

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, MAY 20, 2024 TIME: 7:00PM

Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser

https://us06web.zoom.us/webinar/register/WN_yheuz3TQSxexzC_yowN9LA

AGENDA

I. 6:00PM - WORK SESSION – COMMUNITY POLICING FACILITY

Members of the public also have the option to join the work session over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser

https://us06web.zoom.us/webinar/register/WN_XScJ6wdCQ1WJYxkZ6UXj2A

II. PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting] – **N/A**

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. *Presentation – Energy Advisory Committee

IX. PUBLIC COMMENT SESSION *(This session shall not exceed 45 minutes) – (participation may be in person or via Zoom)*

X. PUBLIC HEARING AND VOTE ON ORDINANCES AND/OR RESOLUTIONS

First Reading of Ordinance:

- A. First Reading of Ordinance amending Chapter 10, Article 4, Section 10.440 Table of Uses – Residential, Mixed Residential, Business and Industrial Districts, Section 19.22 and Article 15, Section 10.1530, Terms of General Applicability, regarding Home Occupation *(Sample Motion – move to pass first reading of the proposed amendments regarding home occupation and to schedule a public hearing and second reading at the June 17, 2024 City Council meeting.)*

XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager's Items Which Require Action:

1. Water Service Access Easement for Property Located at 686 Maplewood Avenue ***(Sample motion – move to authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from Chinburg Development, LLC contained in the agenda packet)***
2. Water Service Access Easement for Property Located at 1155 Sagamore Avenue ***(Sample motion – move to authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from 1155 Sagamore Avenue CBC, LLC contained in the agenda packet)***
3. Sidewalk Easement for Property Located at 212 Woodbury Avenue ***(Sample motion – move to authorize the City Manager to accept and record a Sidewalk Easement Deed in substantially similar form to the easement deed from Chinburg Development, LLC contained in the agenda packet)***
4. Release of Sewer Easement and Acceptance of City Property Located at 2 Russell Street ***(Sample motion – move to authorize the City Manager to execute and record a release of the 1936 sewer easement and accept and record the fee interest in three parcels, all as shown on the drawing included in the City Council packet. These conveyances are subject to the following conditions:***
 - (1) Property owner will provide deeds to the City in a form acceptable to the Legal Department; and***
 - (2) Property owner will provide adequate evidence of title in a form acceptable to the Legal Department)***

XII. CONSENT AGENDA

- A. Request from Mark McNabb, Hearth Market, LLC, to install a Projecting Sign at 60 Penhallow Street ***(Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability 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 to the City; and***
 - ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- B. Letter from Bryan Curley, Pack & Boots 5K Road Race, requesting permission to hold the 2024 Veterans Count 5K Road Race, Sunday, September 22, 2024 (***Anticipated action – move to refer to the City Manager with Authority to Act***)

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. Email Correspondence (***Sample motion – move to accept and place on file***)
- B. Letter from Meganne Fabrega, Library Board of Trustee member, regarding Library Budget (***Sample motion – move to accept and place on file***)

XIV. MAYOR McEACHERN

1. Responses Received from Neighboring Communities re: Affordable Housing
2. Appointments to be Considered:
 - Appointment of Amy-Mae Court to Recreation Board
3. Acceptance of Resignation:
 - Robert Bogardus from the Recreation Board
4. *Appointments to be Voted:
 - Reappointment of Luis Rodriguez to the Cable and Broadband Internet Commission
 - Reappointment of Stewart Sheppard to the Conservation Commission
 - Reappointment of Daniel Brown to the Historic District Commission
 - Reappointment of Michael Griffin to the Trees & Public Greenery
 - Reappointment of Dennis Souto to the Trees & Public Greenery

XV. CITY COUNCIL MEMBERS

A. COUNCILOR TABOR

1. Renewable Power for City Wastewater Treatment Plants (***Sample Motion – Move that the city engage the National Renewable Energy Lab under the Clean Energies to Communities program to do a feasibility analysis and provide funding options for wind and/or solar power at the city's two wastewater treatment plants, at no cost.***)

B. COUNCILOR COOK AND COUNCILOR BAGLEY

1. *Report back on changing zoning to permit overnight parking in commercial lots at owners' discretion

C. COUNCILOR DENTON

1. Memorial Day events

D. COUNCILOR BAGLEY

1. Parking & Traffic Safety Committee Action Sheet and Minutes of May 2, 2024 (***Sample motion – move to approve and accept the action sheet and minutes of the May 2, 2024 Parking & Traffic Safety Committee meeting***)

XVI. APPROVAL OF GRANTS/DONATIONS

1. *Acceptance of Community Development Block Grant in the amount of \$527,797.00 from the U.S. Department of Housing and Urban Development. (***Sample motion – move to accept and expend a Community Development Block Grant in the amount of \$527,797.00 from the U.S. Department of Housing and Urban Development***)

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

1. *Sherburne School Disposition Update
2. Fiscal Year 2025 Draft Budget Resolutions

X VIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

XIX. ADJOURNMENT [at 10:30 p.m. or earlier]

**Indicates verbal report*

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

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended regarding Home Occupation, Article 4, Zoning Districts and Use Regulations, Section 10.440 Table of Uses- Residential, Mixed Residential, Business and Industrial Districts, Section 19.22 and Article 15, Section 10.1530, Terms of General Applicability 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):

Chapter 10 Zoning Ordinance

Article 4 Zoning Districts and Use Regulations

Section 10.440 Table of Uses-Residential, Mixed Residential, Business and Industrial Districts.

Use	R	SR A SR B	GR A GR B	GR C (A)	GA/ MH	MR O CD 4- L1	CD 4- L2	MR B	CD 5 CD 4	GB	G1	G2	B CD 4-W	WB	OR	I	WI
19.20 Home occupation																	
19.21 Home occupation 1	P	P	P	P	P	P	P	P	P	P	P	P	P	N	N	N	N
19.22 Home occupation 2	S CU	S CU	S CU	S CU	N	S CU	S CU	P	P	P	P	P	P	N	N	N	N

Article 15 Definitions

Section 10.1530 Terms of General Applicability

Home occupation

An **office** or other **use** customarily conducted as an **accessory use** to a **dwelling**, complying with all the following standards:

- (a) Conducted entirely within a **dwelling** or an existing **accessory building**, and with no change to the character of the **dwelling** or **accessory building**;
- (b) Maximum floor area of 300 square feet;
- (c) No **outdoor storage** of materials or products;
- (d) Outdoor parking of no more than one vehicle related to the **home occupation**;
- (e) No deliveries by vehicles with more than two axles.

Home occupation 1

A **home occupation** with no nonresident employees; no **sign** related to the business; no **more than 2** client, vendor or general public visitations **at one time**; and no deliveries other than by regular postal service and no more than one package delivery service truck (e.g., FedEx, UPS, etc.) per day.

Home occupation 2

A **home occupation** with not more than one nonresident employee **and not more than 6** client, vendor or general public visitations **at one time**.

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:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

Date: May 16, 2024

To: Honorable Mayor McEachern and City Council Members

From: Karen S. Conard, City Manager *KSC*

Re: City Manager's Comments on City Council Agenda of May 20, 2024

X. Public Hearing and Vote on Ordinances and/or Resolutions:

A. **First Reading of Ordinance Amending Chapter 10, Article 4, Section 10.440 Table of Uses – Residential, Business and Industrial Districts, Section 19.22 and Article 15, Section 10.1530, Terms of General Applicability, regarding Home Occupation:**

At the April 25, 2024 meeting, the Planning Board held a public hearing on zoning amendments related to home occupation after a referral from City Council on February 20th.

The Master Plan speaks to expanding the opportunities for home-based businesses. This trend was realized in the Master Plan and became more prevalent during the pandemic. Goal 3.1.3 below appears in several sections of the Master Plan with the goal of enhancing economic development, enriching the urban and suburban neighborhoods, and to encourage the creative use of existing housing stock.

The initial amendment allowed up to two (2) clients at one time for a home occupation, 1 or 2. This would allow, for example, someone to teach art or give music lessons as a home occupation and have clients come to their house.

The Planning Board held a public hearing and heard from several members of the public in favor of any changes that would allow client visitation for a home occupation. The Planning Board added language to allow up to six (6) clients to a home occupation 2, and to change the use tables where a Special Exception is currently required to a Conditional Use Permit.

The Planning Board voted to recommend that the City Council hold first reading on the zoning amendments for home occupation as presented.

At the May 6, 2024 meeting, the Council voted to schedule first reading of the [proposed amendments](#) regarding home occupation for the May 20, 2024 meeting.

I recommend the City Council move to pass first reading of the proposed zoning amendments regarding home occupation and to schedule a public hearing and second reading at the June 17, 2024 City Council meeting.

XI. City Manager's Items Which Require Action:

1. Water Service Access Easement for Property Located at 686 Maplewood Avenue:

At its regularly scheduled meeting on February 15, 2024, the Planning Board granted Site Plan Review approval and a Conditional Use Permit for development within the Highway Noise Overlay District for the construction of a six-unit, single family residential condominium with associated infrastructure to be located at 686 Maplewood Avenue. As a part of the site plan approval, the Planning Board recommended the City Council accept a Water Service Access Easement over the parcel. This Water Service Access Easement will permit City staff to access the property for the purpose of leak detection and to turn valves in the case of an emergency.

Approvals were granted to the Islamic Society of the Seacoast Area, which has since sold the parcel to Chinburg Development, LLC. The applicants have provided the [attached deed](#) which conforms with the City's ordinary form for water service access easements. The Legal and Planning Departments have reviewed this document for form and recommend acceptance.

I recommend that the City Council authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from Chinburg Development, LLC contained in the agenda packet.

2. Water Service Access Easement for Property Located at 1155 Sagamore Avenue:

At its regularly scheduled meeting on December 21, 2023, the Planning Board granted Site Plan Review approval for the demolition of an existing structure and the construction of a four-unit, residential condominium with associated infrastructure to be located at 1155 Sagamore Avenue. As a part of the site plan approval, the Planning Board recommended the City Council accept a Water Service Access Easement over the parcel. This Water Service Access Easement will permit City staff to access the property for the purpose of leak detection and to turn valves in the case of an emergency.

Approvals were granted to Maureen Oakman and Michael Valinski, who have since sold the parcel to 1155 Sagamore Avenue CBC, LLC. The applicants have provided the [attached deed](#) which conforms with the City's ordinary form for water service access easements. The Legal and Planning Departments have reviewed this document for form and recommend acceptance.

I recommend that the City Council authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from 1155 Sagamore Avenue CBC, LLC contained in the agenda packet.

3. **Sidewalk Easement for Property located at 212 Woodbury Avenue:**

At its regularly scheduled meeting on April 20, 2023, the Planning Board granted preliminary and final subdivision approval for a lot relocation plan and site plan approval for the construction of an eight-unit condominium development with associated infrastructure to be located at 212 Woodbury Avenue. Following approval and the start of construction, it was discovered that a portion of the public sidewalk which was to be constructed by the applicant within the public right of way needed to be relocated to private property. This relocation was memorialized in amended site plan approval.

The Planning Board granted its original approval to Maple Heights Realty, LLC, who then conveyed the property to Chinburg Development, LLC.

