435.46	\$687.09	\$4,122.55
Lisbon	11	66	77	7	59	66	171	732	903	0.1%	\$2,861.82	\$572.36	\$3,434.19
Litchfield	30	407	437	18	380	398	936	5,034	5,970	0.6%	\$18,920.37	\$3,784.07	\$22,704.44
Littleton	65	355	420	50	331	381	751	2,994	3,745	0.4%	\$11,868.81	\$2,373.76	\$14,242.57
Londonderry	239	1,764	2,003	157	1,622	1,779	3,369	14,416	17,785	1.9%	\$56,364.94	\$11,272.99	\$67,637.93
Loudon	35	280	315	23	256	279	837	3,362	4,299	0.5%	\$13,624.57	\$2,724.91	\$16,349.48
Lyman	4	33	37	3	26	29	93	331	424	0.0%	\$1,343.76	\$268.75	\$1,612.51
Lyme	49	213	262	35	214	249	365	1,200	1,565	0.2%	\$4,959.86	\$991.97	\$5,951.83
Lyndeborough	17	87	104	15	84	99	334	1,088	1,420	0.2%	\$4,500.32	\$900.06	\$5,400.39
Madbury	23	117	140	15	101	116	321	1,164	1,485	0.2%	\$4,708.32	\$941.26	\$5,647.59
Madison	26	201	227	17	190	207	433	1,497	1,930	0.2%	\$6,116.63	\$1,223.33	\$7,339.96
Manchester	1,096	4,584	5,690	834	4,229	5,063	14,378	51,039	65,415	6.9%	\$207,315.88	\$41,463.18	\$248,779.05
Marlborough	15	99	114	12	94	106	323	1,208	1,529	0.2%	\$4,845.77	\$969.15	\$5,814.92
Marlow	8	36	44	8	29	37	133	459	592	0.1%	\$1,876.19	\$375.24	\$2,251.43
Mason	20	69	89	12	65	77	229	873	1,102	0.1%	\$3,492.50	\$698.50	\$4,191.00

Attachment B - Allocations to Municipalities

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	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Meredith*	109	650	759	81	623	704	1,486	4,177	5,663	0.6%	\$17,947.41	\$3,589.48	\$21,536.89
Menimack	192	1,652	1,844	112	1,472	1,584	3,767	15,389	19,156	2.0%	\$60,709.97	\$12,141.99	\$72,851.97
Middleton	5	49	54	5	48	53	234	948	1,182	0.1%	\$3,746.04	\$749.21	\$4,495.25
Milan	7	70	77	7	68	75	203	766	969	0.1%	\$3,070.99	\$614.20	\$3,685.19
Milford	122	720	842	85	670	755	1,817	8,378	10,195	1.1%	\$32,310.41	\$6,462.08	\$38,772.49
Millsfield	0	7	7	0	7	7	16	21	37	0.0%	\$117.26	\$23.45	\$140.71
Milton	28	186	214	19	163	182	532	2,374	2,908	0.3%	\$9,208.81	\$1,841.96	\$11,051.78
Monroe	13	65	78	8	63	71	129	502	631	0.1%	\$1,899.79	\$399.96	\$2,399.75
Mont Vernon	25	166	191	18	155	173	505	1,579	2,084	0.2%	\$6,604.70	\$1,320.94	\$7,925.64
Moutonborough	96	715	811	53	660	713	1,210	3,276	4,486	0.5%	\$14,217.21	\$2,843.44	\$17,060.66
Nashua	612	3,924	4,536	392	3,499	3,891	8,726	43,604	52,330	5.5%	\$165,646.36	\$33,169.27	\$199,015.63
Nelson	25	76	101	16	68	84	184	448	632	0.1%	\$2,002.96	\$400.59	\$2,403.55
New Boston*	53	303	356	45	288	333	978	3,452	4,430	0.5%	\$14,039.74	\$2,807.95	\$16,847.69
New Castle	44	182	226	36	162	198	409	822	1,231	0.1%	\$3,601.34	\$780.27	\$4,381.60
New Durham	22	162	184	18	150	169	410	1,689	2,099	0.2%	\$6,652.24	\$1,330.45	\$7,982.68
New Hampton	28	161	189	22	148	170	439	1,394	1,833	0.2%	\$5,808.22	\$1,161.84	\$6,970.06
New Ipswich	30	237	267	28	222	250	666	2,862	3,528	0.4%	\$11,181.08	\$2,236.22	\$13,417.30
New London*	118	509	627	99	477	576	1,172	3,088	4,260	0.5%	\$13,600.97	\$2,700.19	\$16,201.16
Newbury	39	249	288	37	235	272	492	1,377	1,869	0.2%	\$5,923.31	\$1,184.66	\$7,107.97
Newfields	26	142	168	21	129	150	437	1,177	1,614	0.2%	\$5,115.15	\$1,023.03	\$6,138.19
Newington	10	97	107	10	94	104	213	617	830	0.1%	\$2,630.47	\$526.09	\$3,156.56
Newmarket	57	557	614	45	497	542	1,177	5,523	6,700	0.7%	\$21,233.91	\$4,246.78	\$25,480.69
Newport	42	268	310	33	243	276	800	3,001	3,801	0.4%	\$12,046.28	\$2,409.26	\$14,455.54
Newton	20	177	197	14	156	170	521	2,770	3,291	0.3%	\$10,429.97	\$2,085.99	\$12,515.97
North Hampton	85	557	642	54	526	580	870	3,233	4,103	0.4%	\$13,003.39	\$2,600.68	\$15,604.07
Northfield	17	199	216	13	189	202	652	2,417	3,069	0.3%	\$9,726.40	\$1,945.28	\$11,671.68
Northumberland	36	130	166	29	123	152	308	1,025	1,333	0.1%	\$4,224.60	\$844.92	\$5,069.52
Northwood	24	191	215	18	175	193	699	2,658	3,357	0.4%	\$10,639.14	\$2,127.83	\$12,766.97
Nottingham	49	365	414	36	331	367	754	3,166	3,920	0.4%	\$12,423.42	\$2,484.68	\$14,908.11
Orange	0	21	21	3	18	21	64	174	238	0.0%	\$754.28	\$150.86	\$905.14
Orford	19	112	131	19	106	125	234	751	985	0.1%	\$3,121.70	\$624.34	\$3,746.04
Ossipee	40	303	343	36	295	331	643	2,252	2,895	0.3%	\$9,174.95	\$1,834.99	\$11,009.94
Pelham	62	707	769	47	650	697	1,246	7,841	9,087	1.0%	\$28,788.89	\$5,759.78	\$34,548.67
Pembroke	54	304	358	47	354	401	945	4,072	5,017	0.5%	\$15,900.08	\$3,180.02	\$19,080.10
Peterborough	101	598	699	78	59	137	1,367	4,016	5,383	0.6%	\$17,060.02	\$3,412.00	\$20,472.03
Piermont*	7	26	33	7	25	32	124	406	530	0.1%	\$1,679.70	\$335.94	\$2,015.64
Pittsburg	6	67	73	6	65	71	182	487	669	0.1%	\$2,120.22	\$424.04	\$2,544.27
Pittsfield	30	137	167	17	121	138	688	2,008	2,696	0.3%	\$8,544.27	\$1,708.85	\$10,253.13
Plainfield	53	187	240	35	166	201	410	1,520	1,930	0.2%	\$6,116.63	\$1,223.33	\$7,339.96
Plaistow	58	387	445	31	358	389	933	4,487	5,420	0.6%	\$17,177.28	\$3,435.46	\$20,612.74
Plymouth	36	264	290	25	239	264	746	3,817	4,563	0.5%	\$14,461.24	\$2,892.25	\$17,353.49
Portsmouth	287	1,970	2,257	174	1,778	1,952	3,521	13,544	17,065	1.8%	\$54,083.09	\$10,816.62	\$64,899.71
Randolph	19	73	92	16	72	88	114	280	374	0.0%	\$1,185.30	\$237.06	\$1,422.36
Raymond	45	422	467	39	387	426	1,122	5,488	6,610	0.7%	\$20,948.68	\$4,189.74	\$25,138.42
Richmond	14	61	75	11	50	61	192	682	874	0.1%	\$2,769.92	\$553.98	\$3,323.90
Rindge	45	283	328	31	284	315	846	3,540	4,386	0.5%	\$13,900.29	\$2,780.06	\$16,680.35

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Rochester	134	1,088	1,222	92	1,038	1,130	3,289	15,430	18,719	2.0%	\$59,325.02	\$11,865.00	\$71,190.02
Rollinsford	19	137	156	15	130	145	339	1,535	1,974	0.2%	\$8,256.08	\$1,251.22	\$7,507.30
Roxbury	0	13	13	0	10	10	36	143	179	0.0%	\$567.29	\$113.46	\$680.75
Rumney	19	106	125	17	98	115	314	904	1,218	0.1%	\$3,860.14	\$772.03	\$4,632.16
Rye	169	999	1,158	129	945	1,074	1,344	4,114	5,458	0.6%	\$17,297.72	\$3,459.54	\$20,757.26
Salem	169	1,598	1,767	114	1,483	1,597	3,295	16,422	19,717	2.1%	\$62,487.92	\$12,497.58	\$74,985.50
Salisbury	7	49	56	5	48	53	277	834	1,111	0.1%	\$3,521.03	\$704.21	\$4,225.23
Sanbornton	47	206	253	32	220	252	719	1,948	2,667	0.3%	\$8,452.36	\$1,690.47	\$10,142.84
Sandown	28	300	328	15	263	278	457	3,831	4,088	0.4%	\$12,955.86	\$2,591.17	\$15,547.03
Sandwich	25	147	172	19	139	157	390	1,025	1,415	0.1%	\$4,484.48	\$896.90	\$5,381.37
Seabrook	38	446	484	40	412	452	877	4,587	5,464	0.6%	\$17,316.73	\$3,463.35	\$20,780.08
Sharon	3	45	48	3	35	38	102	248	350	0.0%	\$1,109.23	\$221.85	\$1,331.08
Shelburne	7	47	54	6	40	46	85	259	344	0.0%	\$1,090.22	\$218.04	\$1,745.26
Somersworth	41	401	442	36	384	420	1,001	5,587	6,588	0.7%	\$20,878.86	\$4,175.79	\$25,054.75
South Hampton	5	58	63	4	55	59	136	604	740	0.1%	\$2,345.24	\$469.05	\$2,814.29
Springfield	9	82	101	7	79	86	265	833	1,098	0.1%	\$3,478.83	\$695.97	\$4,175.79
Stark	3	29	32	3	29	32	82	303	385	0.0%	\$1,220.16	\$244.03	\$1,464.19
Stewartstown	8	39	47	6	39	45	101	358	459	0.0%	\$1,454.68	\$290.94	\$1,745.62
Stoddard	16	103	119	14	94	108	238	785	1,021	0.1%	\$3,235.79	\$647.16	\$3,882.95
Stratford	38	300	338	27	299	326	717	2,610	3,327	0.4%	\$10,544.06	\$2,108.81	\$12,652.88
Stratford	9	24	33	8	23	31	83	281	364	0.0%	\$1,153.60	\$230.72	\$1,384.32
Stratham	113	985	1,098	81	939	1,020	1,253	4,967	6,250	0.7%	\$19,807.75	\$3,961.55	\$23,769.30
Sugar Hill	19	63	82	19	60	79	194	435	629	0.1%	\$1,883.45	\$398.69	\$2,382.14
Sullivan	8	30	38	6	31	37	121	414	535	0.1%	\$1,895.54	\$339.11	\$2,034.65
Sunapee	61	368	429	55	342	397	662	2,176	2,837	0.3%	\$8,991.14	\$1,798.23	\$10,789.36
Surry	3	42	45	2	32	34	127	520	647	0.1%	\$2,050.50	\$410.10	\$2,460.60
Sutton	16	130	146	11	114	125	400	1,289	1,689	0.2%	\$5,352.85	\$1,070.57	\$6,423.42
Swanzey	68	291	357	43	279	322	826	3,918	4,744	0.5%	\$15,034.88	\$3,006.98	\$18,041.85
Tamworth	41	213	254	25	202	227	466	1,842	2,108	0.2%	\$6,680.76	\$1,336.15	\$8,016.91
Temple	12	78	90	10	74	84	328	880	1,208	0.1%	\$3,828.44	\$765.69	\$4,594.13
Thornton	29	223	252	13	204	217	357	1,541	1,898	0.2%	\$6,015.22	\$1,203.04	\$7,218.26
Tilton	42	194	236	31	174	205	599	1,898	2,497	0.3%	\$7,913.59	\$1,582.72	\$9,496.31
Troy	4	51	55	4	47	51	205	1,030	1,235	0.1%	\$3,914.01	\$782.80	\$4,696.81
Tuftonboro	46	278	324	31	265	296	595	1,706	2,301	0.2%	\$7,292.42	\$1,458.48	\$8,750.91
Unity	5	81	86	4	83	87	212	821	1,033	0.1%	\$3,273.83	\$654.77	\$3,928.59
Wakefield	53	385	438	31	382	423	700	2,861	3,561	0.4%	\$11,285.67	\$2,257.13	\$13,542.80
Walpole	44	228	272	31	212	243	630	2,158	2,788	0.3%	\$8,835.84	\$1,767.17	\$10,603.01
Warner	29	179	208	26	172	198	678	1,838	2,516	0.3%	\$7,973.81	\$1,594.76	\$9,568.57
Warren	9	32	41	8	32	40	176	480	656	0.1%	\$2,079.02	\$415.80	\$2,494.83
Washington	1	107	108	5	78	83	202	718	920	0.1%	\$2,915.70	\$583.14	\$3,498.84
Waterville Valley	37	97	134	28	87	115	111	272	383	0.0%	\$1,213.82	\$242.76	\$1,456.58
Wears	52	443	495	37	404	441	1,148	5,159	6,307	0.7%	\$19,988.40	\$3,997.68	\$23,986.08
Webster	27	99	126	21	88	109	357	1,182	1,539	0.2%	\$4,877.46	\$975.49	\$5,852.95
Wentworth	3	53	56	10	51	61	178	538	716	0.1%	\$2,269.18	\$453.84	\$2,723.01
Westmoreland	0	115	115	10	108	118	299	1,034	1,333	0.1%	\$4,224.80	\$844.92	\$5,069.72
Whitefield	28	130	158	24	120	144	337	1,166	1,503	0.2%	\$4,763.37	\$952.67	\$5,716.04

Attachment B - Allocations to Municipalities

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Wilmot	15	96	111	8	81	89	310	915	1,225	0.1%	\$3,882.32	\$776.46	\$4,658.78
Wilton	42	237	279	33	220	253	693	2,299	2,992	0.3%	\$9,482.37	\$1,896.47	\$11,378.84
Winchester	25	156	181	21	146	167	345	1,815	2,160	0.2%	\$6,845.56	\$1,369.11	\$8,214.67
Windham	166	1,208	1,374	81	1,092	1,173	1,553	9,024	10,577	1.1%	\$33,521.06	\$6,704.21	\$40,225.27
Windsor	4	9	13	3	8	11	39	125	164	0.0%	\$519.76	\$103.95	\$623.71
Wolfeboro	142	763	905	118	778	897	1,579	4,395	5,974	0.6%	\$18,933.04	\$3,786.61	\$22,719.65
Woodstock	27	97	124	24	82	116	226	792	1,018	0.1%	\$3,226.29	\$645.26	\$3,871.54
	13,062	81,984	95,026	9,270	75,305	84,575	190,749	755,850	946,599		\$3,000,000.00	\$600,000.00	\$3,600,000.00

The Absentee Ballots Issued to Voters and the Absentee Ballots Cast by Voters are official numbers as reported to the Secretary of State. If your records show different numbers please send an email to NHvotes@sos.nh.gov describing the discrepancy between your numbers and the numbers on Attachment B

ATTACHMENT C
STANDARD RATE

ATTACHMENT D
INSTRUCTIONS TO COMPLETE
ATTACHMENT C:
STANDARD RATE
REIMBURSEMENT REQUEST

NEW HAMPSHIRE DEPARTMENT OF STATE

William M. Gardner
Secretary of State



Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

1. City, Town or Unincorporated Place Name:	2. Period Covered by this Application
City of Portsmouth	Primary Election
3. Progress Payment Number:	4. Project Grant No.:
Payment #1	DC20101CARES

5. Status of Funds			
	Total (100%)	To be reimbursed by the State (80%)	Match assumed by City, Town or Unincorporated Place (20%)
5.1 Amount of Original Offer	\$64,899.71	\$54,083.09	\$10,816.62
5.2 Total Spent to Date	\$0.00	\$0.00	\$0.00
5.3 Amount Spent this Period (From 6 below)	_____	_____	_____
5.4 Amount of Payment Request	_____	_____	_____

6. Amount Spent this Period			
	A. Absentee Ballots Issued to Voters	B. Absentee Ballots Cast by Voters	Total
6.1 Number of Absentee Ballots	_____	_____	_____
6.2 Less: Number of Ballots from 2016 (See Attachment B)	(_____)	(_____)	_____
6.3 Number of Absentee Ballots to be reimbursed for	_____	_____	_____
6.4 Standard Cost Rate	\$ XX.XX	\$ XX.XX	_____
6.5 Total Reimbursement	_____	_____	_____

7. Certification of Sub-Grantee			
I certify that the statements contained in this grant payment are true and correct and are in accordance to the approved grant agreement. I also certify that the match was not satisfied through other federal grant funds.			
		Clerk/Deputy Clerk	
Date	Printed Name	Title	Signature

Internal use only: Approved: _____ Dated: _____

Attachment D: Instructions to Complete Attachment C: Standard Rate Reimbursement Request

- Section 2** This will be either the “Primary Election” or the “General Election”
- Section 3** If this is for the Primary Election, it will be Payment # 1; if this is for the General Election, it will be Payment # 2.
- Section 4** This is pre-completed with the number from the Notice of Grant Opportunity – DC20101CARES
- Section 5** This section includes the breakout of the 20% match as defined in the terms and conditions of the grant. Under this grant, the State of New Hampshire will be reimbursing the City, Town or Unincorporated Place for 80% of the total costs included. The remaining 20% of costs covered by the individual City, Town or Unincorporated Place and will not be reimbursed to comply with the match requirement.
- Line 5.1 The Amount of Original Offer can be found on Attachment B.
- Line 5.2 The Amount Spent to Date will be \$0 for the first reimbursement submission in September 2020. For the second reimbursement submission in November 2020, this amount will represent the September payment received.
- Line 5.3 The Amount Spent this period will be the Total of Columns A and B from Line 6.5
- Line 5.4 The line is calculated as the lessor of Line 5.1 minus Line 5.2 or Line 5.3
- Section 6**
- Line 6.1 This line represents the number of:
- A. Absentee ballots issued to voters
 - B. Absentee ballots cast and reported on the “Official Return of Votes” forms submitted to the Secretary of State’s office on election night.
- Line 6.2 This line is the number for the absentee ballots cast in 2016. Reimbursement will only be made for the ballots in excess of those processed in 2016. These figures can be found by City, Town or Unincorporated Place within Attachment B.
- Line 6.3 This line is calculated as Line 6.1 less Line 6.2.
- Line 6.4 This is the statewide standard cost rate that was determined by the New Hampshire Secretary of State under a method approved by the Election Assistance Commission.
- Line 6.5 This is calculated as Line 6.3 multiplied by Line 6.4. The total reimbursement is the total of columns A and B. This is carried up to Line 5.3
- Section 7** This section is to be signed by the individual approved by the City, Town or Unincorporated Place to act on their behalf.

Please submit the signed reimbursement request to:

Vote@berrydunn.com

Submit no later than end of day Monday, September 14, 2020 for the Primary Election and Monday, November 9, 2020 for the General Election

ATTACHMENT E
SUSPENSION AND DEBARMENT

Suspension and Debarment

- For all individuals that are hired due to the additional needs related to the 2020 Election Season, please obtain verification that the individual or vendor was not considered suspended or debarred by the Federal Government. To receive payments of federal funds, an individual or vendor cannot be listed as suspended or debarred by the Federal Government. The System for Award Management (SAM) is a database that includes individuals or vendors that have been listed as suspended or debarred. This website should be verified to confirm that an individual or vendor has not been classified as such. To achieve this:
 - Go to www.sam.gov
 - Select the option of "Search Records"
 - Start with a quick search with the individual's name or company name, applicable DUNS number.
 - There are two types of results that can be obtained:
 1. A result will be returned if the Entity is registered with sam.gov – for example, see the screen shot below when searching for the State of New Hampshire

Current Search Terms: STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE,*

Clear Search

Total records: 2
Result Page: 1

Save PDF Export Results Print

Sort by: Relevance Order by: Descending

FILTER RESULTS Your search for STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE,* returned the following results...

By Record Status

Active
 Inactive

By Record Type

Entity Registration
 Exclusion

Apply Filter

Entity	State of New Hampshire-Department of Agriculture, Markets & Food	Status: Active
DUNS:	1-6836983	CAGE Code: 61G1US
Has Active Exclusion?:	No	DoDAAC:
Expiration Date:	04/07/2021	Debt Subject to Offset: No
Purpose of Registration:	Federal Assistance Awards Only	
View Details		

Entity	STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE, MARKETS & FOOD	Status: Active
DUNS:	79764496	CAGE Code: 6HNW4
Has Active Exclusion?:	No	DoDAAC:
Expiration Date:	02/09/2021	Debt Subject to Offset: No
Purpose of Registration:	Federal Assistance Awards Only	
View Details		

- If the entity is registered like the State of NH Dept. of Agriculture, you will want to select "View Details" to see if there are any exclusion listed. See below. This would be the record to print and provide with the approved invoice.

State of New Hampshire-Department of Agriculture, Markets & Food 25 Capitol St Fl 1
 DUNS: 176846583 CAGE Code: 5K1U8 CONCORD, NH, 03301-6202
 Status: Active UNITED STATES
 Expiration Date: 04/07/2021
 Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary
 Name: State of New Hampshire-Department of Agriculture, Markets & Food
 Doing Business As: Bureau of Markets
 Business Type: US State Government
 Last Updated By: Michelle Thibeault
 Registration Status: Active
 Activation Date: 04/07/2020
 Expiration Date: 04/07/2021

Exclusion Summary
 Active Exclusion Records? No

- The other result that can be returned is: "No records found" –this would indicate that the individual or vendor is not registered with SAM.gov and that they do not have any active suspensions and debarments against them. See below:

Current Search Terms: Michael Jordan*

Clear Search

Total records: 0 Save PDF Export Results Print

Result Page: Sort by: Relevance Order by: Descending

FILTER RESULTS Your search for Michael Jordan* returned the following results...

No records found.

By Record Status

- Active
- Inactive

By Record Type

- Entity Registration
- Exclusion

Apply Filters

Result Page: Save PDF Export Results Print

Note: While we are not requiring you to submit documentation of that the individuals or vendors are not on the suspended and debarred listing from www.SAM.gov, these documents should be properly retained by the individual City, Town or Incorporated Place according to # 11 in the Terms and Conditions.

ATTACHMENT F
DRUG-FREE WORK PLACE

Attachment F: Certification Regarding Drug Free Workplace

The City, Town or Unincorporated Place agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the City, Town or Unincorporated Place's representative, as identified in Section 22 of the Terms and Conditions execute the following Certification:

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691), and require certification by the City, Town or Unincorporated Place, prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a the City, Town or Unincorporated Place (and by inference, sub-grantees and sub-contractors), that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. The City, Town or Unincorporated Place using this form should send it to: vote@berrydunn.com

(A) The City, Town or Unincorporated Place certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the City, Town or Unincorporated Place's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The City, Town or Unincorporated Place's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The City, Town or Unincorporated Place may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, State, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

City, Town or Unincorporated Place

Date

Signature



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

Date: October 1, 2020
To: Honorable Mayor Rick Becksted and City Council Members
From: Karen S. Conard, City Manager *KSC*
Re: City Manager's Comments on City Council Agenda of October 5, 2020

XI. Public Hearings and Votes on Ordinances and/or Resolutions:

First Reading of Four Ordinances Amending Various Sections of Chapter 7:

In the past, the temporary actions approved by the Parking and Traffic Safety Committee (PTSC) and authorized by the City Council, were brought forward to the Council once a year as part of a "Parking and Traffic Omnibus" package. At that time, all of the temporary actions approved by the PTSC and authorized by the Council in the prior year were presented as one package to the Council for adoption as an ordinance.

This year, pursuant to City Council vote of August 18, 2020, the individual action items have been separated into groups based on their expiration date and each group is being presented to the Council separately based on their expiration date and are not grouped by ordinance section.

At the September 14, 2020 City Council meeting, the Council voted to schedule first readings of amendments to the following ordinances at this evening's meeting: Chapter 7, Article III, Section 7.326: Limited Parking - 15 Minutes regarding Daniel and Hanover Street; Chapter 7, Article III, Section 7.330: No Parking regarding Little Harbor Road; Chapter 7, Article III, Section 7.336: One-Way Streets regarding Parker Street; Chapter 7, Article VI, Section 7.601: Limited Hours Loading Zones regarding Pleasant Street.

Eric Eby, Parking and Transportation Engineer, will be presenting the proposed amendments to each ordinance at this evening's meeting.

- A. **First Reading of Ordinance Amending Chapter 7, Article III, Section 7.326 – Limited Parking – Daniel Street: southerly side, first five-three metered spaces east from Market Square running between 102 and 160 feet west of Penhallow Street; and Hanover Street delete northerly side, first two spaces east from Bridge Street:**

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass first reading and to schedule a public hearing and second reading at the October 19, 2020 City Council meeting.

- B. **First Reading of Ordinance amending Chapter 7, Article III, Section 7.330 – No Parking by the addition of Little Harbor Road: Both sides of the roadway beginning at the east side of the Wentworth Coolidge Mansion driveway, running easterly for a distance of 155 feet to the gate at the end of the pavement:**

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass first reading and to schedule a public hearing and second reading at the October 19, 2020 City Council meeting.

- C. **First reading of Ordinance amending Chapter 7, Article III, Section 7.336 – One-Way Streets by the deletion of Parker Street northerly from Tanner Court to Hanover Street:**

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass first reading and to schedule a public hearing and second reading at the October 19, 2020 City Council meeting.

- D. **First Reading of Ordinance Amending Chapter 7, Article VI, Section 7.601 – Limited Hours Loading Zones by the addition of Pleasant Street: easterly side, beginning 94 feet south of the southerly curb line of Daniel Street and running southerly for a distance of 45 feet:**

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass first reading and to schedule a public hearing and second reading at the October 19, 2020 City Council meeting.