The sidewalk easement area is depicted on the [attached drawing](#). The applicants have provided the [attached deed](#) which conforms with the City's ordinary form for sidewalk easements. The Legal and Planning Departments have reviewed this document for form and recommend acceptance.

I recommend that the City Council authorize the City Manager to accept and record a Sidewalk Easement Deed in substantially similar form to the easement deed from Chinburg Development, LLC contained in the agenda packet.

4. **Release of Sewer Easement and Acceptance of City Property Located at 2 Russell Street:**

At its regularly scheduled meeting on December 15, 2022, the Planning Board granted lot line revision approval to adjust boundary lines on three lots collectively located at 2 Russell Street to Port Harbor Land, LLC. As a part of the lot line adjustment approval, the Planning Board recommended the City Council release an existing sewer line easement and to accept three separate parcels of land which will facilitate the realignment of the intersections of Russell Street and Deer Street, and Russell Street and Market Street.

These conveyances are shown on the [attached drawing](#). The existing sewer easement to be released was granted to the City in 1936. The sewer line has since been relocated and a new easement granted, which is also shown on the attached drawing.

The text of each of these deeds are not included in the City Council packet as the specific terms are still being finalized by the property owner. The underlying approval will expire on June 15, 2024, and therefore the Legal Department requests the City Council approve the release of the 1936 sewer line easement and accept the three additions to the public right of way subject to the property owner (1) providing deeds to the City in a form

acceptable to the Legal Department and (2) providing adequate evidence of title in a form acceptable to the Legal Department.

I recommend that the City Council authorize the City Manager to execute and record a release of the 1936 sewer easement and accept and record the fee interest in three parcels, all as shown on the drawing included in the City Council packet. These conveyances are subject to the following conditions:

- (1) Property owner will provide deeds to the City in a form acceptable to the Legal Department and;*
- (2) Property owner will provide adequate evidence of title in a form acceptable to the Legal Department.*

XII. Consent Agenda:

A. Projecting Sign for 60 Penhallow Street:

Permission is being sought to install four projecting signs at [60 Penhallow Street](#) that extend over the public right of way, as follows:

Two signs as follows:

Sign dimensions: 42” diameter per sign

Sign area: 9.6 sq. ft. per sign

Third sign as follows: Sign dimensions: 36” diameter Sign area: 7.1 sq. ft.

Fourth sign as follows:

Sign dimensions: 2’ 2 ¾” x 5’ 4 ½” Sign area: 12 sq. ft.

The proposed signs comply 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 signs, 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.*

XVI. Approval of Grants/Donations:

1. **Acceptance of Community Development Block Grant Funds:**

The U.S. Department of Housing and Urban Development (HUD) has informed the City that a Community Development Block Grant (CDBG) in the amount of \$527,797, which is a decrease of \$1,749 from the current fiscal year, will be made available to Portsmouth for FY 2025. The grant funds are awarded annually and are used to carry out a variety of social services, public facility/infrastructure improvements, accessibility projects, and other CDBG-eligible projects targeted to benefit low-income populations in the City.

Note that the slight decrease in the funding award is a result of a decrease in congressional budget allocation for the CDBG program overall at the federal level and not a reflection of the City's performance.

I recommend that the City Council move to accept and expend a Community Development Block Grant in the amount of \$527,797 from the U.S. Department of Housing and Urban Development.

XVII. City Manager's Informational Items:

1. **Sherburne School Disposition Update:**

Enhancing the supply of housing choices is an important goal of the City Council in the coming year. In consideration of this priority and following the recommendation of the Housing Blue Ribbon Committee, a Request for Qualifications (RFQ) has been issued for the creation of permanent, below market rate housing on the municipal property located at 35 Sherburne Road. This RFQ seeks Letters of Interest with Statements of Qualifications from real estate development entities regarding their capacity to design and construct a project at this site. Responses will be accepted no later than 1 pm on June 7, 2024.

Additional information may be found on the City of Portsmouth website at: <https://www.cityofportsmouth.com/planportsmouth/housing/sherburne-school>.

2. **Fiscal Year 2025 Budget Resolutions:**

On June 3, 2024, as part of the adoption of the Fiscal Year 2025 budget, the City Council must adopt six (6) resolutions. [A pro forma or draft of each resolution is attached](#) for informational purposes in advance of action at the June 3, 2024 City Council Meeting. These draft resolutions will be adjusted as may be required by City Council action at the time of budget adoption.

Resolution No. 5-2024 adopts [Municipal Fees](#) that have been recommended by the Fee Committee. Councilors Tabor, Denton and Moreau sit on the Fee Committee.

The total revenue generated from these fees is estimated at \$2,474,600 and makes up approximately 1.7% of the total FY25 General Fund Revenues. These fees and recommendations for changes are also found in Appendix III of the budget document. Changes to any fees for FY25 are highlighted in gray.

Resolution No. 6-2024 is pertinent to General Fund expenditures. In this Resolution, the proposed appropriations for General Government, Police, Fire, School, Collective Bargaining, Transfer to Indoor Pool, Prescott Park, and Community Campus, as well as non-operating appropriations are listed separately.

Resolution No. 7-2024 is for the Water Fund. Likewise with the Sewer Fund, the Water Fund is an Enterprise Fund and as such the budget must be prepared based on a full accrual basis of accounting and in order to establish user rates, this Resolution includes the cash requirements necessary to fund expenses for the operations of the water system.

Resolution No. 8-2024 is for the Sewer Fund. Because the Sewer Fund is an Enterprise Fund, the budget must be prepared based on a full accrual basis of accounting and in order to establish user rates, the resolution includes the cash requirements necessary to fund expenses for the operations of the sewer system.

Resolution No. 9-2024 allows for the expenditure of Special Revenues funds, the Debt Service Fund associated with Betterment Assessments, the Housing Endowment Trust, and expenditures from Committed Fund Balance such as Leave at Termination and the Health Insurance Stabilization Fund. Special Revenues Funds are sums received to pay for specific purposes such as federal (including ARPA) funds, and State Grants and donations. Prior to spending these funds, grants and donations are accepted by the City Council.

Resolution No. 10-2024 allows for the adoption of an annual investment policy which by State statute is required annually by every city and town. The policy sets forth cash management and investment procedures. By state law, municipal money can only be invested in 100% collateralized vehicles such as Certificates of Deposit (CDs), money markets and Treasury notes.

ACCESS EASEMENT FOR WATER SERVICES

KNOW ALL MEN BY THESE PRESENTS, that **Chinburg Development, LLC** (“Grantor”), a New Hampshire limited liability company, with an address of 3 Penstock Way, Newmarket, New Hampshire 03857, for consideration received, grants to the **City of Portsmouth** (“Grantee”), a municipal body politic having a mailing address of 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire 03801, with **QUITCLAIM COVENANTS** an easement over, below, along, and across the premises described herein, located at 686 Maplewood Avenue, Portsmouth, County of Rockingham, State of New Hampshire, (Tax Assessor's Map No. 220, Lot 90), and being more particularly described as follows:

A certain tract or parcel of land with the buildings therein, as more particularly shown and described on a plan entitled, “Residential Development, Chinburg Development, 686 Maplewood Ave., Portsmouth, N.H.,” dated February 2023, as revised through April 20, 2023, prepared by Ambit Engineering, Inc., a division of Haley Ward, Inc., and recorded with Rockingham County Registry of Deeds as Plan #D-_____.

Meaning and intending to convey an easement over the premises conveyed to the within Grantor by Deed of Islamic Society of The Seacoast Area, ISSA (a/k/a Islamic Society of the Seacoast Area), dated March 21, 2024 and recorded in the Rockingham County Registry of Deeds at Book 6537, Page 2637.

Purpose and Rights: The Grantee shall have a perpetual, permanent uninterrupted and unobstructed nonexclusive easement for the purpose of enabling the City of Portsmouth to access private water infrastructure including mains, water shutoffs, and valves for the limited purpose of leak detection and similar infrastructure inspection services and for access to valves for purposes of turning on and shutting off municipal water service. Grantee shall have no responsibility for installation, maintenance, operation, or replacement of the water infrastructure.

Retained Rights: Grantor retains the right to freely use and enjoy its interest in the easement area insofar as the exercise thereof does not interfere with the purpose of this instrument.

Easement To Run With Land: All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators,

executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

This is an exempt transfer per R.S.A. 78-B:2(I).

IN WITNESS WHEREOF, the parties have executed this document on the ____ day of May, 2024.

Chinburg Development, LLC

Witness: _____

By: _____

Name: Eric J. Chinburg

Title: Manager

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

Personally appeared the above-named Eric J. Chinburg, in his capacity as Manager of Chinburg Development, LLC and acknowledged the foregoing instrument to be his free act and deed executed for the purposes contained therein.

Notary Public/Justice of the Peace

My commission expires: _____

ACCESS EASEMENT FOR WATER SERVICES

KNOW ALL MEN BY THESE PRESENTS, that – *1155 Sagamore Avenue CBC, LLC* - with an address of *76 State Street, Newburyport, Massachusetts, 01950*, for consideration received, grants to the City of Portsmouth, a municipal body politic having a mailing address of 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire 03801, with **QUITCLAIM COVENANTS** an easement over, below, along, and across the premises described herein, located at – *1155 Sagamore Avenue*, City of Portsmouth, County of Rockingham, State of New Hampshire, (Tax Assessor's Map No. 224, Lot 18), and being more particularly described as follows:

A certain tract or parcel of land with the buildings therein situated at 1155 Sagamore Avenue and shown on the “Build America Site Plan, dated August 2023, 1” = 20”” to be recorded herewith.

Meaning and intending to convey an easement over the premises conveyed to the within grantor by Deed of Michael A. Valinski and Maureen Oakman, dated 15 February 2024 and recorded in the Rockingham County Registry of Deeds at Book 6532, Page 1405.

Purpose and Rights: The Grantee shall have a perpetual, permanent uninterrupted and unobstructed nonexclusive easement for the purpose of enabling the City of Portsmouth to access private water infrastructure including mains, water shutoffs, and valves for the limited purpose of leak detection and similar infrastructure inspection services and for access to valves for purposes of turning on and shutting off municipal water service. Grantee shall have no responsibility for installation, maintenance, operation, or replacement of the water infrastructure.

Retained Rights: Grantor retains the right to freely use and enjoy its interest in the easement area insofar as the exercise thereof does not interfere with the purpose of this instrument.

Easement To Run With Land: All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

This is an exempt transfer per R.S.A. 78-B:2(I).

IN WITNESS WHEREOF, the parties have executed this document on the 20th day of March, 2024.