As a reminder, the schedule for the first readings of the remaining PTSC temporary actions is as follows:

PTS Action Taken	Origin of Action	Date of PTS Action	PTS Vote	Council Acceptance Date	Council Vote	1-Year Expiration Date	1 st Reading Date
Eliminate four parking spaces on Hanover Street to expand bus stop area	Requested by COAST bus	11/7/19	*8-0	12/02/19	9-0	12/02/2020	10/19/2020
Prohibit parking at end of Dearborn Street	Requested by abutter	11/7/19	*8-0	12/02/19	9-0	12/02/2020	10/19/2020
Lower speed limit on section of South Street to 25 mph	Requested by abutters	11/7/19	*8-0	12/02/19	9-0	12/02/2020	10/19/2020
Prohibit parking along north side of Chase Drive	Requested by abutters	12/5/19	9-0	1/21/2020	7-1-1 Kennedy opposed Tabor abstained	1/21/2021	11/16/2020

**member absent*

Public Hearing and Second Reading of Three Ordinances Amending Various Sections of Chapter 7:

At the September 14, 2020 City Council meeting, the Council voted to schedule public hearings and second reading of amendments to the following ordinances, which were the first group of temporary actions approved by the PTSC that the Council voted to come forward separately based on their expiration date.

- E. **Public Hearing and Second Reading of Ordinance Amending Chapter 7, Article III, Section 7.326 – Limited Parking – 15 Minutes by the Deletion of Deer Street: One Space on the Northerly Side of the Street Beginning 13 Feet West of the Extension of the Westerly Curb Line of High Street, And Running 20 Feet in an Easterly Direction. The Addition of Hanover Street: Southerly Side, First Two Spaces East from Maplewood Avenue:**

[Attached is the diagram](#) and [the proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass second reading and to schedule a third and final reading at the October 19, 2020 City Council meeting.

- F. **Public Hearing and Second Reading of Ordinance Amending Chapter 7, Article III, Section 7.330 – No Parking by the Addition of Middle Street: Westerly Side, Beginning at the Northerly Curb Line of Aldrich Road, and Running Northerly for a Distance of 76 Feet:**

[Attached is the diagram](#) and [the proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass second reading and to schedule a third and final reading at the October 19, 2020 City Council meeting.

G. Public Hearing and Second Reading of Ordinance Amending Chapter 7, Article VI, Section 7.601 – Limited Hours Loading Zones by the Addition of Vaughan Street: Westerly Side, Beginning at the Intersection With Raynes Avenue and Running Southerly For a Distance of 60 Feet, From 6:00 AM to 9:00 AM:

[Attached is the diagram](#) and [the proposed amendment](#) to this ordinance.

I recommend that the City Council move to pass second reading and to schedule a third and final reading at the October 19, 2020 City Council meeting.

XIV. Approval of Grants/Donations:

A. Acceptance of CARES Act Election Grant:

The City is in the process of applying for and receiving funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. A portion of CARES Act funds (previously identified in prior memorandum and prior Council votes as CARES Act Emergency Relief Funds) was distributed to the Election Assistance Commission (EAC) under the Help America Vote Act (HAVA). These funds were distributed to each state to help offset COVID-19 related costs for the upcoming elections. New Hampshire received approximately \$3.2 million and part of those funds are being used to create election security grants for municipalities to help offset COVID-19 related election costs. Portsmouth is eligible for a total grant allocation of \$64,899.71 of which 80% (\$54,083.09) is a direct grant and the other 20% (\$10,816.62) is a match requirement. The match will not require any new expenditure by the City but may be calculated from the City's regular election budget.

The NH Secretary of State issued a Notice of Grant Opportunity ([attached](#)) which explains the process by which cities and towns can apply for the grant. The Allocations to Municipalities lists Portsmouth grant award amount and is also [attached](#). The City will be applying for these election grant funds and is eligible to receive direct reimbursement of up to \$54,083.09. The reimbursement rate is calculated by multiplying the Statewide Standard Cost Rate for absentee ballots in this primary and general election by each absentee ballot mailed or processed by the City over and above the amount in 2016.

The City Council voted on May 18, 2020 to authorize the City Manager to apply for, accept and expend any funds, including but not limited to FEMA funds, through the CARES Act Emergency Relief Fund or any other state or federal funds received by gift, grant or loan that become available to the City.

Prior votes distinguished between the CARES Act Flex Funds (the GOFERR funds) and the CARES Act Flex Funds (which include FEMA and these election funds). Although the May 18th Council vote generally authorized the application, acceptance and expenditure of these

CARES Act election funds, because a specific grant amount has been awarded to the City, the following motion is recommended:

I recommend that the City Council move to authorize the City Manager to apply for, accept and expend any funds through the CARES Act for election support in the amount of \$64,899.71 (80% direct grant of \$54,083.09 and 20% match of \$10,816.62) subject to the terms of any offer, rule or regulation pertaining thereto and any other election security grants or other funds received by gift, grant or loan from state, federal or other governmental units to assist with elections.

XV. City Manager’s Items which Require Action:

1. 33 Northwest Street Request for Revocable License:

Rebecca and Michael Bernier own the property located at 33 Northwest Street. The property has an existing wooden picket fence which appears to be located on City-owned property adjacent to their premises. There is a concrete retaining wall on the Bernier property which they wish to relocate to the inside of the wooden fence. See [attached Exhibit A](#).

The Planning and Public Works Departments have reviewed the Bernier request and would support the granting of a revocable license allowing the Berniers to relocate the retaining wall to be adjacent to the fence. [Attached hereto as Exhibit B](#) is a proposed Revocable License which will allow the Berniers to move the retaining wall subject to their being responsible for any liability associated with the wall and being obligated to move the wall on the demand of the City. Failure to do so would give the City the authority to remove the wall.

I recommend that the City Manager be authorized to execute and deliver a Revocable License allowing Michael and Rebecca Bernier of 33 Northwest Street to locate a retaining wall on City Property inside of an existing wooden fence as described in Land Use Application LU-20-118.

2. Greenleaf Recreation Center Concession Agreement:

The Greenleaf Recreation Center Concession Agreement with Operation Blessing is due for renewal and extension consideration.

Operation Blessing’s programming at the recreation center has been satisfactory over the current and past agreement periods. It provides important programming for youth, elderly, persons with disabilities and other resident/community groups desiring to use the facility. In particular, the location of the recreation center offers proximate opportunities for Portsmouth Housing Authority’s Wamesit Place residents.

The use of the Greenleaf Recreation Center will continue as in prior years, with activities including:

- Recreation and socialization program for young adults with disabilities (Friends in Action program);
- Youth recreation;

- Portsmouth Housing Authority after school/out of school programs; and
- Other various similar type programming.

The terms of the Concession Agreement extension are the same as the current agreement, except for very minor clarifications. The Concessionaire, Operation Blessing, by authority of Gary Holmes, has reviewed and agreed upon the extension period and all other terms. City Attorney Sullivan has also reviewed this agreement extension.

Please [find attached](#) for the City Council's review and approval, a two (2) year extension of the current agreement. This extension would be effective through April 15, 2022.

I recommend that the City Council move to accept an extension on the Greenleaf Recreation Center Concession Agreement, effective through April 15, 2022.

3. **Request to Name New Public Street Located Between Cate Street and Route 1 Bypass:**

Cate Street Development, LLC, the developers of the West End Yards mixed use project has [submitted a request for the naming of the new public roadway](#) that is being constructed to connect [Cate Street to the Route 1 Bypass](#).

Per the City Ordinances, Article V, Section 11.501, any naming of a public street must go before the Planning Board for a public hearing prior to final vote by the City Council. As part of the public hearing at Planning Board, it has been City policy to notify affected abutters of the proposed street naming.

I recommend that the City Council move to refer the request for naming of the public street to the Planning Board for a recommendation.

4. **Establish Polling Hours for the November 3, 2020 General Election:**

Please find [attached a memorandum from the City Clerk](#) requesting the establishment of polling hours for the General Election on November 3, 2020.

I recommend that the City Council move to establish polling hours for the November 3, 2020 General Election from 8:00 a.m. to 8:00 p.m.

5. **Request to Exempt the Peirce Island Wastewater Treatment Facility from the Public Art Requirement:**

The Department of Public Works is recommending that the City Council exempt the Peirce Island Wastewater Treatment Facility from the requirement to invest \$150,000 in public art at the facility. Currently, the City is required to make such an investment under [Chapter 1, Article XVII, Funding of Public Art](#). [Attached please find a memorandum](#) outlining in further detail this recommendation.

I recommend that the City Council move to exempt the Peirce Island Wastewater Treatment Facility from the Public Art requirement as cited in Chapter 1, Article XVII.

6. Request to Schedule First Reading of Sewer Ordinance Amendment:

The City Engineer, Terry Desmarais, and the Deputy City Attorney, Suzanne Woodland, recommend that the City Council vote to bring forward for first reading an [amendment to the Sewer Ordinance](#) to codify the City’s practice of allowing property owners to defer tying-in to a new sewer line when their existing septic system is functional.

State law, which requires residents to tie into a public sewer main if within 100 feet of that line, allows municipalities to waive the requirement of tie-in to the new sewer main or to set the distance beyond 100 feet. Portsmouth has historically, as a matter of practice, allowed such deferral to tie-in as part of sewer extension projects. Residents tie in when they are ready to do so as long as their existing septic system is functioning. Portsmouth has never codified this waiver practice in its sewer ordinance. (The Portsmouth Ordinance does however use 150 feet rather than 100 feet as the determining or triggering distance.)

Staff recommends that the City codify the waiver from sewer connection requirements now so that Sagamore Avenue area residents can have confidence that the choice to connect or not is theirs if their septic system is functioning. Staff believes it is prudent to do this now prior to bidding and construction next year.

On a related note, staff believes the sewer ordinance as a whole needs a complete update and incorporation of industrial pretreatment standards but that is a bigger effort that may well take many months of consideration and discussion. This proposed minor amendment to address the concerns of the Sagamore Avenue area residents should be able to be accomplished before year end.

I recommend that the City Council move to schedule a first reading at the October 19, 2020 City Council meeting regarding an amendment to the Sewer Ordinance to codify allowing waiver of sewer tie-in following extensions.

XVI. Consent Agenda:

A. Projecting Sign License - 111 State Street:

Permission is being sought to install a projecting sign at [111 State Street](#) 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 signs, 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.

XVII. Presentations and Consideration of Written Communications and Petitions:

A. Presentation by Health Officer Kim McNamara Regarding COVID-19 Update:

City Health Officer, Kim McNamara, will provide a verbal update to City Councilors and the public on COVID-19.

B. Update on the Portsmouth Citizen Response Task Force:

I will be providing an update on the Portsmouth Citizen Response Task Force at this evening's meeting, along with Co-Chairs James Petersen and Mark Stebbins.

XVIII. City Manager's Informational Items:

1. Racial Equity Initiatives as a Result of City Council Resolution #13-2020:

The following is a summary of actions taken in response to the City Council's Racial Justice Municipality resolution, passed by unanimous vote on June 15th. We are at the beginning of what we expect to be an enduring effort to address diversity, equity, and inclusion (DEI) in our local government and City. We have begun through education and discussion.

- The City has established an initial web page under the City Manager's page to indicate its commitment to [Racial Justice](#).
- An interdepartmental staff working group on racial justice, inclusion, and equity has been meeting once or twice a month since July. The group now involves 10 participants, and has established a staff web site that serves as a repository for useful resources (videos, articles, presentations, trainings) any member suggests may be helpful to the discussion.
- The City has scheduled its first mandatory training on the subject of Diversity, Equity, and Inclusion (DEI) with Jermaine Moore of the [Mars Hill Group](#) on October 29th. Department Heads and supervisors have been invited to this training, which will be recorded and re-usable.
- Various departments have begun conducting roundtable discussions among themselves. Individual staff members have attended numerous trainings, including:
 - Urban Sustainability Director's Network: Driving Towards Equity Series
 - ICMA's Building and Maintaining an Equity Mindset in Local Government
 - Portsmouth Public Library's series on "Standing Up to Racism"

- One department is offering its staff a “[21-Day Racial Equity Habit Building Challenge](#).” Another has developed an internal on-line forum for staff to discuss DEI-related issues. And, the Library is exploring endorsement of the [Urban Libraries Council's Statement on Race and Social Equity](#).
- The City’s working group has reached out to Portsmouth Listens and expects to host its leaders at a future meeting to discuss their current “Equity and Inclusion” dialogue.
- The City has joined the [Diversity Workforce Coalition](#). We are evaluating the possibility of joining the [Government Alliance on Race and Equity](#) (GARE).
- Next steps being discussed by the working group include: better organizing web resources to assist those in self-education, expanding training to additional staff; hosting monthly brown-bag lunches (via Zoom) to “Celebrate Differences;” reaching out to other communities to learn what they are doing with regarding DEI, and looking at available data to determine “where we are at” in relation to DEI issues.

2. **Report Back on Use of CARES Act Funding:**

The Finance Department has prepared a [timeline of events relating to federal CARES Act funding](#), including submissions to the Governor’s Office for Emergency Relief and Recovery (GOFERR) and specific expenses incurred to provide infrastructure to the POPUPNH effort at the Bridge Street Parking Lot.

There have been three (3) formal submissions to GOFERR to date: June 15th (for expenses incurred during March-April), July 15th (for expenses incurred during May-June) and September 15th (for expenses incurred during July-August). It is anticipated that the City will have drawn down the entire amount of our initial allocation of \$522,989.00 once we receive confirmation/reimbursement for those items requested in the third submission.

Per the NH GOFERR website, “the deadline to submit a Grant Agreement and the Reimbursement Request for COVID-19 related expenses from March 1 through August 31 is September 15, 2020. Municipalities and counties will only be able to request COVID-19 related expenses from September 1 through October 15 in the final submission deadline date of October 30, 2020.” It is for this reason that we made the decision to submit for expenses that clearly met the eligibility requirements for reimbursement to avoid the risk of leaving grant funds unutilized by the City. By the fourth submission deadline of October 30th, we could submit the \$11,472.40 in POPUPNH expenses incurred if our September 15th submittal is not fully reimbursed and we still have funds available.

The CARES Act grant functions as a reimbursement program; eligible expenses must be paid up front using City funds. GOFERR does not reimburse for encumbrances, only incurred (paid) expenses. The City paid expenses relative to COVID-19 from many line items within various departments/funds (Information Technology, Emergency Management, Planning, Library, Health, Welfare, School, Fire, Police, Parking, Water, Sewer, Leave at Termination, Contingency and Capital). The initial expenditures paid out of these line items were credited

from receipt of the first two submissions to GOFERR. The expenditures are recorded in a Special Revenue Fund with the GOFERR grant as the revenue source. In addition, the Finance Department reached out to GOFERR representatives to inquire about eligibility on certain expenditures and they replied “we are unable to pre-approve expenditures.”

Councilor Kennedy had asked for clarification of the school transportation and senior transportation incurred expenses that were included in earlier submissions. Per the School Department Business Manager, bussing for children was budgeted. Using busses to deliver food was not budgeted. The approved claim was for transportation services that supported the distribution of school nutrition breakfast and lunch meals into city neighborhoods to serve children through the end of June 2020. Those expenditures were charged to the General Fund. The School Department received credit for not bussing children during the pandemic. The credit would have been larger if the busses were not used for food delivery. Senior Transportation expenses were not included in any of the submission to GOFERR for reimbursement. Senior Transportation was originally budgeted in the Parking & Transportation Fund but was removed during the budget process as Portsmouth received additional funds from the Community Development Block Grant (CDBG) through the CARES Act which will pay for Senior/Disabled Transportation.

No CARES Act money was given to POPUPNH. The City paid contractors/vendors and labor costs related to the establishment of water/sewer service provided on-site for services related to infrastructure to support the use of the Bridge Street Parking Lot as an entertainment venue. At the time of the June 15th and July 15th submissions, there were no incurred expenses related to POPUPNH.

Of note: the State of NH still has \$200 million in CARES Acts funds to disperse. To date, the total estimated expenditures for the efforts of the Citizen Response Task Force stands at \$58,000, of which roughly \$51,000 represents costs to support the efforts at the Bridge Street Parking Lot and \$7,000 represents relocation of jersey barriers donated by Severino Construction. The City could petition the State for additional CARES Act funds via this funding or any new CARES Act funds as may be appropriated in the future by the Governor.

The June 15th motion was to appropriate \$100,000 and use the majority of the money, if possible, from CARES Act funds for Task Force projects. It was my understanding that the intent of the Council, regardless of the CARES Act funding eligibility, was to move forward with the project. Due to the limited time period in which these expenditures started to be incurred and in which the majority of the funds were received, I determined that the appropriation from FY20 Contingency funds could be utilized. As has been mentioned, the City has incurred costs well in excess of the \$522,989 that was allotted to the City of Portsmouth.

3. **Report Back on Election Official Salaries as Requested at the September 14, 2020 City Council Meeting:**

[Attached](#) please find a report back on Election Official salaries as prepared by the City Clerk.

4. **Parking Citation Fine Structure Recommendations:**

In its ongoing effort to ensure compliance with applicable City Ordinances, the Parking Division deploys a Citation Protocol with a view to encouraging residents and visitors to pay the meter system for the use of City Parking spaces. The Citation Protocol includes patrolling the City's parking spaces to ensure payment, and to issue Parking Citations when payment is not made or a driver has allowed their session to expire without renewal.

The current fine structure was last revisited in 2013. Presently, the Parking Division recognizes that the fine structure no longer encourages the desired effect, particularly as it pertains to the new daily maximum rates under the Stay and Pay system. Out-of-town guests who find a \$15 citation on their vehicle are now even more prone than before to simply skip payment for the remainder of the day, rather than be encouraged to either vacate the space or continue their parking session. Additionally, research of surrounding towns shows that Portsmouth lags behind peer averages in myriad violation categories.

To address this ongoing issue, the Parking Division recommends revisiting the fine structure as it pertains to four of the most common violations. Please see the [attached spreadsheet](#) detailing in blue the current fines, recommended changes, and peer town averages. These recommendations have been updated to account for the new Stay & Pay system's higher daily maximums.

Because these recommendations are in regards to fines as opposed to fees, they are not presented to the Fee Committee. Appropriately, they were brought before PTS on March 5, 2020, resulting in a unanimous vote to forward to City Council for First Reading on March 16, prior to the COVID 19 outbreak, which put this item on hold.

I would request that the City Council consider further action in the form of a presentation by the Director of Parking at a future Council meeting.

5. **Letter from Citizen Response Task Force to Commissioner Caswell Regarding Business Reopening:**

Please find [attached](#) a letter drafted by the Citizen Response Task Force to Commissioner Taylor Caswell regarding the extension of existing liquor licenses for on-street dining establishments through at least November 1, 2020.

6. **Memorandum on Field and Right-of-Way Maintenance:**

During the last five years there has been increasing concern about the various products applied by the Department of Public Works and its contractor as part of its maintenance activities. As this 2020 growing season comes to a close and in the interests of transparency, staff provides this brief summary on its activities this past season.

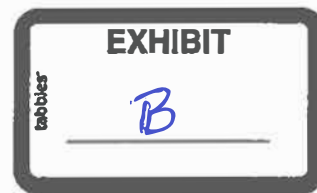
The Department of Public Works has been using organic practices and products for City ball fields, trees, parks and greenspaces. The Department has been experimenting with compost tea fertilizers, trimming and mulching and other techniques to promote a native and healthy ecosystem and environment while maintaining outdoor municipal spaces for their intended use.

Management of invasive species is the only exception to the DPW's organic practices. To manage invasive species, the Department has had to continue to rely on non-organic products, and particularly glyphosate herbicides. Municipal Pest Management has conducted limited spraying of invasive plants in the City's rights-of-way with glyphosate during September. These invasive plants are primarily Japanese knotweed, but the City also targets phragmites and the occasional bittersweet colony. Once the plant is sprayed, the herbicide translocates into the root system which kills the entirety of the plant.

CM Action Item #1



tabbles®
A
EXHIBIT



REVOCABLE LICENSE

The City of Portsmouth hereby grants a revocable license to Michael and Rebecca Bernier, owners of property located at 133 Northwest Street, Portsmouth, Rockingham County, New Hampshire, and their successors and assigns, to construct and maintain a retaining wall as described in Land Use Application LU-20-118 as it may be finally approved by the City.

The terms and conditions under which this license is granted are as follows:

1. Michael and Rebecca Bernier, and their successors and assigns, jointly and severally agree to indemnify and hold harmless the City of Portsmouth and its agents and employees from any and all liability associated with the activities authorized by this license and the existence of any retaining wall which might be constructed pursuant to this license.
2. This license is revocable by the City at any time without cause as may be determined appropriate by the City Manager of the City. In the event of such revocation, Michael Bernier and Rebecca Bernier shall remove any retaining wall construction pursuant to this license on demand. In the event of failure to remove the wall, the City shall have the right to remove the retaining wall, entering onto the land of Bernier if necessary to do so.

Dated this _____ day of _____, 2020

CITY OF PORTSMOUTH

By: _____
Karen S. Conard, City Manager
By authority of the City Council
on _____, 2020

Dated this _____ day of _____, 2020

Michael Bernier

Rebecca Bernier

Greenleaf Recreation Center Concession Agreement

This Concession Agreement, hereinafter referred to as the "Agreement" is made and entered into this ____ day of _____, 2020, 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 15, 2020 to April 15, 2022.
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. The City shall provide tree and shrubbery removal/maintenance on the Premises, as determined necessary by the City.
 - C. 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)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. Concessionaire shall keep Premises lawn regularly mowed and grounds clean.
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:

Karen Conard
 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: _____
Karen Conard
City Manager

By authorization of the City Council
on _____.

1 Junkins Avenue
Portsmouth, NH 03801

WITNESS:

OPERATION BLESSING

By: _____

Printed Name and Title

600 Lafayette Road
Portsmouth, NH 03801

Exhibit A

[August 17, 1999 Quitclaim Deed]

Exhibit B

[Skateboard Park excluded]

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:
 - o Recreation and socialization program for young adults with disabilities (Friends in Action program)
 - o Youth exercise classes
 - o Portsmouth Housing Authority Out of school time programs
 - o Art classes
 - o Sons of Italy
 - o Support groups (various)
 - o Play groups
 - o 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:
 - o Activities (basketball programs, game nights, and related)
 - o Activity trips and outings (outdoors trips, camping and cultural venues)
 - o 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.
 - o 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.
 - o 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.



Strategic Resource | Proven Results

One Willow Lane, Rye NH 03870

City Manager Karen S. Conard
Portsmouth City Hall
1 Junkins Avenue
Portsmouth, NH 03801
September 10, 2020

Dear City Manager Conard,

On behalf of Cate St Development, LLC, developers of the West End Yards Project, we respectfully request the new unnamed City roadway along the West End Yards property frontage be named **West End Yards Way**. The new 900 ft segment of City roadway is located between Cate Street and Route 1 By-Pass as shown on the attached plan.

During the permitting process, this segment of roadway has been called Cate St Extension, for lack of an approved name. During the permitting process, which included numerous discussions and meetings with abutters with Cate Street addresses, the abutters were vocal in keeping the Cate St roadway limits as it exists today, between Bartlett St and Cottage St.

Where we have no direct abutters on this new 900-foot section of City road we respectfully request the naming of this new roadway be **West End Yards Way**.

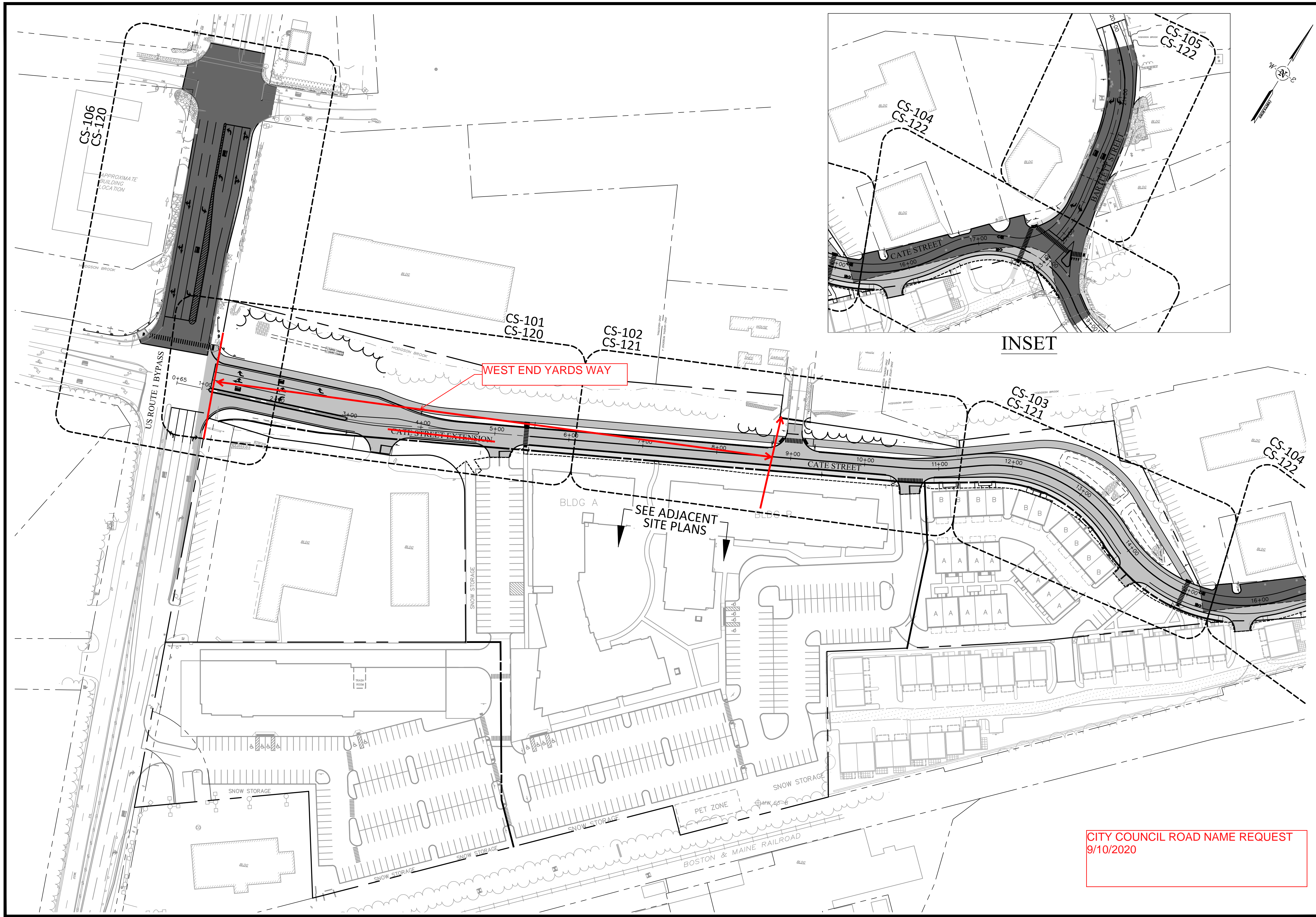
Thank you for your consideration on this matter. We are happy to address any questions you may have with this request.

Regards,

A handwritten signature in black ink that reads 'Gregg Mikolaities'.