IDENTIFY OWNER

Witness: _____

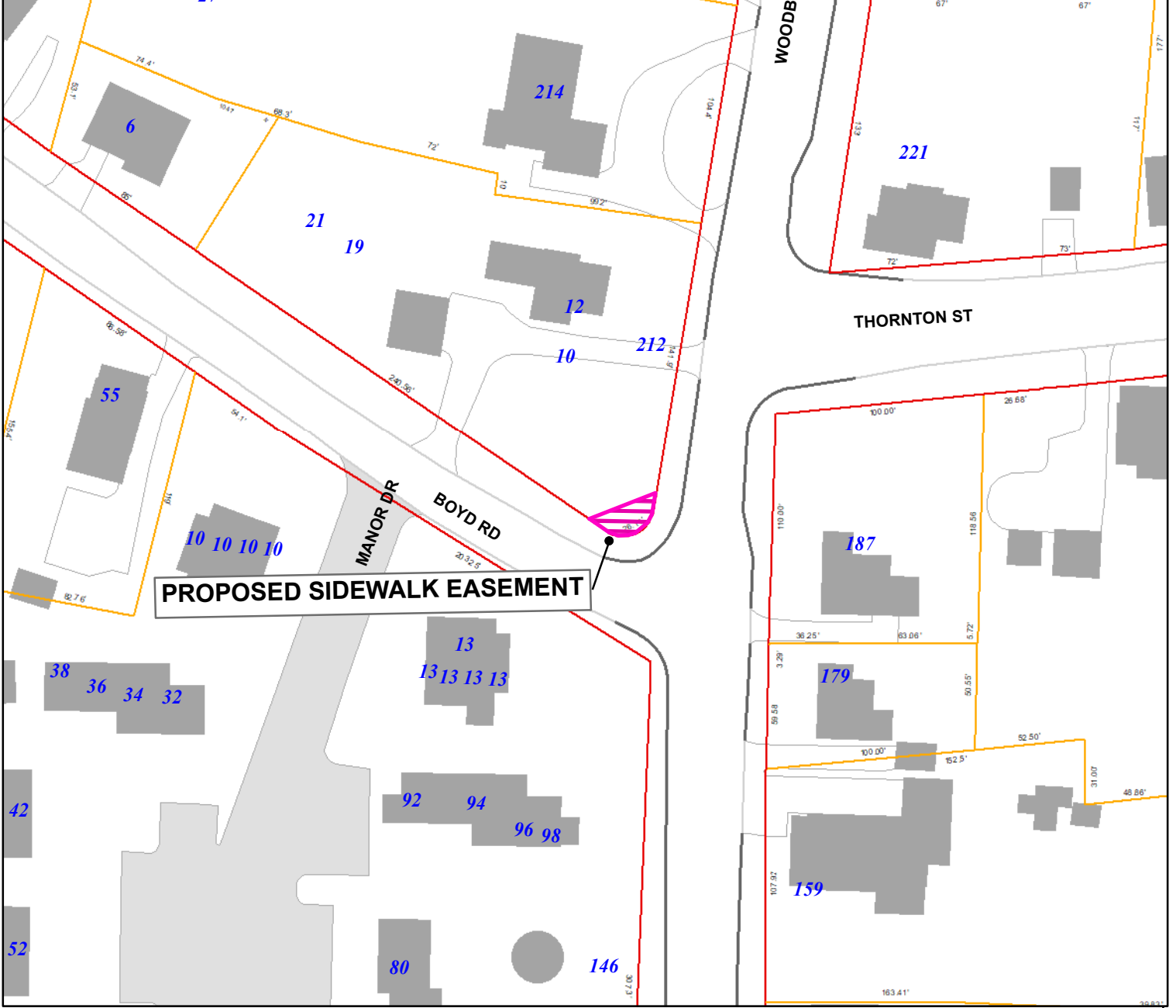
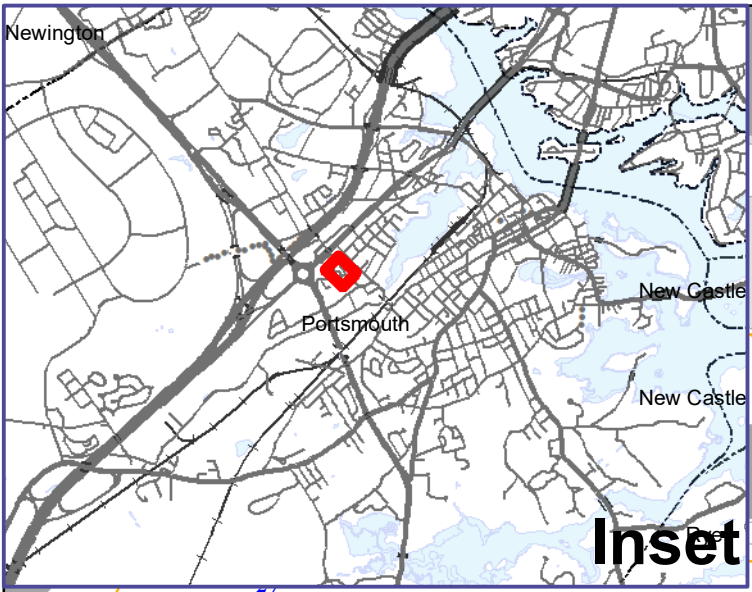
By: _____
Name: David Kennedy, its manager

STATE OF MASSACHUSETTS
COUNTY OF ESSEX

Personally appeared the above-named David Kennedy, in his capacity of Manager and acknowledged the foregoing instrument to be his free act and deed executed for the purposes contained therein.

Notary Public: Tracy Knowlton
My commission expires: 6/7/2024





**212 Woodbury Avenue
Proposed Sidewalk Easement**



Return to:
City of Portsmouth
1 Junkins Ave
Portsmouth, NH 03801

SIDEWALK EASEMENT DEED

Chinburg Development, LLC, a New Hampshire limited liability company with a mailing address of 3 Penstock Way, Newmarket, Rockingham County, New Hampshire 03857, hereinafter “Grantor”, for consideration paid, grants to the **CITY OF PORTSMOUTH**, a municipal body politic, having a mailing address of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, hereinafter, "Grantee," with QUITCLAIM COVENANTS, the following easements with respect to Grantor's real property situate on the west side of Woodbury Avenue in the City of Portsmouth, State of New Hampshire:

1. **Permanent Easement Area**. A permanent easement for the purpose of a installing and maintaining a public sidewalk over the land of GRANTOR as shown on a plan entitled, being shown on the plan entitled “Easement Plan, Tax Map 175, Lot 1, Grapevine Run, 212 Woodbury Ave. Portsmouth, NH 03801,” prepared for Chinburg Development, LLC by Jones & Beach Engineers, Inc., dated January 5, 2022, revised through October 2, 2023, and recorded at the Rockingham County Registry of Deeds as Plan D- _____ (“the Plan”), as more particularly described in **Exhibit A** attached hereto.
2. **Temporary Easement Area for Construction Purposes**: The Grantee shall have a temporary construction easement consisting of 10 feet on either side of the Permanent Easement Area as shown on the Plan for purposes of installing and maintaining the path.
3. **Purpose and Rights**: The Grantee shall have a permanent and exclusive easement and right of way in, under, across and over the Permanent Easement Area for the purpose of installing and maintaining a public sidewalk. The Grantee shall have the right to remove trees, bushes, undergrowth and other obstructions interfering with the activities authorized herein and to take such other actions as may be necessary, useful or convenient for the enjoyment of the easement rights herein granted. The Grantee shall have exclusive responsibility for maintaining the public sidewalk.
4. **Grantee's Responsibility to Restore**: Disturbed areas within the Temporary Easement Area shall be restored at the Grantee's expense.

5. **Grantor's Retained Rights:** Grantor retains the right to freely use and enjoy its interest in the Permanent Easement Area and the Temporary Easement Area insofar as the exercise thereof does not endanger or interfere with the purpose of this instrument. Grantor shall not, however, erect any building, shed, deck or other structure within the Permanent Easement Area or change the grade or slope. Grantor shall not install any pipes under Permanent Easement Area without prior written consent of the Grantee.
6. **Personal Property.** It is agreed that any facilities installed by the Grantee within the Permanent Easement Area, whether fixed to the realty or not, shall be and remain the property of the Grantee.
7. **Easement to Run with Land:** All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

MEANING AND INTENDING to convey an easement over a portion of the premises conveyed to the within Grantor by deed of Maple Heights Realty LLC dated August 24, 2023 and recorded in Book 6503, Page 2449 of the Rockingham County Registry of Deeds.

This is an exempt transfer per RSA 78-B:2(I).

[Signature continues on next page.]

Executed this 30 day of April, 2024.


Chinburg Development, LLC

By: 
Eric J. Chinburg, Manager

STATE OF NEW HAMPSHIRE
ROCKINGHAM, SS

The instrument was acknowledged before me on April 30, 2024, by Eric J. Chinburg, as the duly authorized Manager of Chinburg Development, LLC.




Notary Public
My Commission Expires: 6-5-2024

City of Portsmouth, New Hampshire

Witness

By: _____
Karen S. Conard, City Manager

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Karen S. Conard, as the duly authorized City Manager of the City of Portsmouth New Hampshire.

(Seal, if any)

(Signature of notarial officer)
Notary Public/Justice of the Peace

Exhibit A

Legal Description of the Easement Area

A non-exclusive public pedestrian on land in Portsmouth, Rockingham County, being shown on the plan entitled "Easement Plan, Tax Map 175, Lot 1, Grapevine Rune, 212 Woodbury Ave. Portsmouth, NH 03801," prepared for Chinburg Development, LLC by Jones & Beach Engineers, Inc., dated January 5, 2022, revised through December 18, 2023, and recorded at the Rockingham County Registry of Deeds as Plan D- _____ ("the Plan") as more particularly described as follows:

Beginning at a point on the northerly side of Boyd Road, so called, said point being $N77^{\circ}56'40''E$ a distance of 224.66 feet from and iron rod at land now or formerly of Chinburg Development LLC;

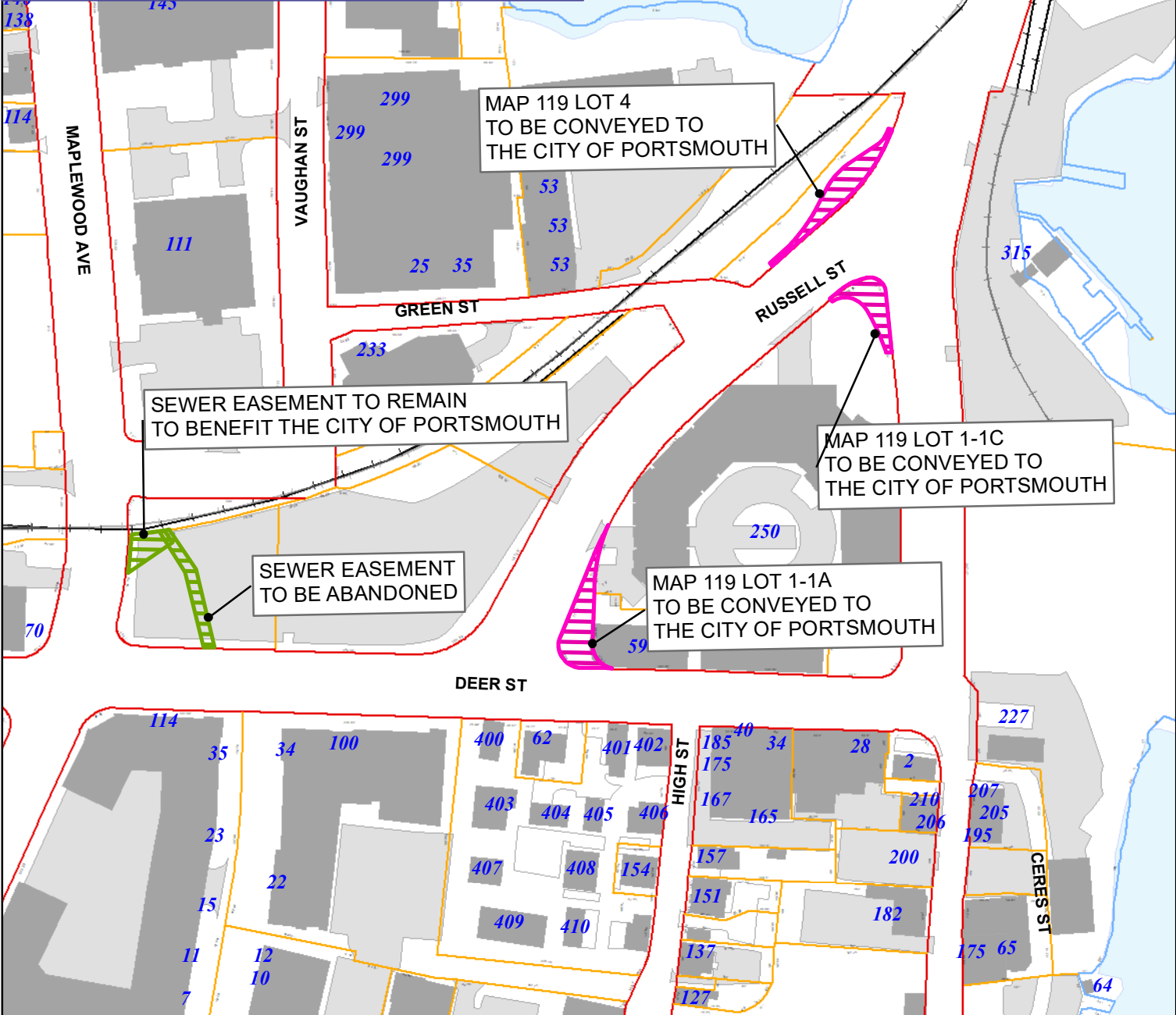
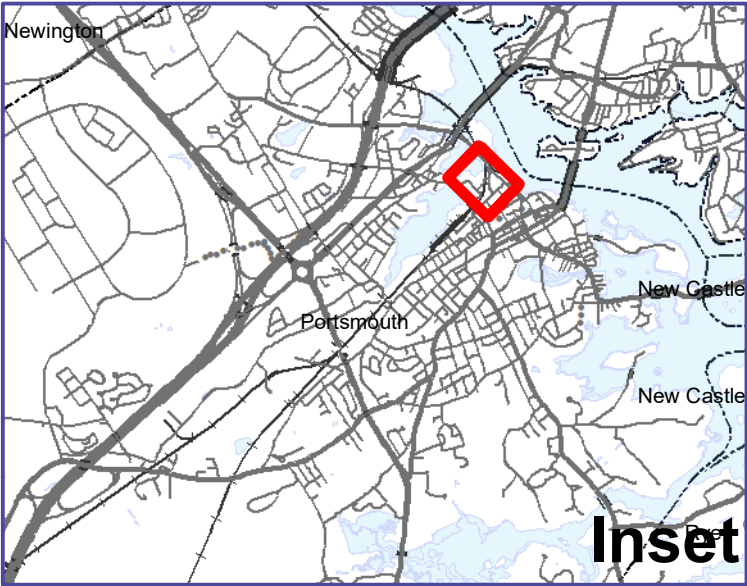
thence running $N77^{\circ}56'40''E$ along said Boyd Road a distance of 13.89 feet;

thence running along a curve to the left a distance of 25.59 feet to an iron pipe, said curve having a radius of 12.70 feet, a chord bearing of $N20^{\circ}13'25''E$, a chord length of 21.47 feet, and making an included angle of $115^{\circ}26'31''$;

thence running $N37^{\circ}29'50''W$ a distance of 6.60 feet;

thence turning and running $S30^{\circ}59'14''W$ a distance of 33.00 feet to the point of beginning.

Said easement having an area of 317 Square Feet, or 0.007 Acres.




**Russell Street
Easements and Land Transfer**



MEMORANDUM

TO: Karen Conard, City Manager

FROM: Peter Britz, Planning & Sustainability Director 

DATE: May 3, 2024

RE: City Council Referral – Projecting Signs
Address: 60 Penhallow Street
Business Name: Hearth Market, LLC
Business Owner: Mark McNabb

Permission is being sought to install four projecting signs that extend over the public right of way, as follows:

Two signs as follows:

Sign dimensions: 42" diameter per sign

Sign area: 9.6 sq. ft. per sign

Third sign as follows:

Sign dimensions: 36" diameter

Sign area: 7.1 sq. ft.

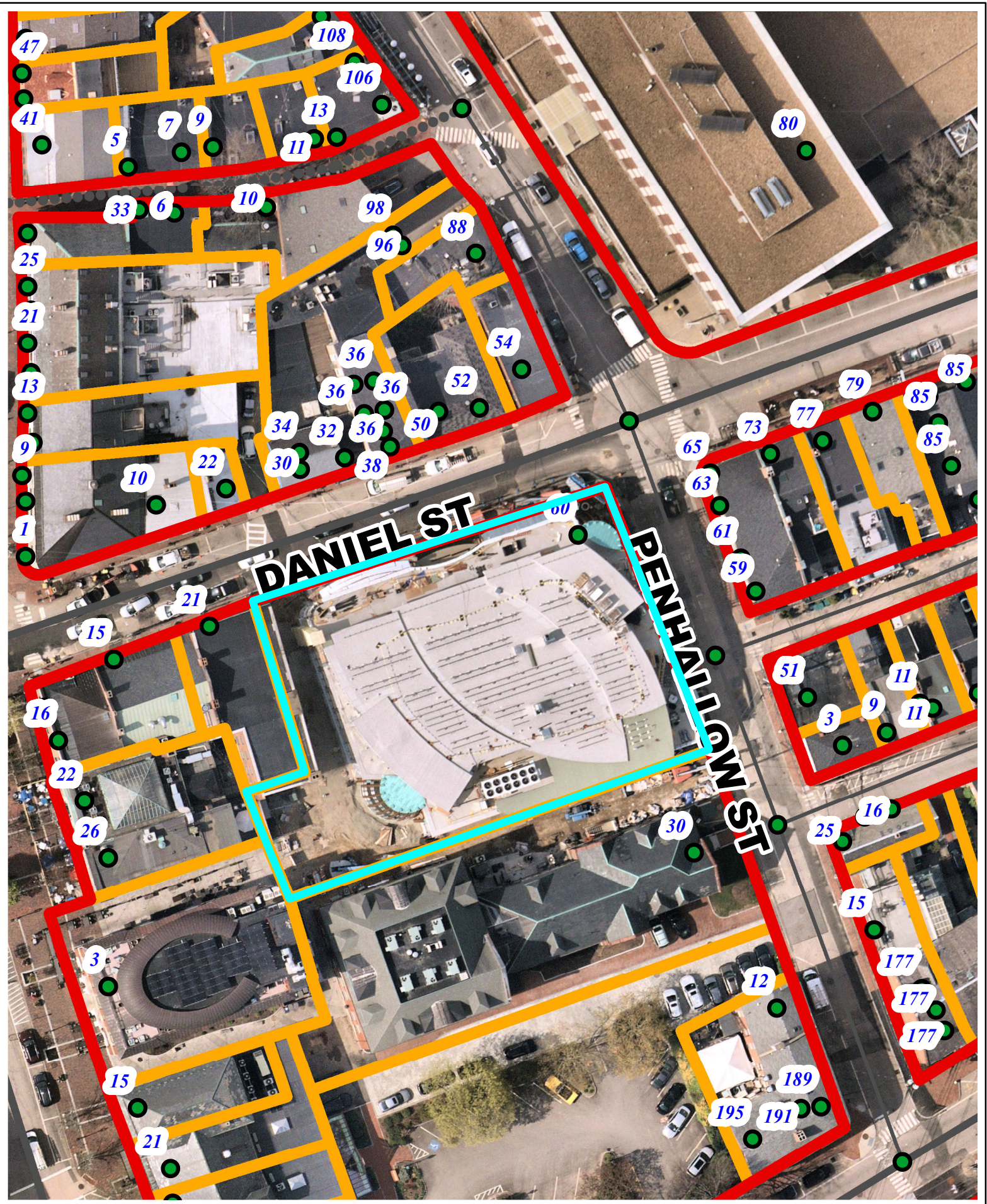
Fourth sign as follows:

Sign dimensions: 2' 2 3/4" x 5' 4 1/2"

Sign area: 12 sq. ft.

The proposed signs comply 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:

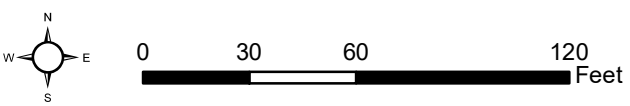
1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the signs, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or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



DANIEL ST

PENHALLOW ST

60



**Request for license
60 Penhallow Street**

60 PENHALLOW STREET



DRAWING LIST

- C.0 COVER SHEET
- S.1 EXISTING STREET SIGNAGE & PROPOSED LOCATION NEW
- S.2 PROPOSED SIGNAGE AT HEARTH
- S.3 PROPOSED SIGNAGE AT PIZZA TAKE-OUT
- S.4 PROPOSED SIGNAGE AT TAKE-OUT
- S.5 PROPOSED SIGNAGE AT LUSH LIFE/WINE SHOP