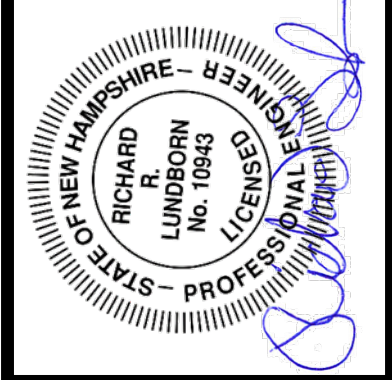
Gregg M. Mikolaities, PE
President, August Consulting, PLLC

Cc w/ Encl: Juliet Walker
 Jay Bisognano
 John Bosen



CITY COUNCIL ROAD NAME REQUEST
 9/10/2020

No.	DATE	DESCRIPTION	DESIGNER/REVIEWER
9.	1/8/2020	CONSTRUCTION DOCUMENTS	JVA
8.	12/9/2019	PERMIT SUBMISSION	JVA
7.	11/6/2019	ADT RESPONSE	JVA/MRT
6.	9/10/2019	PLANNING BOARD SUBMISSION	JVA/DAD
5.	8/19/2019	TAC SUBMITTAL	JVA/DAD
4.	7/24/2019	TAC SUBMITTAL	JVA/DAD
3.	6/20/2019	TAC SUBMITTAL	JVA/DAD
2.	5/20/2019	TAC SUBMITTAL	JVA/DAD
1.	3/18/2019	TAC SUBMITTAL	JVA/DAD



SCALE: HORIZ.: 1" = 60'
 VERT.: 1" = 60'

DATUM: HORIZ.: NAD83
 VERT.: NAVD88

GRAPHIC SCALE

FUSS & O'NEILL
 UPPER SQUARE BUSINESS CENTER
 5 FLETCHER STREET, SUITE 1
 KENNEBUNK, MAINE 04043
 207.563.6609
 www.fandoo.com

CATE STREET DEVELOPMENT, LLC
 OVERALL ROADWAY PLAN
 CATE STREET
 PORTSMOUTH NEW HAMPSHIRE

PROJ. No.: 20180317.A10
 DATE: 01/08/2020
CS-100

CITY OF PORTSMOUTH



OFFICE OF THE CITY CLERK - ELECTION DIVISION

TO: KAREN CONARD, CITY MANAGER
FROM: KELLI L. BARNABY, CITY CLERK *Kub*
DATE: SEPTEMBER 30, 2020
SUBJECT: POLLING HOURS FOR STATE GENERAL ELECTION

In accordance with RSA 659:4, the City Council shall determine the polling hours for the election. I would request that the polling hours for the State General Election on November 3, 2020, be established from 8:00 a.m. - 8:00 p.m. The reason for recommending an additional hour for voting is due to this being a Presidential Election. Please be advised in previous Presidential Elections we have extended the hours until 8:00 p.m. due to the considerably greater voter turnout.

My recommendation also takes into account the current events surrounding COVID-19, and the number of new procedures being put in place for creating a safe sanitary polling place and knowing that having a safe environment will require a significant amount of time and effort by election officials. Also, because this is a Presidential Election the extra hour would be consistent with past practices.

If you have any questions, please do not hesitate to contact me.

City of Portsmouth

Department of Public Works



MEMORANDUM

TO: Karen S. Conard, City Manager

FROM: Brian Goetz, Deputy Director of Public Works
Terry Desmarais, City Engineer
Suzanne M. Woodland, Deputy City Attorney

DATE: September 28, 2020

SUBJECT: Exemption Request for Public Art Installation
Peirce Island Wastewater Treatment Facility Upgrade Project

The Department of Public Works recommends that the City Council exempt the Peirce Island Wastewater Treatment Facility (“PI WWTF”) from the Public Act requirement as described in City of Portsmouth Ordinances at Chapter 1, Article XVII, Section 1.1704. The exemption is warranted given the nature of the use of the facility and perimeter fencing. If exempted, the City will utilize the \$150,000 to apply to other critical parts of project completion.

BACKGROUND:

In 2006, the Portsmouth City Council passed a new ordinance requiring the City to spend one percent (1%) of the construction cost of a new municipal building on public art up to a maximum of \$150,000. At the time the ordinance was passed, it was understood that not every municipal building would be an appropriate candidate for public art. Consequently there was a provision allowing for the City Council to exempt public buildings from the requirement which read:

By a two-thirds (2/3) vote, the City Council may exempt a municipal building, such as a water or sewer plant, from the Public Art Commitment described in Section 1.1702 if the purpose of this ordinance would not be fulfilled due to the building’s inaccessibility to the public, location, use or other factors. Chapter 1, Article XVII, Section 1.1704.

In March of 2016, the City Council authorized \$75 million for the upgrade of the Peirce Island WWTF. The City Council was not asked to make a decision at that time as to whether to exempt the project from the 1% for art requirement.

On June 19, 2017 the City Council amended the 1% for art ordinance at Section 1.1704 to include the following additional sentence:

Any Council determination to exempt a building under this provision shall be made no later than the final vote of the Council authorizing the funding for the project.

It is the opinion of the Legal Department that the 2017 amendment does not bar the City Council from exempting the PI WWTF from the public art requirement given that the project was authorized to proceed and funded in 2016 before the amendment was adopted.

RECOMMENDATION:

The PI WWTF should be exempted from the public art requirement. The facility is secured by perimeter fencing and a guard gate. It is for the most part inaccessible to the public. The physical barrier between the public space and the facility grounds would obstruct the view of an art installation. While certainly some art installation could be envisioned it seems more prudent utilize the \$150,000 for the treatment system construction given other needs related to final completion.

Although there would be no public art at the PI WWTF if exempted by the City Council, there will be an interpretive sign outside the fence in the recreational area near the front gate outlining the history of Peirce Island and its role in supporting the health and welfare of the City through public sewers and wastewater treatment. Such signage was a condition of the Memorandum of Agreement between the City, EPA and the New Hampshire Division of Historical Resources. The proposed signage is being reviewed by the NH Division of Historical Resources.

ARTICLE XVII: FUNDING OF PUBLIC ART

Section 1.1700: STATEMENT OF PURPOSE

It is hereby declared that it shall be the public policy of the City of Portsmouth to assist and encourage the participation of its citizens and visitors in the enjoyment of the many benefits which flow from the arts. Among other activities to this end, the City will allocate a portion of the expense of public building construction and significant building renovation projects to be spent on works of art which shall be available for the benefit of all without additional cost to those persons. Such works of art shall be called public art as defined in more detail herein.

Section 1.1701: DEFINITION OF PUBLIC ART

“Public Art” or “Public artworks” are meant to be enduring original artworks of the highest quality and craftsmanship. The artworks should be an integral part of the landscaping and/or architecture of a building or other site, considering the historical, geographical and social/cultural context of the site and constructed on a scale that is proportional to the scale of the development. “Artwork” – includes but is not limited to, painting, murals, inscriptions, stained glass, fiber work, statues, relief’s or other sculpture, monuments, fountains, arches, or other structures intended for ornament or commemoration. Also included in this definition are installations that are technological in nature, carvings, frescoes, mosaics, mobiles, photographs, drawings, collages, prints, crafts – both decorative and utilitarian in clay, fiber, wood, metal, glass, plastics and other materials. Landscape items include the artistic placement of natural materials and other functional art objects. Works of art may be portable as well as permanent.

This definition shall not include:

Objects that are mass-produced from a standard design or reproductions of original art works; decorative, ornamental or functional elements, which are designed by the building architect; landscape architecture and landscape gardening except where these elements are an integral part of the artwork by the artist; directional elements such as super graphics, signage, or color coding except where these elements are integral parts of the original work of art; logos or corporate identity.

Section 1.1702: PUBLIC ART COMMITMENT

One (1%) percent of the bid price or negotiated contract price for the construction of all new municipal buildings or for the renovation of existing municipal buildings, in which the bid price or negotiated price shall be in excess of Two Million (\$2,000,000.00) Dollars up to fifteen Million (\$15,000,000.00) Dollars (expressed in terms of actual construction costs exclusive of design and engineering fees), shall be contributed to the Public Art Trust for the purpose of funding public art. Thereafter, such funds shall be expended in accordance with the terms of this ordinance and the Public Art Trust.

Section 1.1703: PUBLIC ART TRUST

There shall be created a Public Art Trust to serve as a repository of all public art contributions generated by application of this ordinance. Such Trust shall be administered for the purpose of implementation of this ordinance. The terms of the Trust shall be consistent with this ordinance and shall be interpreted by reference to this ordinance.

Section 1.1704: EXEMPTION

By a two-thirds (2/3) vote, the City Council may exempt a municipal building, such as a water or sewer plant, from the Public Art Commitment described in Section 1.1702 if the purpose of this ordinance would not be fulfilled due to the building's inaccessibility to the public, location, use or other factors. Any Council determination to exempt a building under this provision shall be made no later than the final vote of the Council authorizing the funding for the project. (Amended 06/19/2017)

Section 1.1705: EXPENDITURE OF PUBLIC ART FUNDS

Expenditure of public arts funds shall be determined by the City Council. In authorizing such expenditures the Council shall apply the following protocol and criteria:

- A. No less than ninety (90%) percent of the principal amount of public art contribution generated by any particular building project shall be expended on the site of that project.
- B. In determining the selection of any public art project, the City Council may:
 1. Refer the question to any agency of a public, non-profit or private nature which might be selected by the City Council for an advisory report, or;
 2. Refer the question to a standing committee for public art which may be created by the City Council under such terms and conditions as it may establish, or;
 3. Create an ad hoc committee for any particular public art project under such terms as the Council may establish, or;
 4. Seek such other advisory recommendation as the City Council deems appropriate
- C. Upon the authorization by the City Council of a public arts project, the administrative and financial implementation of that authorization shall be performed by the administrative officials of the City.

Section 1.1706: MAINTENANCE AND REPAIR OF PUBLIC ART

Public art funds under this ordinance and the Public Art Trust to be created in conjunction herewith shall be available for repair and maintenance of public art, regardless of whether the public art work was initially funded by the Public Art Trust or otherwise.

Section 1.1707: FUNDING ACCEPTED

This ordinance authorizes and the Public Art Trust shall provide for the acceptance by the City of donations, grants or contributions to public art which might be approved from time to time by the City Council.

(Adopted 9/18/2006 to become effective August 21, 2007)

ORDINANCE

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 11, Article II – **SEWERS** 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: SEWERS**Section 11.203 USE OF PUBLIC SEWERS REQUIRED**

- A. It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the City of Portsmouth, or in any area under jurisdiction of said City, and a human or animal excrement, garbage, or other objectionable waste.
- B. It shall be unlawful to discharge to any natural outlet within said City of Portsmouth or in any area under the jurisdiction of said City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance.
- C. Except as hereinafter provided, it shall be unlawful to construct or maintain any privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage.
- D. The owner of all houses, buildings or properties used for human occupancy, recreation or other purposes is hereby required to install thereon suitable toilet facilities and provided said property abuts upon any street, alley or right of way in which there is located a public sewer and further provided that said premises are located within 150 feet of the property line abutting said street, alley or right of way, the owner shall connect said facilities with the public sewer **subject to any waiver granted under section 11.204 (E)**.

Section 11.204: PRIVATE SEWAGE DISPOSAL

- A. Where a public sanitary or combined sewer is not available under the provisions of Section 11.203, paragraph D, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Article.
- B. Before commencement of construction of a private sewage disposal system the owner shall first obtain a written permit signed by the Plumbing Inspector. The application for such permit shall be made on a form furnished by the City, which the applicant shall supplement by any, plans, specifications, percolation test results and other information as are deemed necessary by the Plumbing Inspector. A permit and inspection fee to be determined in accordance with Chapter 1, Article

XVI or similar wording and paid at the time the application is filed. (Amended 3/18/2002).

- C. A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Plumbing Inspector. He shall be allowed to inspect the work at any stage of construction and in any event, the applicant for the permit shall notify the Plumbing Inspector when the work is ready for final inspection, and before any underground portions are covered, the inspection shall be made within 24 hours of the receipt of notice by the Plumbing Inspector.
- D. The type, capacities, location and layout of a private sewage disposal system shall comply with all regulations of the N.H. Water Supply and Pollution Control Commission. No permit shall be issued for any private sewage disposal system employing subsurface facilities where the percolation test results indicate poor drainage conditions exist. No septic tank or cesspool shall be permitted to discharge to any natural outlet.
- E. At such time as a public sewer becomes available to a property served by a private sewage disposal system, ~~as provided in Section 11.204, Paragraph D~~ **subject to the waiver provision below**, a direct connection shall be made **within ninety (90) days** to the public sewer in compliance with this Ordinance and any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material. **Owners of private sewage disposal systems may apply for and receive a waiver of the connection requirement provided that the private sewage disposal system is adequately functioning to serve the current property uses and legally permitted under State law. The waiver shall be withdrawn, and connection required, when the private sewage disposal system is no longer adequately functioning or is not legally permitted by State law.**
- F. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the City.
- G. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by the Health Officer.
- H. ~~When a~~ **A** public sewer becomes available **for purposes of this ordinance when** ~~, the building sewer of~~ any house, building or property **is** used for human occupancy **and is** located within 150 feet of the property line abutting the street, alley or right of way in which the sewer main is laid, ~~shall be connected to the sewer within 60 days and the private sewage system shall be cleaned of sludge and filled with clean bank run gravel.~~

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:

Rick Becksted, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

DRAFT

M E M O R A N D U M

TO: Karen Conard, City Manager

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

DATE: September 23, 2020

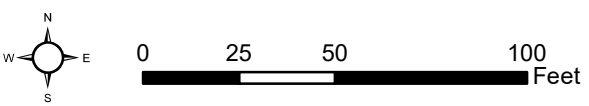
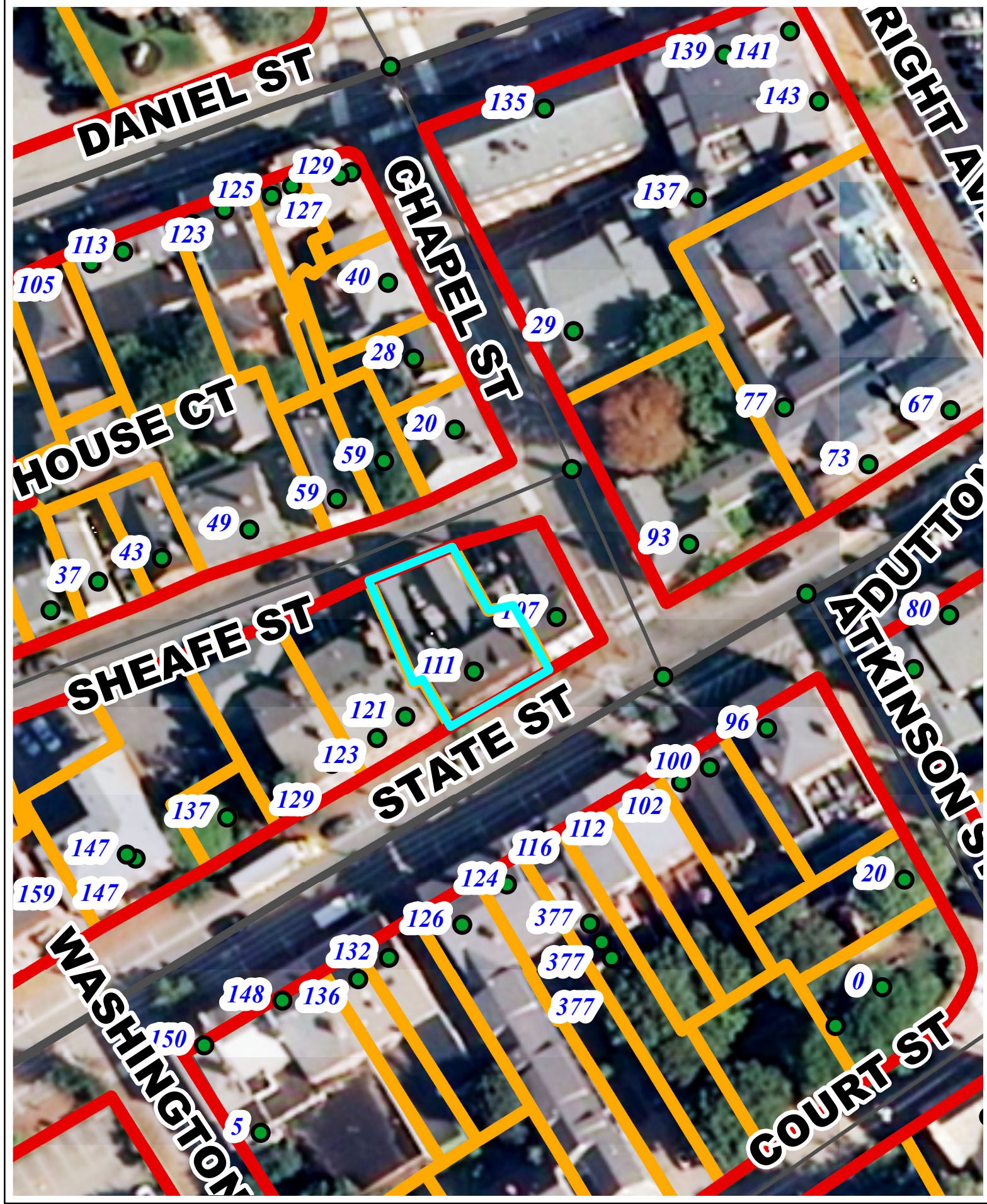
RE: City Council Referral – Projecting Sign
Address: 111 State Street
Business Name: SOL, LLC
Business Owner: River-Wharf, LLC

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 signs, 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.

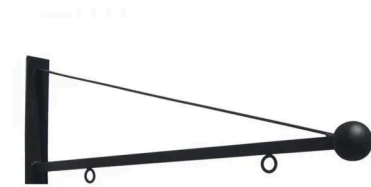


**Request for license
111 State Street**



Sol Restaurant – Americana, Creole

Exterior Hanging Sign - 2 feet x 3 feet double faced HDU painted sign Sol Food for your soul 30" Ball hanging triangle bracket and mounting hardware. 140" clearance below sign to sidewalk.



CITY COUNCIL E-MAILS

October 5, 2020 Council Meeting

The following e-mails were received:

September 22, 2020 (after 4:00 a.m.) – **October 1, 2020** (before 9:00 a.m.)

If you need further information, please contact the City Clerk's Office at 610-7208.

From: [Nancy and David MacDonald via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Councilor Kennedy
Date: Saturday, September 26, 2020 2:43:55 PM

Below is the result of your feedback form. It was submitted by
Nancy and David MacDonald (bstreetcafe28@gmail.com) on Saturday, September 26, 2020 at 13:43:53

address: 28 Ball Street

comments:

Councilor Kennedy was RIGHT. She knew that when Nancy Pearson and her Pop Up people failed their duty under law to register with the Secretary of State as a non profit before raising money, the City and its Councilors could be held accountable. By not registering, prior to collecting donations, Nancy Pearson and the Pop Up people committed fraud. Councilor Kennedy, with her wisdom and experience, knew something was amiss, went to the City Manager to express her concern and was ignored. The City Manager is responsible to monitor the expenditures and conform with the approved budget.

City Manager Conard is WRONG. The City budget was already approved. The money was appropriated by the City Council and when it came time to spend it for the Bridge St. project, WHOOPSIE, it wasn't there. And now the Citizens of Portsmouth are being asked to finance the replacement of misspent funds. We do NOT want our tax dollars to be wasted this way.

This Bridge St. Pop Up project has been a debacle since its inception. It's failure has nothing to do with Councilor Kennedy. It was a poorly conceived idea and is a disgrace which denies the City parking revenue and certainly is not what you want as a gateway to the business district. Other restaurants such as Clipper Tavern, Massimo's, Cure and Elefantine diligently worked to make their businesses a success without any of the public fanfare demanded by the Pop Up People.

Sincerely,
Nancy and David MacDonald

Sent from my iPhone

Sent from my iPad

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 73.149.72.244

From: [Kirsten Howard via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Disapproval of Council priorities
Date: Tuesday, September 22, 2020 10:31:19 PM

Below is the result of your feedback form. It was submitted by
Kirsten Howard (kirstenbhoward@gmail.com) on Tuesday, September 22, 2020 at 21:31:17

address: 173 Stark St

comments: Hello Councilors,

I want to express my preference that you spend your time and energy dealing with and helping the city get through the pandemic rather than on issues like the bike lane and McIntyre. While I know many of you ran your campaigns on these issues, I expect you to have the capacity to pivot to more pressing concerns and needs in this time of crisis. I don't think any action needs to be taken on the bike lane now. I also expect you to find the path of least resistance to figuring out McIntyre. Spend your meetings figuring out how to help our downtown businesses survive and how to keep our residents safe and secure.

Thanks,
Kirsten

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 107.77.224.10

From: [Rudy Burke via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Esther Kennedy Ethics violation followup
Date: Thursday, September 24, 2020 5:30:13 PM

Below is the result of your feedback form. It was submitted by
Rudy Burke (rudy.burke@gmail.com) on Thursday, September 24, 2020 at 16:30:12

address: 176 Breakfast Hill Road, Greenland NH 03840

comments: Below is a copy of a letter to the editor of Seacoast online that I submitted. It outlines my opinion on why I strongly urge the entire council to vote to remove council member Kennedy. I would HOPE that council member Kennedy resign before this is put to the vote. A resignation would be more effective in restoring Trust to the council as a whole. Removal would be effective in part, but without a unanimous vote, each member not voting for removal would leave unanswered questions in the mind of the city. This is about RESTORING TRUST and being able to continue to lead the city effectively. The letter to the editor highlights my reasoning.

To the Editor, Seacoast Online

The Ethics board unanimously found Council member Kennedy guilty of ethics violations. From here, I understand that there are a few recourses that the council must vote on; "File" meaning make note of the violation and move on, "Censure" meaning that the board condemns the act and the member must give up the chair of any groups, or "Removal" which means the council member is removed and no longer participates as a council member. Given the nature of this violation, the only responsible action from the council is Removal for a number of reasons. The ethics violation Council member Kennedy is guilty of directly affected decisions of the council and leveraged insider information to contradict the intent of the council as a whole. It was not an "indiscretion" or "violation" (like sexual harassment or a DUI violation) outside of the council. The violation is also REPEAT behavior from council member Kennedy. She has purchased domains like Portsmouth400 (the City 400th anniversary in 2023) and others that she would have no direct interest in but might be sought by others. The only reason for securing these names is to later hold them hostage for political leverage, social clout, or monetary gains. This could and very possibly will cause conflict within the council again in the future.

It really boils down to just one thing. TRUST.

Once a council member loses TRUST, they are no longer able to effectively function in council or represent the citizens of the city. Every decision would now be colored by the nature of the violation. Council members would need to withhold information in discussions just in case a "leak" could cause a conflict. Every decision would be second guessed by the council and people of the city, "Does she have another agenda with her vote? Is there something she is not telling us?". This alone would be enough conflict that any responsible council member would recognize and resign over for the sake of the city. Without taking the responsible course of action, the council MUST remove the member for the good of the city and restore TRUST to the council.

Is it fair? I would say to ask her if she feel she is guilty as charged. To say "YES" would be admitting that she had ill intent. If this were the case, council member Kennedy should and would have immediately resigned. This did not happen and STILL has not happened.

To answer "No" would show a lack of understanding of ethical behavior and what actions are in the best interest of the city and its people. Without this understanding, if given the opportunity the pattern of behavior would repeat itself.

The only lesson that it seems council member Kennedy has learned is not to get caught. Remaining on the council allows Council member Kennedy to continue to perform covert actions she deems necessary. Instead of taking actions herself, she can instead feed information carefully to proxies who could then take action at her direction

affecting outcomes. These may harm the city and ultimately cost the tax payers significant amounts of money. Again, can we TRUST that she will not? The answer is no.

TRUST is gone. I am one who believes that people can be given a second chance and earn trust back, BUT NOT in the position that they abused. Trust can be earned again by starting fresh with other assistance the city needs (and there are plenty of opportunities to serve). But it can not and should not be earned by remaining in a position that puts the city at risk again.

Fool me one, shame on you. Fool me twice...

Rudy G. Burke
Greenland, NH

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 66.30.231.221

From: [Wendy J Boutsianis via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Esther Kennedy ethics violations
Date: Thursday, September 24, 2020 12:41:56 PM

Below is the result of your feedback form. It was submitted by
Wendy J Boutsianis (wboutsianis@gmail.com) on Thursday, September 24, 2020 at 11:41:54

address: 114 Ledgewood Drive, Apt. 6

comments: Dear Council Members,

After watching the Ethics Board public meetings and witnessing their findings, I wish to go on record with my concerns for the upcoming City Council decision addressing Esther Kennedy's ethics violations. It is my opinion that Kennedy's motivations were grounded in a pretentious, self-serving notion that, contrary to all the City Council approvals, SHE was the only one capable of shaping the way this particular non-profit was going to be formed and run. She overstepped the mark by a long distance. And in the end, she admittedly was ill-informed and carried out all her actions in secrecy. Now WHY would she do that? The fact that she is willing to circumvent the democratic process to serve her own ends signals to me that she does NOT belong on our City Council. The mere fact that she has not acknowledged her actions as unethical, has shown no remorse, and does not offer redress for her actions, proves to me that we can only expect more of the same behavior in the future.

Please consider all of this as you make your decision.

Sincerely,
Wendy Boutsianis
114 Ledgewood Drive
Portsmouth, NH

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 73.100.60.166

From: [Roy W. Helsel via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Esther Kennedy Ethics
Date: Saturday, September 26, 2020 5:02:48 PM

Below is the result of your feedback form. It was submitted by
Roy W. Helsel (royhelsel@aol.com) on Saturday, September 26, 2020 at 16:02:46

address: 777 Middle Rd. unit 22

comments: To Mayor Becksted and City Councilors:

I have been a resident and taxpayer of Portsmouth since 1981.

Throughout these years I have observed Esther Kennedy as both a city councilor and dedicated citizen. I have seen her act only with concern and for the betterment of the city and the taxpayers of Portsmouth and never for her own personal gain. I feel that she has regrettably been falsely accused and belittled for her efforts.

Ms. Kennedy wanted to ensure that both our city and its donors were protected from the collection of funds which were not properly registered with the state as a non-profit organization. The question to be asked is, why did it take Mr. Denton so long to register the Pop-Up with the state? Once Ms. Kennedy offered the name and registration to the Pop-Up for free they refused her offer and then immediately registered under a different name. My opinion is that this response to Ms. Kennedy's honorable action was done as an act of spite against her and nothing less. These are my feelings and thoughts!