SIGNAGE 60 PENHALLOW STREET- HEARTH MARKET REVISED: MAY 2, 2024



COVER SHEET

60 PENHALLOW STREET at BRICK MARKET

C-0

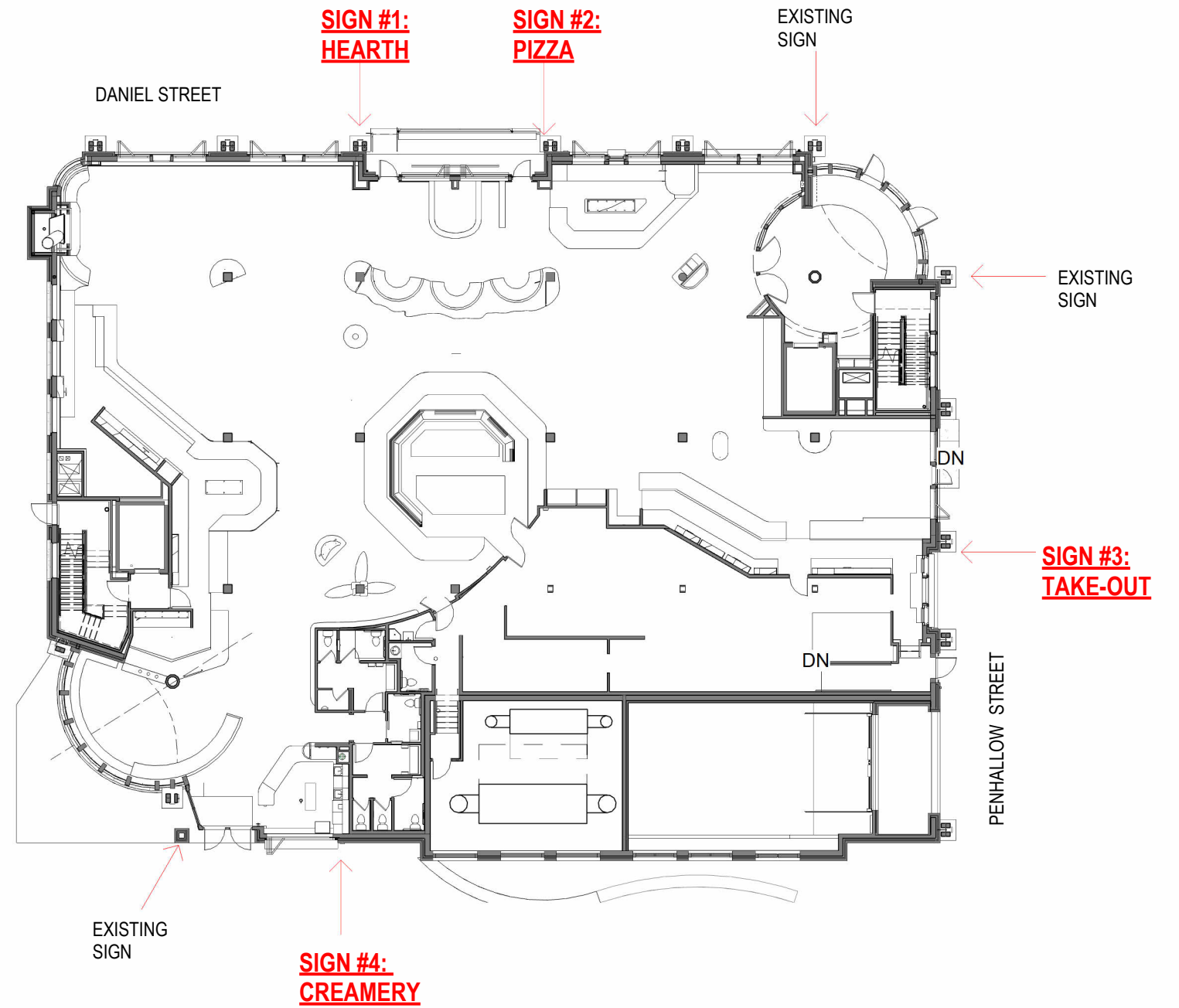
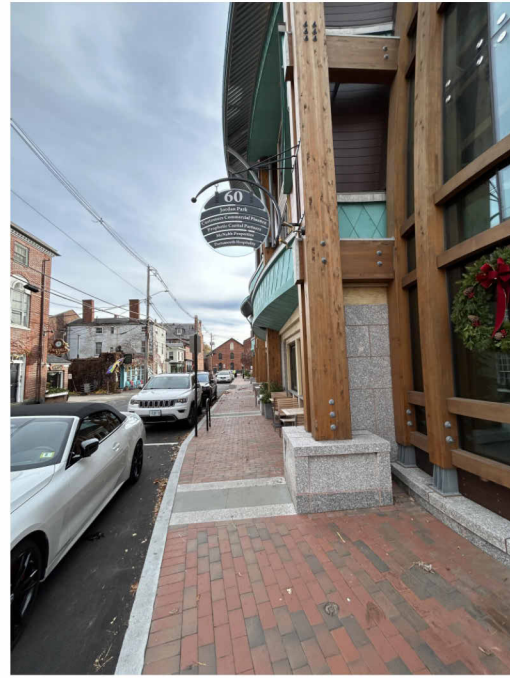
5/02/2024
PROJECT NO:1018



EXISTING WOODEN SIGN, METAL BRACKET AND LIGHTING TO BE BASIS OF DESIGN FOR PROPOSED NEW SIGNS AT PIZZA, TAKE-OUT & CREAMERY

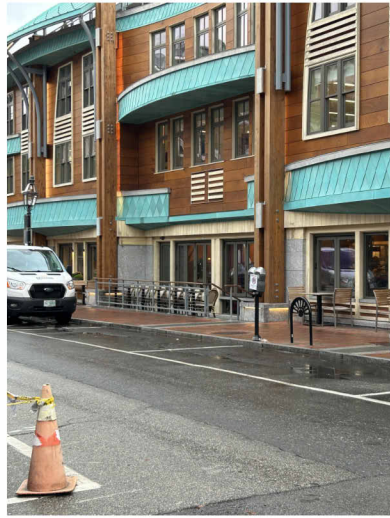


EXISTING EXTERIOR SIGNAGE



PROPOSED LOCATIONS OF NEW SIGNAGE AT 60 PENHALLOW STREET

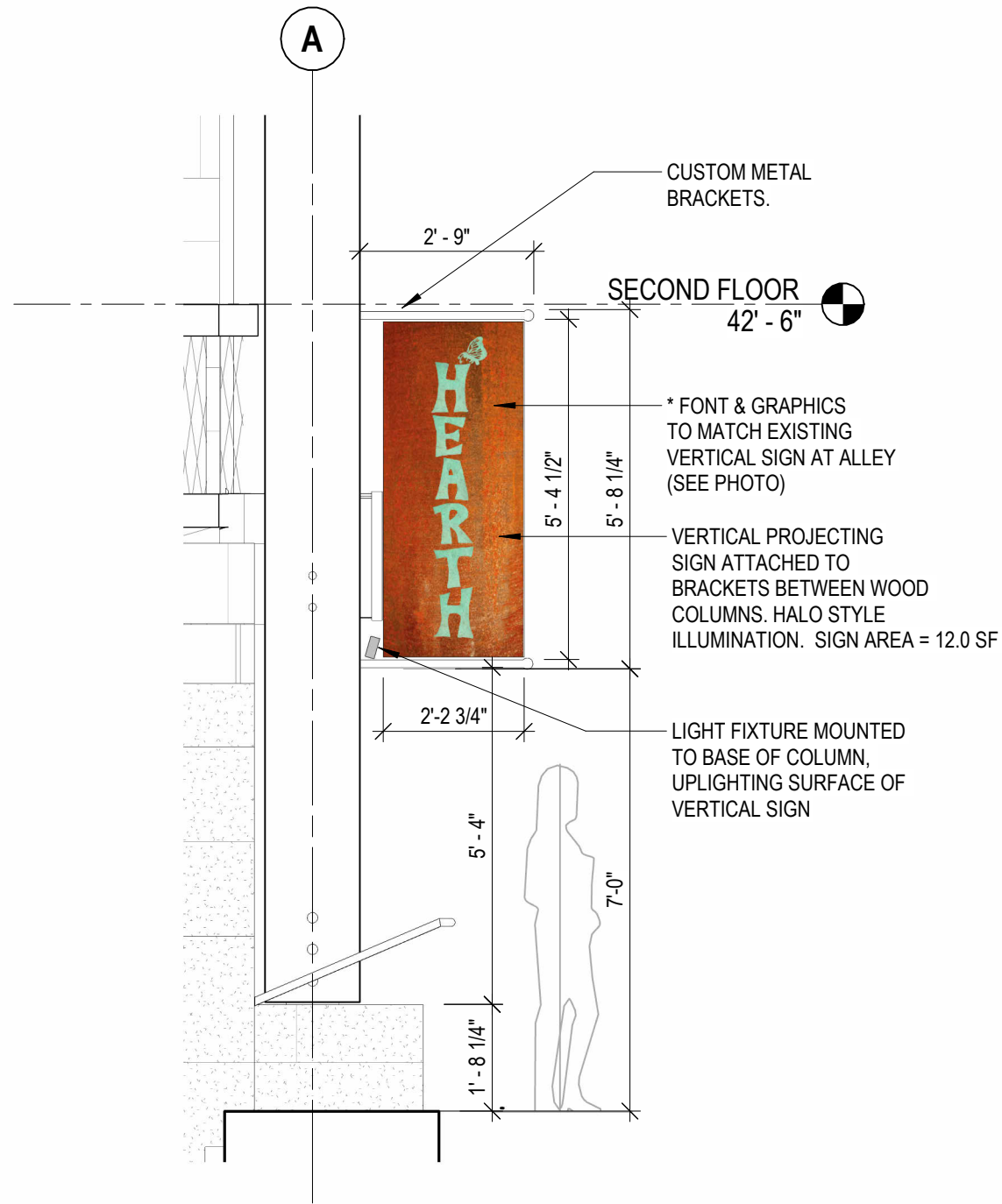




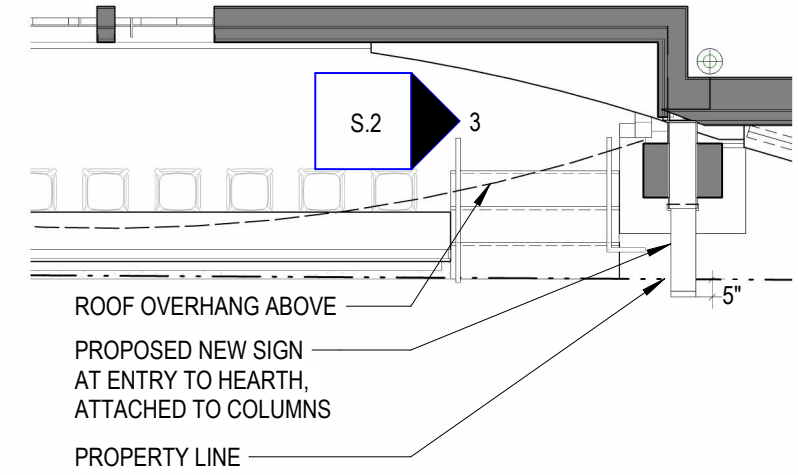
EXISTING ENTRY TO HEARTH MARKET ON DANIEL ST.