Thank You

Roy W. Helsel

603-433-4134

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 71.168.112.241

From: [Roibin Rousseau via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Esther Kennedy
Date: Thursday, September 24, 2020 10:42:30 AM

Below is the result of your feedback form. It was submitted by
Roibin Rousseau (robinarousseau@aol.com) on Thursday, September 24, 2020 at 09:42:28

address: 90 Fleet Street

comments: Please vote against the finding of the Ethics Committee. We all know that Esther Kennedy is an honest and decent person. She doesn't deserve for her good name to be dragged through the mud on these trumped up charges. Next time, it could be YOU who is the at the brunt of a false accusation and YOU are having to defend your good name. You all give up a good portion of your free time to volunteer to run our city. Many of you have done this for years. Let's not hang our neighbors in Market Square over false accusations. It's not the way a good community works. It sets a bad precedence. You have the power of the vote to put this to bed. Now is the time for real leadership over mob rule. It takes courage. Do you have it?

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 72.71.211.118

From: [Robin Rousseau via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Esther Kennedy
Date: Thursday, September 24, 2020 3:12:51 PM

Below is the result of your feedback form. It was submitted by
Robin Rousseau (robinarousseau@aol.com) on Thursday, September 24, 2020 at 14:12:49

address: 90 Fleet Street

comments: John Tabor, thank you for getting back to me via email. In your email, you stated that you are the Chairman of the Ethics Board. My understanding is that the Ethics Board is not a quasi judicial Board. It is more of an Advisory Board which will make a recommendation to City Councilors who will ultimately vote on whether your recommendation warrants various course of action or no action at all.

Since you are a City Councilor, I don't know this, but I would assume you decided to recuse yourself from a vote on this matter since you chose to take a position on this Advisory Board. It would seem to me a conflict of interest to participate on an Advisory Board making a decision on guilt or innocence, then also sit as a City Councilor who is supposed to take an unbiased position when listening to and learning the facts of this case.

I think the public would appreciate an open minded Council on this decision and not someone who was involved in drafting the position on this case. Esther Kennedy is loved in this community. I have no doubt the community would like a fair and impartial City Council to make a decision on this very important matter. If it were you, I'm sure than you would not want the accuser to be sitting in on the vote that could have a serious reputational risk to your position in the community. So ask Mr Tabor, could you please recuse yourself from this vote on the City Council, as your position as Board Chair had a heavy influence on the outcome of the Board's outcome on the matter?

To use an example in my field of public accounting, an Independent Auditor can't be in an advisory role to a Chief Financial Officer. It's a Conflict of Interest. In this case, the Chairman of the Board of Ethics is acting independent of the City Council to make a determination, similar to an Independent Auditor making a determination on the accuracy of the financial statements and presenting their findings to the Board of Directors. For the Auditor, the decision is evidence based. The Auditor would not act as a voting member of the Board of Directors, who ultimately has the legal decision as to whether the financial statements are accurately stated.

Mr Tabor, please recuse yourself on this City Council matter to prevent yourself from being perceived by the public as acting in an unethical manner. Thank you.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 72.71.211.118

From: [Paul Ringuette via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Ethics Committee Results
Date: Thursday, September 24, 2020 12:56:22 PM

Below is the result of your feedback form. It was submitted by
Paul Ringuette (paulnringuette@gmail.com) on Thursday, September 24, 2020 at 11:56:20

address: 308 Richards Ave

comments: Dear Council,

Regardless of the personalities involved, I would fully expect this Council to take appropriate action to, at a minimum, censure Councilor Kennedy, and to make appropriate changes to the governing rules of being on the council so individual rogue activities like this have clear consequences. Otherwise the city council risks being irrelevant in terms of organizationd, both private and commercial, being considered a good faith organization to work with if it is known one or more individuals would take such actions that were judged by the ethics committee.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 71.235.15.138

From: [Judy Miller via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Mask Mandate Signs
Date: Wednesday, September 23, 2020 6:54:24 PM

Below is the result of your feedback form. It was submitted by
Judy Miller (jamiller37@gmail.com) on Wednesday, September 23, 2020 at 17:54:22

address: 77 Hanover Street #7

comments: Thank you Asst. Mayor Splaine, Councilors McEachern, Whelan, Lazenby, Kennedy, Tabor, and Trace for voting to mandate masks.

The City needs to put up more signs throughout the City, but especially in the downtown informing the public that a mandated mask ordinance is in effect. I did see one sign at the entrance to Vaughan Mall on Hanover St. but more signs are needed.

Durham has signs throughout the town, including attached to speed limit signs on roadways as well as throughout the town,

Please post more mask mandated signs!!

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 24.147.240.9

From: [Gerald Duffy via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: McIntyre Survey
Date: Wednesday, September 30, 2020 12:41:40 PM

Below is the result of your feedback form. It was submitted by
Gerald Duffy (Gduffy44@gmail.com) on Wednesday, September 30, 2020 at 11:41:35

address: 428 Pleasant St., Unit 3

comments: Dear City Manager, Attorney Sullivan, and Chair of the McIntyre Subcommittee:

cc Mayor and remaining Councilors

According to the timeline the City has publicized, the results of the McIntyre survey should now be in a form to share with the public. Here are my related questions:

Question: When and in what form will these results be available (including the comments written on the surveys)?

Because of the flawed design and resident's confusion about the survey, the UNH Survey Center *strongly* recommended a "qualitative" analysis to make sense of the strong emotions expressed in written comments on the surveys. The UNH rep specifically mentioned the chorus of "it depends" comments when it comes to a financial commitment on the part of the City. Absolutely no mandate can be assumed by the Council until that "it depends" gets some context and a reality check from residents.

Question: Is the qualitative analysis already underway and, if so, when will its findings be made public?

Finally, Chairman Whelan makes it clear in subcommittee meetings that the Mayor has already been in direct personal contact with the Post Office about its possible return. Details have included a discussion of required square footage and so on. They sound like early negotiations with zero transparency.

Question: Does the Mayor have the rightful authority to bargain on his own with the Post Office? If not, how should it be done so the public is informed?

Warm regards,
Gerald Duffy

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 71.233.87.81

From: [Ken Goldman via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Non Meeting?
Date: Sunday, September 27, 2020 5:09:02 PM

Below is the result of your feedback form. It was submitted by
Ken Goldman (krgoldman@comcast.net) on Sunday, September 27, 2020 at 16:08:59

address: 271 Islington Street, Portsmouth

comments: I understand that the City Council will have an unexpected meeting tomorrow, Monday, night that is not listed on the City website or with any other public notice. According to Cliff Lazenby, this past Friday 9/25, Council members received an email from the City Manager, "At the request of the Mayor, there will be a non meeting with counsel this coming Monday September 28th at 5 pm."

What is a "non meeting"? What is on the agenda for this non meeting? Why is the City Council meeting in a manner that avoids advance notice to the public, a posted agenda or minutes and exclusion of attendance by the public? Is this in accordance with the New Hampshire Right to Know Law, and, if so, how?

Since Mayor Becksted seems to be the only one who knows what is on the agenda, perhaps he would be kind enough to respond back and fill me in, or better still, issue some sort of public notice explaining the reason and agenda for this meeting.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 75.68.182.8

From: [Aubrey Gewehr via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Non Meetings
Date: Tuesday, September 29, 2020 12:36:16 PM

Below is the result of your feedback form. It was submitted by
Aubrey Gewehr (agewehr@gmail.com) on Tuesday, September 29, 2020 at 11:36:15

address: 255 Cass St

comments: Dear Mayor Becksted and City Councilors,

I was dismayed to hear of the "non meeting" (a ridiculous term if I have ever heard of one) being held by the city council yesterday. During the last election many of you ran on a platform of transparency. Unannounced "non meetings" are the antithesis to transparency. I think that you owe the citizens of Portsmouth a full disclosure of what was the topic of this gathering immediately. Do not hold the business of our city in the shadows, we deserve better of our mayor and this council.

Thank you all for your service,

Aubrey Gewehr

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 72.65.102.95

From: [Clare Kittredge via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: PLEASE FOCUS ON REAL FINANCIAL ETHICS IN PORTSMOUTH CITY GOVERNMENT
Date: Sunday, September 27, 2020 10:37:31 AM

Below is the result of your feedback form. It was submitted by
Clare Kittredge (kittre@gmail.com) on Sunday, September 27, 2020 at 09:37:30

address: 27 Franklin St, Portsmouth

comments: Dear Mayor Becksted and Portsmouth City Councilors;

Please consider this opinion piece, which ran in the Portsmouth Herald, my opening request for you to expedite this manufactured “ethics” issue and spare one of our most sincere and civic-minded elected officials any more public abuse or gratuitous smears (additional note to all of you at end):

Here is the link: <https://www.seacoastonline.com/opinion/20200924/opinionletter-portsmouth-council-should-dismiss-petty-ethics-complaint-against-esther-kennedy>

Here is the unformatted text:

Opinion/Letter: Portsmouth Council should dismiss petty ethics complaint against Esther Kennedy

Posted Sep 24, 2020 at 1:30 PM

Sept. 24 --To the Editor:

I am appalled by the Ethics Board’s decision to find Portsmouth City Councilor Esther Kennedy guilty of an ethics violation for what I and many others saw as a consciousness-raising effort by a professional educator. I urge the City Council to do the right thing and expeditiously make this go away.

During this week’s hearing, I was stunned by the insulting way board chair John Tabor allowed the complainant to grill Esther. I was even more surprised by the smug and accusatory tone Tabor permitted himself to use while interrogating her—abandoning any pretense of objectivity -- as if this mere flimsy accusation were a scarlet letter, and his mind was already made up for other reasons. As the hearing droned on and the complainant shrilly demanded “names,” I experienced the sickening sensation that what should have been an honest inquiry was spiraling into a witchhunt—it felt like a railroad job by a cabal.

Why are we wasting time on this? Portsmouth City Attorney Bob Sullivan has dismissed more “ethics” complaints than I can shake a stick at. Jim Splaine knows better. Why has the city been subjected to hours of inquisitorial hearings about a matter of so little substance? Is the board going to waste more time and energy compiling a report defending its silly decision?

Now that the board has seen fit to send this to the City Council, will the Council muster the backbone to dismiss this politically-motivated charade for what it is?

To put this in perspective, we are in the middle of a global pandemic. We are trying to figure out how to get Portsmouth children safely back to school. We face a school sports crisis, and multiple jobs, health, mask, shopping, confinement, loneliness and social distancing crises. We are in the grips of critical national issues like the disruption of our political institutions and an earthquake election.

Yet two longtime Portsmouth city government insiders—Jim Splaine and City Attorney Bob Sullivan-- decided to dignify a petty complaint like this and give it wings? Then, instead of dismissing it outright as he should have, John

Tabor, a former newspaper publisher who touted moderation as one of his electable virtues, decided the matter substantial enough to shove through a conviction? For shame!

I thought these men had the judgment, wisdom and common sense to distinguish between an honest issue and a petty, politically motivated contrivance by a failed candidate who is still desperate to advance her political interests. Or do these men all think beating up Esther Kennedy even on frivolous grounds is the way to get elected Mayor?

I am deeply disappointed in this immoderate decision, as all the "good" citizens of Portsmouth should be.

Clare Kittredge
Portsmouth

PS: I urgently request that you refocus your attentions on the real corruption problems we elected you to root out in Portsmouth city government, in the context of the enormous-- behind-the-scenes-- financial influence of real estate developers, their paid, largely hidden political consultants and operatives, their lobbyists, their loud advocates, and their raucous and often malicious social media astroturf campaigns.

In sum, I urge you to quickly take up this issue with fresh eyes and honestly independent minds, focusing on the true intent of the city's ethics ordinance. The ordinance was meant to protect the city against real financial corruption. It was not supposed to be perverted for use in manufactured political attacks against an honest elected official who has a long track record of civic participation with the good of the city in mind.

It is my hope, therefore, that you will decide to spare us any more of this dreadful circus, and dispatch this matter ASAP to the dustbin of history where it so clearly belongs.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 24.61.217.38

From: [Carol B. Reed via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: PoP Up NH
Date: Friday, September 25, 2020 10:09:47 AM

Below is the result of your feedback form. It was submitted by
Carol B. Reed (CAROL13REED@GMAIL.COM) on Friday, September 25, 2020 at 09:09:45

address: 97 Shapleigh Drive

comments: Good morning,

My name is Carol Reed and along with my husband Bob Snodgrass and we own a duplex in Portsmouth at 41-43 Saratoga Way.

My reason for emailing you is that we have read about how the taxpayers of Portsmouth will be paying for expenses related to the Pop Up NH organization through the contingency fund that is funded with taxpayer dollars.

Can you please tell me why the city manager did not follow up with someone at Pop Up NH to insure that their bills were put in based on the deadline for submitting bills? Had the city manager done this, we might not be in the situation of tax payers having to pay for expenditures that they were unaware of or did not want to pay.

Isn't the city manager suppose to be fiscally responsible to the tax payers of Portsmouth? I do not know how this would be a good example of being fiscally responsible.

If I have misstated something or am not understanding the situation, please help me to understand better.

Thank you for hearing me out.

Carol Reed

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 71.233.85.194

From: [RHIANNON JEFFREY via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Portsmouth Indoor Pool
Date: Monday, September 28, 2020 11:07:10 AM

Below is the result of your feedback form. It was submitted by
RHIANNON JEFFREY (RHIRUN@ME.COM) on Monday, September 28, 2020 at 10:07:07

address: 523 PORTLAND STREET

comments: Good morning city councilors,

First, I would like to start by saying thank you for all you have been doing during the coronavirus pandemic. I see how difficult this is right now on everyone, and how much more difficult it must be for all of you to be in the public spotlight making these tough decisions. Although not everyone will agree, I respect the job you are doing and how you are trying to keep the public's best interests in mind.