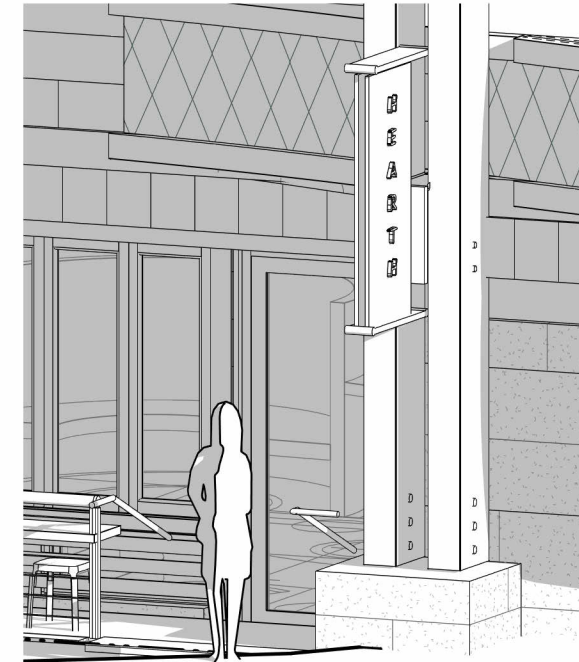
VERTICAL FORMAT SIGN WITH HALO STYLE ILLUMINATION AT ALLEY



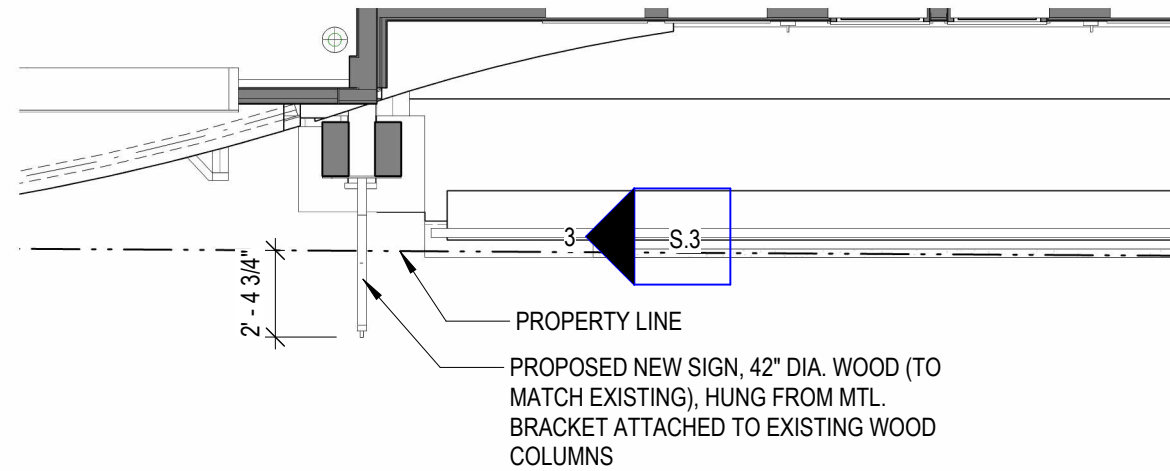
3 PROPOSED HEARTH SIGN #1
3/8" = 1'-0"



2 PLAN VIEW - HEARTH ENTRY SIGN #1 LOCATION
3/16" = 1'-0"

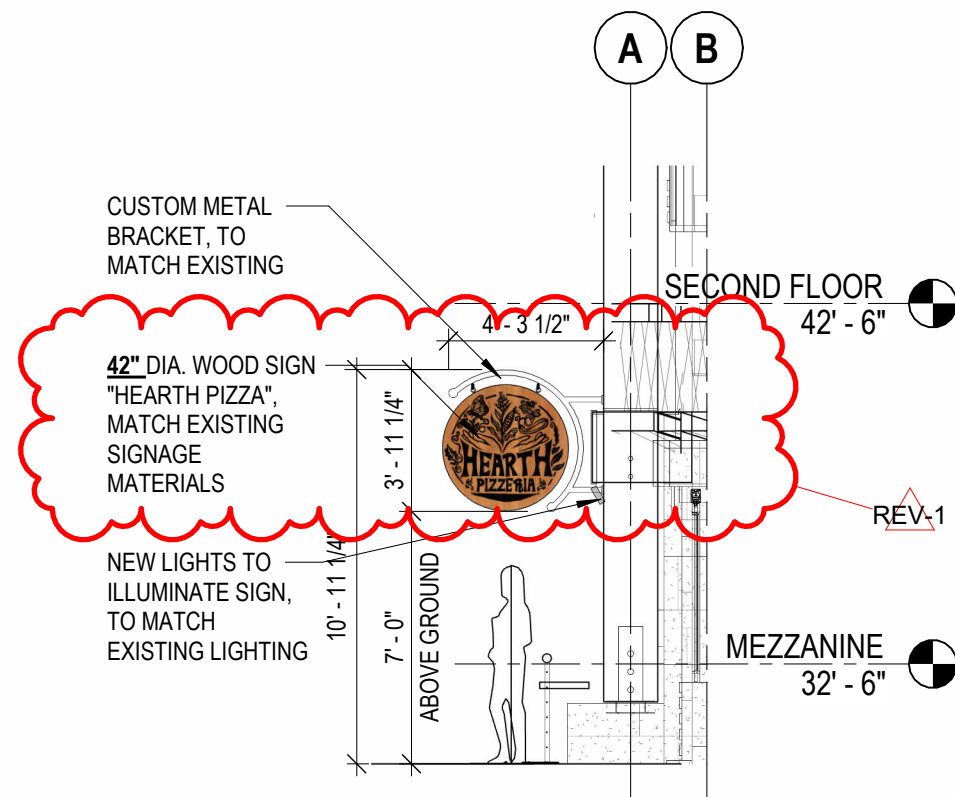


1 "HEARTH" SIGN #1 AT DANIEL ST. ENTRY



2 PLAN VIEW - "HEARTH PIZZA" SIGN #2 LOCATION
 3/16" = 1'-0"

EXISTING TAKE-OUT WINDOW AT PIZZA SHOP



3 PROPOSED PIZZA SIGN #2
 3/16" = 1'-0"



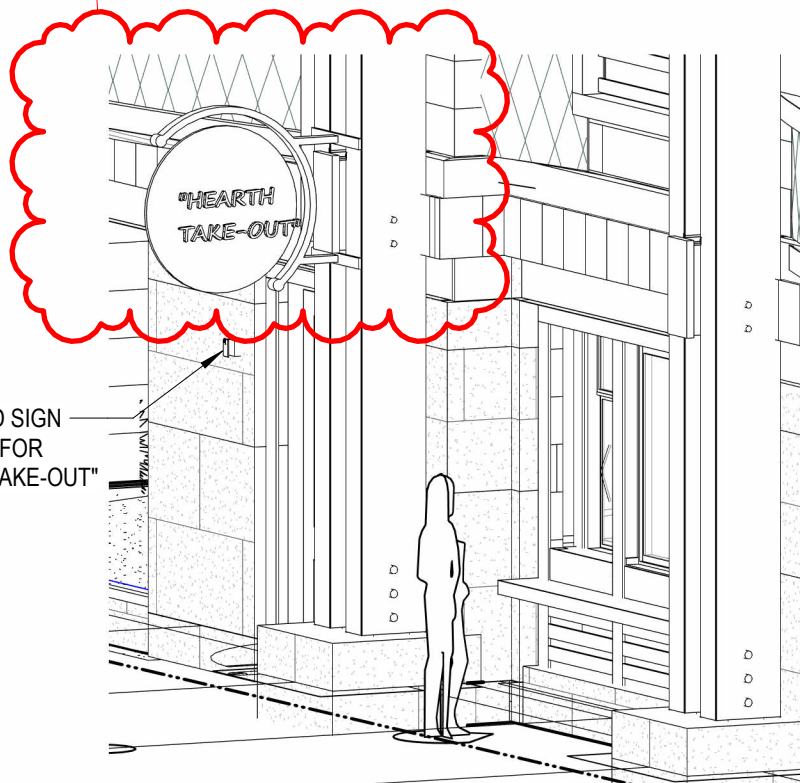
1 PROPOSED SIGN #2 - "HEARTH PIZZA"





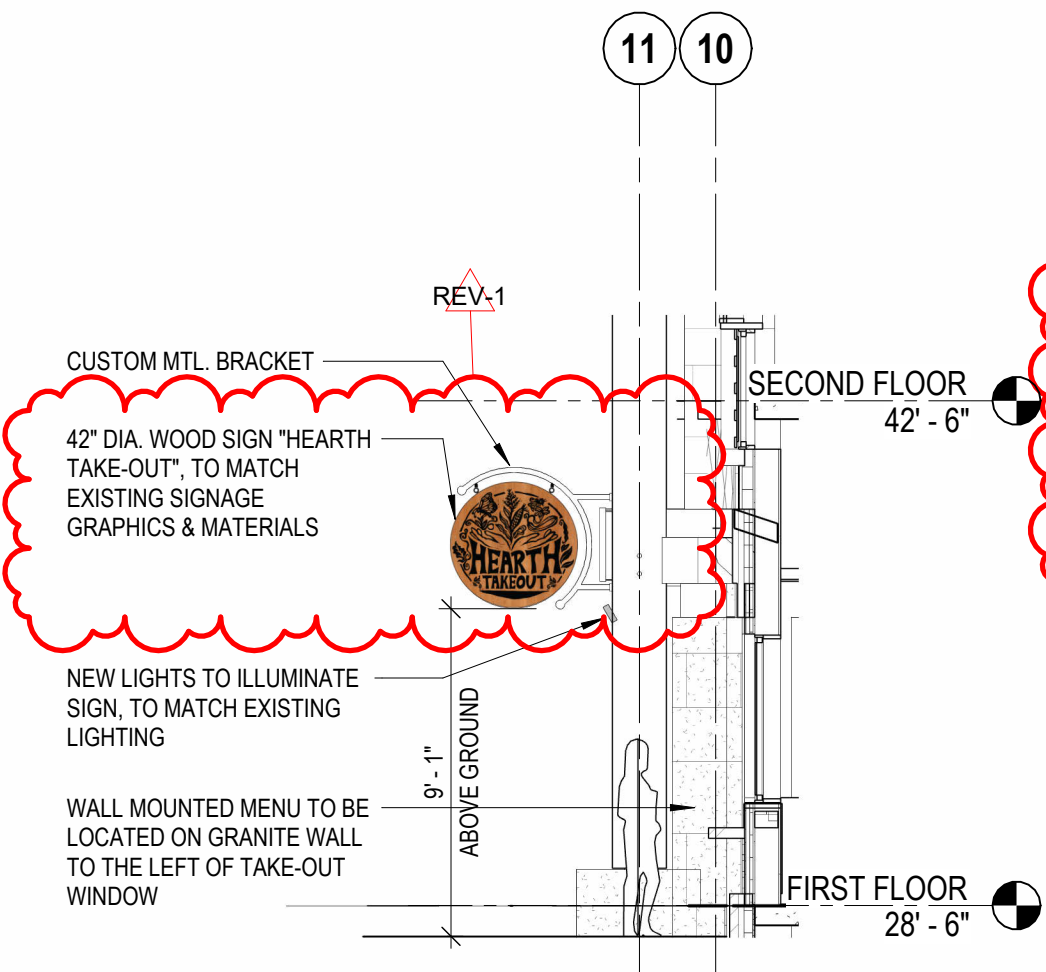
REV-1

EXISTING TAKE-OUT WINDOW



PROPOSED SIGN LOCATION FOR "HEARTH TAKE-OUT"