I am reaching out to you today in light of that. I know how much you want to do right by the people of your city and everyone else that comes to your city to dine, shop, work, exercise, whatever the reason to come to Portsmouth may be. Right now, a large community on the Seacoast is in dire trouble, the swim community. The Portsmouth Indoor Pool is home to multiple youth swim programs, adult swim programs, learn to swim lessons (a life saving skill, especially where we live), lap swimmers of all ages, famous triathletes and competitive swimmers alike. The PIP is a vital part of many of our lives, swimming is a vital part of many of our lives, and drowning is sadly one of the leading accidental death causes in young children and adults. The pool is greatly needed in our community.

The CDC has said "There is no evidence that COVID-19 can be spread to humans through the use of recreational waters. Follow safe swimming practices along with social distancing and everyday preventative actions to protect yourself." This is a direct quote from their website <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

USA Swimming has a huge amount of resources relating to safe return to swim. They have worked closely with the CDC as well as facility managers all across the country to develop their safety plans as well as constantly updating their community if and as things change. Please look at all they have on pools <https://www.usaswimming.org/home/covid-news>

They have outlined specifics to help local and state governors get pools open <https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/facility-reopening-plan-guidelines.pdf>

They have created a youtube video to give to local and state governments as well <https://www.youtube.com/watch?reload=9&v=xSPLRNI0haI&feature=youtu.be>

As it stands right now, the Dover Indoor Pool is open and only able to host one swim team. They have recently limited their lap swimmers to 3 times per week because they are too full to house any more. The YMCA of the Seacoast is running into the same problem. Local swim teams are desperate for space and most are desperate to pay for anything they can.

Swimmers need space and there would be a large community you could help. Many swim teams could fill gaps if you're afraid of not enough people coming in. You could raise the member costs, people will pay it! Lap swim can be reservation only and separate from swim team and lesson time. The YMCA has offered to help, why not use their expertise right now and get the pool open for the city?

I've seen in the news there is talk of letting the kids go to school more days per week and allowing sports. What

about the swimmers? Why can't they use their pool when all their other friends who play other sports are already back to competitions? Why can't they use the pool when we are trying to open school more days live?

I know finances are a concern of SIPP's and the pool must "break even". However, the pool has barely broken even for years (without the \$150k from the city) and this is a pandemic, the pool might not break even for a long time. Can't we come to a new agreement since we are in such unprecedented times? Please, we are willing to work with who we need to. We have ways the pool can make money with swim teams, clinics, etc all with safety plans in place we have been using in other facilities.

This is a city asset, we don't expect the library to "break even" to open. We don't expect the police department to "break even" to open. We don't expect city parks to make profit to be open. Why is the pool different?

Please please consider opening the Portsmouth Indoor Pool. Many people are willing to rent and a lot of swimmers around the Seacoast are already used to other facilities rules.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 65.175.212.27

From: [Byron Matto via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Street dining framework
Date: Tuesday, September 22, 2020 10:35:40 PM

Below is the result of your feedback form. It was submitted by
Byron Matto (bmatto@gmail.com) on Tuesday, September 22, 2020 at 21:35:38

address: 17 Fields

comments: Would it be reasonable to allow a restaurant / business 1 set up and 1 tear down annually with regards to barriers at the dates of their choosing ? Is it too unwieldy to try and find consensus of all participating businesses for a start and end date of outdoor street dining?

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 67.189.233.163

From: [Donna Cronin via FormMail.com](#)
To: [Mayor Becksted](#); [CC - Splaine](#); [cc McEachern](#); [CC-Peter Whelan](#); [CC - Cliff Lazenby](#); [CC - Kennedy](#); [CC - Huda](#); [CC-John Tabor](#); [CC-Paige Trace](#); [City Council](#); [CityCouncil Clerk](#)
Subject: Support of Esther Kennedy
Date: Wednesday, September 30, 2020 8:37:48 AM

Below is the result of your feedback form. It was submitted by
Donna Cronin (schronin55@comcast.net) on Wednesday, September 30, 2020 at 07:37:46

address: 77 Summit Ave Portsmouth

comments: I would like to make known my support for Councilor Esther Kennedy. The council should not discipline her for the charges brought forward by Nancy Pearson. We should thank her for making sure that Portsmouth businesses were the benefactors of the Popup during the Covid crisis. I am confused as to why businesses from out of town and state were originally in the mix. Maybe the organizers are to blame for any slow down of the Popup getting started. We were also told the Care Act would be contributing to this venue which we now have learned will be coming from our tax dollars. Is anybody being disciplined for this inaccuracy? Esther has been an asset to our community! Please give her the respect she deserves.

includeInRecords: on

Engage: Submit

REMOTE_ADDR: 73.149.193.171

Funding Breakdown Summary

Timeline of POP-UP NH Funding and Expenditures			
GOFERR	POP-UP NH		
\$ 522,989.00	City eligible for GOFERR grant in amount of \$522,989.00		May-20
	9-0 Vote @ 4:50 of meeting to use Cares Act funds if possible.		6/15/2020
	City sends first GOFERR reimbursement request in the amount of \$107,580.53 covering expenses from March and April.		6/15/2020
\$ 107,580.53	City receives first GOFERR reimbursement request.		7/1/2020
	City Sends second request for reimbursement in the amount of \$398,989.92 covering expenses from May and June.		7/15/2020
	POP-UP NH Expenses		
\$737.84	Water use of billable machines and material. In addition Water experienced \$1,520.25 in billable salaries (Salaries are not GOFERR eligible unless significantly altering employees job)		07/14-29/2020
\$2,046.18	Sewer use of billable machines and material In addition Sewer experienced \$4,062.08 in billable salaries (Salaries are not GOFERR eligible unless significantly altering employees job)		07/14-29/2020
\$72.24		Fuel	July 2020
\$832.86	Power Up Generator	Emergency Fuel call out	8/9/2020
\$50.38	Ricci Lumber	Cable Ties/Supplies	8/11/2020
\$133.00	John Hoadley and Sons Inc	Tubing	8/11/2020
\$190.72	Eliminator Systems	Electrical Supplies	8/11/2020
\$49.05	Ricci Lumber	Chain Oil	8/13/2020
\$179.52	Granger	Padlocks	8/13/2020
\$357.81	Alphagraphics	Banner	8/13/2020
\$471.50	Alphagraphics	Market St Banner	8/13/2020
\$7,952.00	Mobile Fencing	Fencing	8/18/2020
\$666.86		Fuel	August 2020
		\$13,739.96 Total July-Aug (3rd GOFERR filing period)	
\$2,093.36	United Site Service	Portable Toilets and Sink	9/1/2020
\$29.50	HD White Cap Co	Sand Bags	9/3/2020
\$832.86	Power Up Generator	Generator	9/10/2020
\$8,190.00	Power Up Generator	Generator	9/10/2020
\$326.68		Fuel	September 2020
		\$11,472.40 Total Sept-Oct 15 (4th GOFERR filing period)	
\$25,212.36	Total POP-UP to Expenses to date	Ineligible Salaries	
		5,582.33	
	City Sends Third request for reimbursement in the amount of \$70,022.26 covering expenses from July and August.		9/15/2020
\$ 355,309.77	City receives second GOFERR reimbursement request GOFERR reduces by \$43,680.15.		9/22/2020
\$ 60,098.70	GOFERR Balance		

CITY OF PORTSMOUTH



OFFICE OF THE CITY CLERK - ELECTION DIVISION

TO: KAREN CONARD, CITY MANAGER
FROM: KELLI L. BARNABY, CITY CLERK *KLB*
DATE: SEPTEMBER 30, 2020
SUBJECT: ELECTION OFFICIAL SALARIES

This is in response to Assistant Mayor Splaine's inquiry regarding Election Officials salaries and whether they should be reviewed due to COVID-19.

In FY20, a comprehensive review of Election Officials salaries was completed and a recommended increase was approved by the City Council which led to a 42.61% increase over FY19.

In a survey conducted of seven cities only one is providing a \$50.00 stipend to their election officials.

Due to COVID-19, the State established the pre-processing of absentee ballot prior to Election Day. Those that participated in the pre-processing of absentee ballots did receive compensation for their time and efforts.

Therefore, it is my recommendation that we would provide extra compensation for those officials that choose to participate in the pre-processing of absentee ballots for the November 3, 2020 Election.

**Portsmouth
Parking Fine Schedule**

Description	Last Updated	Current		Recommended		Peer Town Averages	
		Fine	After 30 days	Fine	After 30 days	Fine	Late
Session Expired 15 & 30 Minute; (formerly) 1 - 4 hr	1/1/2013	\$ 15.00	\$ 30.00	\$ 50.00	\$ 75.00	\$ 20.00	\$ 38.78
72 hr parking	1/1/2013	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 26.43	\$ 53.67
Parked within 15 ft of Fire Station	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 40.83	\$ 52.50
Parked on Sidewalk	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 37.00	\$ 72.86
Obstructing Traffic During Construction	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 28.75	\$ 46.67
Double Parking	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 26.11	\$ 52.67
Parked in Wrong Direction	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 25.00	\$ 61.67
Back to Curb	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 22.14	\$ 47.50
Distance from Curb	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 22.00	\$ 51.67
Parked in No Parking Area	1/1/2013	\$ 20.00	\$ 40.00	\$ 50.00	\$ 75.00	\$ 30.83	\$ 63.13
Parked Too Close to Intersection	1/1/2013	\$ 20.00	\$ 40.00	\$ 20.00	\$ 40.00	\$ 32.22	\$ 69.17
Emergency Snow Ban	1/1/2013	\$ 25.00	\$ 35.00	\$ 50.00	\$ 100.00	\$ 63.33	\$ 123.33
Parking Within an Intersection	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 35.00	\$ 70.00
Parking in Crosswalk	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 38.33	\$ 80.00
Blocking Fire Hydrant	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 51.92	\$ 101.25
Parked Blocking Driveway	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 32.92	\$ 70.00
Obstructing Street	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 31.88	\$ 61.67
Parked in Fire Lane	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 48.64	\$ 93.75
10 or More Parking Violations in 1 yr	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 66.67	\$ 100.00
Parked in ADA	1/1/2013	\$ 250.00	\$ 300.00	\$ 250.00	\$ 300.00	\$ 238.46	\$ 365.63
Resident Parking Only	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 32.50	\$ 57.29
Protest Fee (NSF)	1/1/2013	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ 30.00	\$ -
HC/Time Zone	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 20.00	\$ 50.00
Vet/Time Zone	1/1/2013	\$ 15.00	\$ 30.00	\$ 15.00	\$ 30.00	\$ 27.50	\$ 55.00
Multiple Spaces	1/1/2013	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 31.43	\$ 60.00
Boot Removal Fee	1/1/2013	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ 85.71	\$ -
Commercial Loading Zone	1/1/2013	\$ 25.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 42.00	\$ 96.67

Revised 3.4.2020



Citizen Response Task Force

James Petersen, Petersen Engineering,
Co-Chair
Mark Stebbins, ProCon Construction,
Co-Chair
Karen Conard, City Manager
Kim I. McNamara, City Health Officer

Streets Subcommittee

Mark Stebbins, ProCon Construction
(Chair)
Deb Anthony, GATHER
State Sen. Martha Fuller Clark
Alan Gold, EDC, Gold & Partners
Sarah Lachance, EDC
Valerie Rochon, Chamber Collaborative
of Greater Portsmouth

Bridge Street Subcommittee

Russ Grazier, Jr., PMAC (Chair)
Karen Bouffard, Kaffee VonSolln
John Golumb, Poco's
Jeffrey Goss, Clipper Tavern
Jim Lee, RE/MAX
Joe Scarlotto, The Shanty

Health Subcommittee

Ann Birner, Pharm D (Chair)
Kathryn Lynch, DNSc, RN [ret], CCRN
Bianca Monteiro, MD, FCCP
Mary Morin, APRN
Kim McNamara, MS, BS, REHS,
City Health Officer
James Petersen, P.E., Petersen
Engineering

The Citizen Response Task Force was created by the Portsmouth NH City Council in June 2020, "to help the City quickly and safely respond to the Governor's guidelines for reopening, in Portsmouth."

September 28, 2020

Commissioner Taylor Caswell
NH Dept. Of Business And Economic Affairs
100 North Main St. Suite 100
Concord, NH

Dear Commissioner Caswell:

We are writing on behalf of the City of Portsmouth's Citizen Response Task Force to request an extension of the Liquor Commission's permission for restaurants with existing liquor licenses to serve alcohol at on-street dining venues through at least November 1, 2020 to be consistent with the current approval by the City Council for on-street dining.

The City's Citizen Response Task Force was established by the City Council to, among other things, help local businesses address the negative impacts of COVID-19 as they reopen within the confines of health care guidelines.

Many Portsmouth restaurants currently have local temporary permits for on-street dining through October 2020. This opportunity combined with the Liquor Commission's permission to serve alcohol has been critical to their survival over the past five months. With the approach of cold weather and the capacity restrictions imposed by social distancing requirements for indoor service, our restaurants fear that revenues will decrease drastically causing many to close.

In response, the Task Force has been exploring initiatives to extend the outdoor season including heat lamps, branded blankets, winterized temporary structures and fire pit warming stations downtown. In addition the Task Force is researching best practices and equipment for indoor air quality improvements, shop local messaging, better take-out facilitation and other innovations.

Our restaurateurs have indicated that one of most important and effective short term actions to help them is the ability to continue outdoor dining and alcohol service as long as possible. Thus, we respectfully request the extension of the current alcohol service permission through November 30, 2020.

Thank you for your consideration of this request.

Sincerely,

Mark Stebbins *MS*
Mark Stebbins, Co-chair

James Petersen *JP*
James Petersen, Co-chair