3 TAKE OUT SIGN #3 AT PENHALLOW ST.



11 10

REV-1

CUSTOM MTL. BRACKET

42" DIA. WOOD SIGN "HEARTH TAKE-OUT", TO MATCH EXISTING SIGNAGE GRAPHICS & MATERIALS

NEW LIGHTS TO ILLUMINATE SIGN, TO MATCH EXISTING LIGHTING

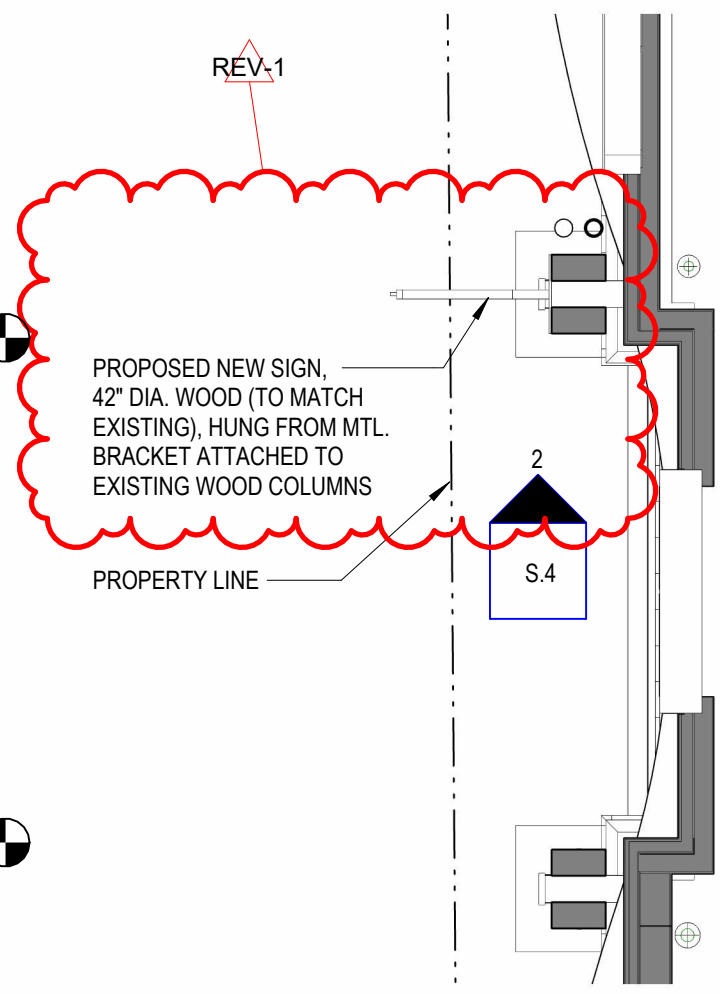
WALL MOUNTED MENU TO BE LOCATED ON GRANITE WALL TO THE LEFT OF TAKE-OUT WINDOW

9'-1" ABOVE GROUND

SECOND FLOOR 42' - 6"

FIRST FLOOR 28' - 6"

2 PROPOSED "HEARTH TAKE-OUT" SIGN #3
3/16" = 1'-0"



REV-1

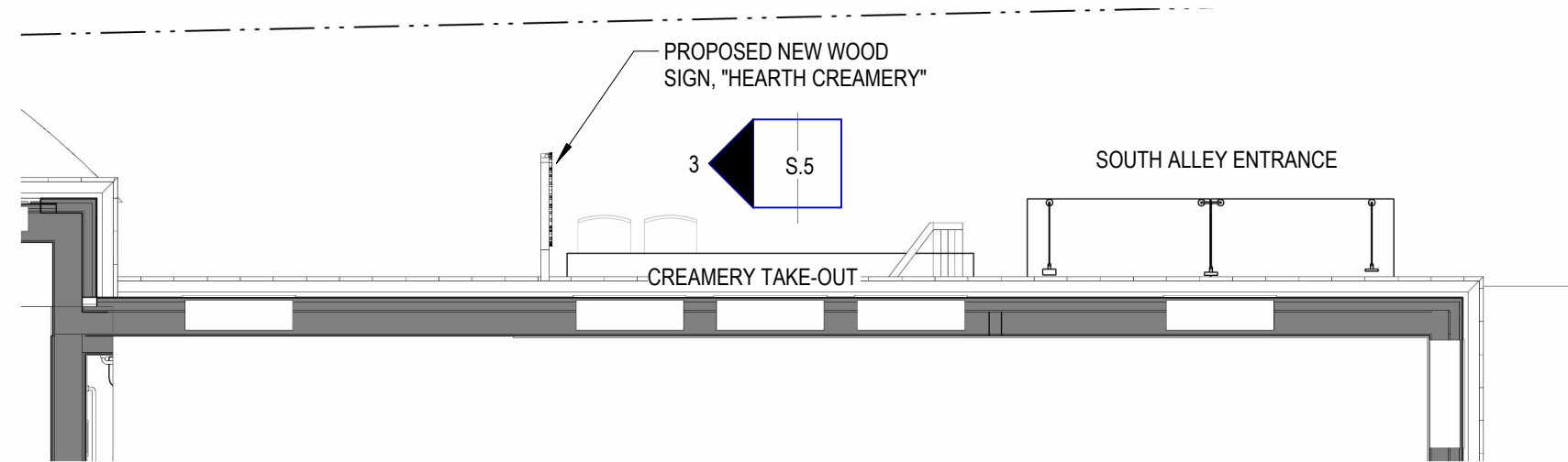
PROPOSED NEW SIGN, 42" DIA. WOOD (TO MATCH EXISTING), HUNG FROM MTL. BRACKET ATTACHED TO EXISTING WOOD COLUMNS

PROPERTY LINE

2 S.4

1 PLAN VIEW- "HEARTH TAKE-OUT" SIGN #3
3/16" = 1'-0"

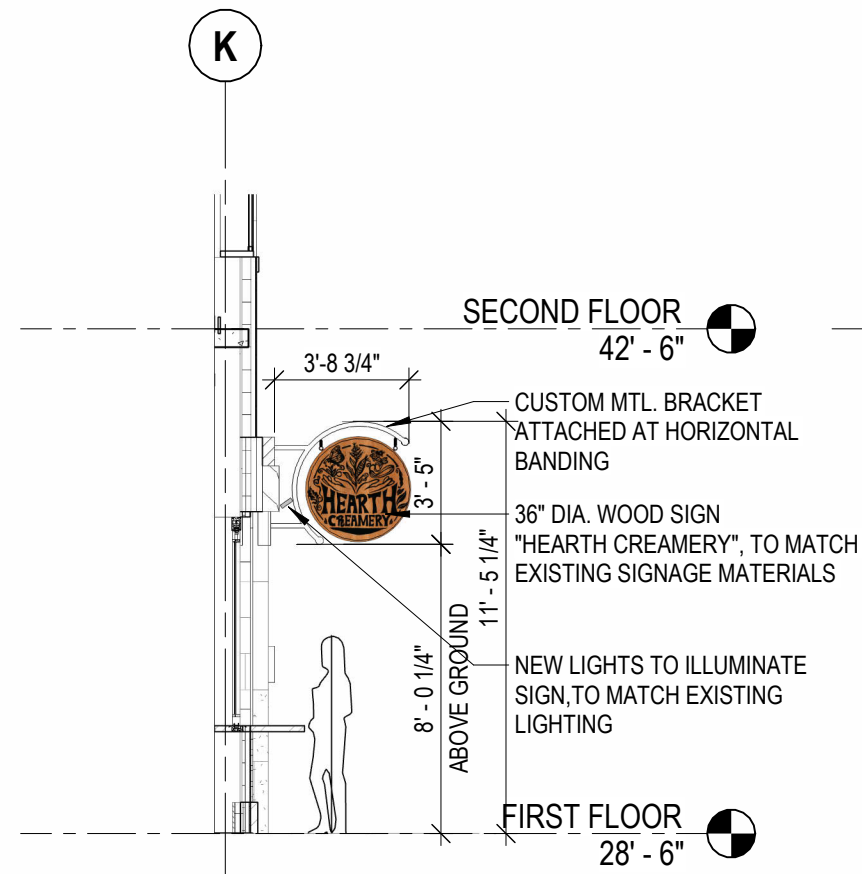




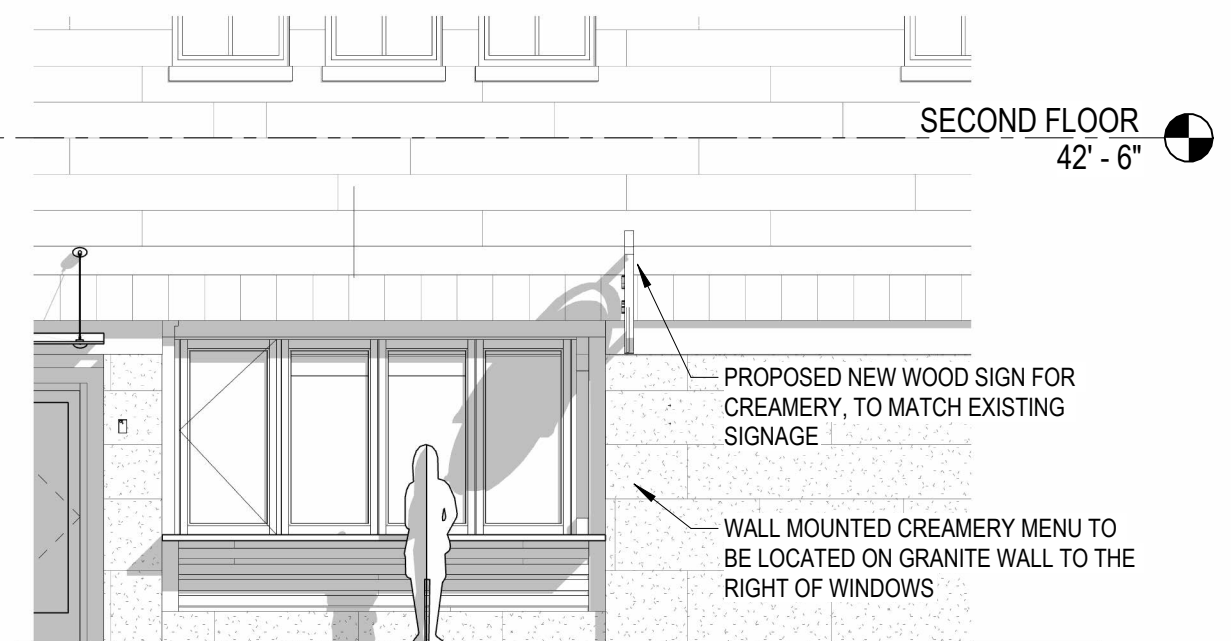
2 PLAN VIEW - "HEARTH CREAMERY" SIGN #4 LOCATION
 3/16" = 1'-0"



EXISTING ENTRY AT "LUSH LIFE"



3 PROPOSED "HEARTH CREAMERY" SIGN #4
 3/16" = 1'-0"



1 SOUTH ALLEY ELEVATION- PROPOSED NEW SIGN #4 LOCATION
 3/16" = 1'-0"





Bryan J Curley, Logistics Chair
2024 Veterans Count 5K Road Race
29 Prescott Rd Brentwood, NH 03833
bryan@restoraclaim.com cell: 603-714-4485

May 10th 2024

Mr. Paul Brean, Executive Director
Pease Development Authority
55 International Dr
Portsmouth, New Hampshire 03801

Dear Ms. Conard:

Veterans Count is seeking the appropriate approvals for our Pack & Boots 5K Road Race sponsored by the Seacoast Veterans Count, an affiliate of Easter Seals-NH. The event will be at Pease Tradeport and we have already initiated discussion with them through Chasen Congreves. We offer the following information, and will follow all the details from our May 17, 2014, July 4, 2022, & July 4, 2024 road races, following the same route.

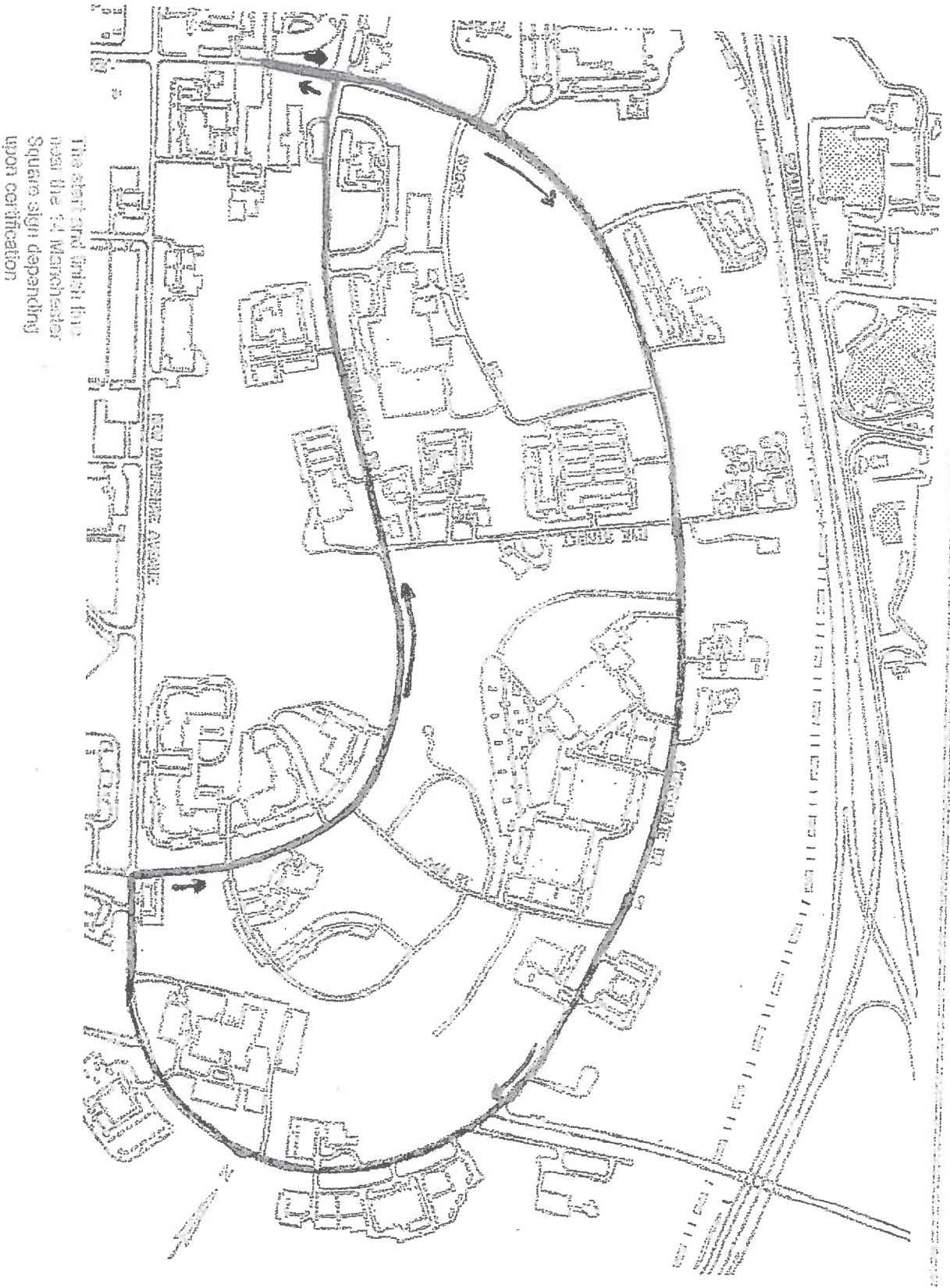
- DATE/TIME:** September 22nd 2024 with an 8:00 am start with the 1-mile Pack & Boots race restricted to the immediate area of 14 Manchester Square followed at 8:30 am with the 5K road race (times may be earlier).
- LOCATION:** The 5k portion's location will be the same as the race we sponsored in 2023 and late year. The beginning of the race will be in front of 14 Manchester Square and will cross International Drive on to Corporate Drive and stay on Corporate Drive until it intersects again with International Drive. The race will go on International Drive until turning back on to Manchester Square to the finish line. We have developed the 1-mile survival run which goes about a half mile onto Corporate Drive and back to Manchester Square.
- ATTENDEES:** We are hoping for about 300 runners in the 5K and possibly 30 in the Pack & Boots race.
- TIMEFRAME:** We anticipate being cleaned and off premises at 11:00 am.
- FOOD:** As in the past we will have donated off-site prepared food, we will seek the appropriate permits and information. There will be no alcohol at this event.
- SANITATION:** We will have the appropriate number of porta-potties on site, working with the Portsmouth Health Officials.
- POLICE:** We will work with the Portsmouth Police Department to have details as required as we have previously.

I am available at the above contact information for further questions or if you wish me to attend a logistics meeting with the City Officials.

Thanks!
Bryan Curley

CC: Jeff Chidester (Race Director)
Kathy Richard (Easter Seals)
(Logistics Team)
Chasen Congreves (PDA)
Attachment: COI City of Portsmouth

Pack & Boots Road Race Map
Veterans Count
July 4, 2023



City of Portsmouth Community Event Application

Event Title: Pack & Boots 5K Rd Race and 1 Mile Survival Run	Event Date: September 22, 2024	Event Time: 8:00am - 11:00am (latest)
Organization Hosting Event: Veterans Count - Seacoast (Easter Seals NH)	Event Organizer Contact Information: Bryan Curley 603-714-4485 Logistics Chair	Website: vetscount.org
Event Location (must include map): (map attached) The 5K portions location will be the same as the race we sponsored in 2014 and late year. The beginning of the race will be in front of 14 Manchester Square and will cross International Drive on to Coporate Drive and stay on Corporate Drive until it intersects again with International Drive. The race will go on International Drive until turning back on to Manchster Square to the finish line. We have developed the 1-mile survival run which goes about a half mile onto Corporate Drive and back to Mancester Square		
Anticipated Number of Participants: We are hoping for up to 300 racers for the 5K and about 30 for the Survival Run		
Describe your event in detail: A road race... 1-5K and 1-1 mile and both are explained above and on the attached. We have permissions for the parking lots, will secure Portsmouth Police for traffic control, we contract with a company to place porta potties and a wash station, we have food in manufacturer wrapped packages (no vendors) We have utilized the exact course for our road races on May 17 2014 and July 4th 2022, and 2023. We formerly utilized the downtown road race route, but opted to move to the Tradeport.		
Additional Information:		

***Please indicate if you will require the following at your event:**

- | | |
|---|--|
| <input type="checkbox"/> Amplification

<input type="checkbox"/> Street Closure | <input type="checkbox"/> Food vendors

<input type="checkbox"/> Liquor / Alcohol of any sort |
|---|--|

CITY COUNCIL E-MAILS

Received: May 6, 2024 (after 5:00 p.m.) – May 16, 2024 (before 9:00 a.m.)

May 20, 2024 Council Meeting

Submitted on Mon, 05/06/2024 - 17:28

First Name

Kimberly

Last Name

Gass

Email

kimberlygass@gmail.com

Address

HILLSIDE DRIVE

Message

Good afternoon, I'm writing to ask when Hillside Drive residents can expect the Greenleaf sidewalk to be installed? As a neighborhood, we have been left without safe access to town. Can you please provide an update with expected completion dates?

Thank you!

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Mon, 05/06/2024 - 17:52

First Name

Michael

Last Name

Gass

Email

gassmike@gmail.com

Address

120 Hillside Drive

Message

Hello Council members,

I am writing to remind the council of the topic of installing a new sidewalk on Greenleaf Avenue to allow for and provide safe routes of egress from our neighborhood to the lights at South Street and Middle. I was present for the idea being voted in favor of when it came time to add it to the budget and am hoping that work will commence soon so that we may have safe passage out of our neighborhood without having to cross Greenleaf Avenue. The speed monitoring signs have made little difference to the rate at which cars travel down the road from Middle toward Route 1.

Thank you,

Michael and Kimberly Gass

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Wed, 05/08/2024 - 09:51

First Name

Chris

Last Name

Rose

Email

crose@sau52.org

Address

155 Parrott Avenue

Message

Good morning, Portsmouth City Council Members:

Ms. Stonerook and I were talking last night and this morning about how great the council meeting was for our students. We work together really hard to try to make our science curriculum seem "real" while also focusing on solutions to some of the content we teach. For our 8th graders to see/hear that their recommendations were not only read by their elected officials, but commented upon, requested for further information, and discussed the opportunities moving forward with city-owned properties to invest in solar energy made their ideas feel valued and taken seriously. The attention and feedback from the council was so greatly appreciated and supportive.

I specifically wrote down Mayor McEachern quote that “it takes the council 7 times to hear a message” (not a direct quote) before acting upon it. This reinforced to Ms. Stonerook and me that we will continue to forward the ideas and recommendations from our 8th graders as a means to investigate the investments the city MUST MAKE to avoid some of the most dire science-based predictions from a carbon-centric energy system.

I wrote down some notes to follow-up what the council recommended. We will try to address those with Councilor Denton directly (if that is OK). One thing that our students did present in their plans are ways that municipalities can offset some of the initial investments required of their solar plans; such as the 30% federal rebate program offered to municipalities that Councilor Tabor referenced. Each of the students were aware that \$1-\$30 million dollar investments are not easy for taxpayers to absorb. However, we also wondered in class what the costs will be if we continue to see storm events like this past December/January to the city and lost revenues from increasingly “snow-less” winters which are a major economic driver for our state (a Victorian holiday season doesn’t “feel” the same when the temperatures are in the 50s).

I’ve talked to a couple students already who are interested in providing answers to the questions that were asked. We will work on providing that follow up.

Sincerely and with great appreciation,

Chris Rose

Expedition 8 – Team Leader

Science Teacher

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Tue, 05/14/2024 - 12:50

First Name

John

Last Name

Kerrigan

Email

johnkerr1@comcast.net

Address

3202 Lafayette Road

Message

I have lived in Portsmouth since 1952. bought my house in 1966. The taxes keep going up and soon I will not be able to afford to live here, how about slowing down and giving us a brake. I cannot keep paying my taxes much longer.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Tue, 05/14/2024 - 21:28

First Name

Erik

Last Name

Anderson

Email

andy42152@aol.com

Address

38 Georges Terrace

Message

Dear City Councilors,

As stated in my verbal public comments at the 5/13/24 city budget public hearing this subject is without doubt the most important responsibility you have as a city council.

While my comments were brief at the meeting a more focused opinion of the proposed budget can be expressed in this message.

As a consistent observation through the various sections of this lengthy document it reveals that in either the expenditure or revenue segments from a 2023 and previous years budgets that there is an overestimate of a proposed budget to an actual final budget. As said, in either the expenditure proposed estimate or a proposed revenue estimate both result in either a respective overestimate or a underestimate in each category. The result of this observation is that the taxpayer is overcharged in their taxes annually with minimal prospect of getting any benefit from that overcharge.. This is observed in reviewing pages 119, 133, and other pages of the document. It results in accumulating \$18,168,567 in Unassigned Fund Balance revenues as of 6/30/23, pg 125 which in opinion can be used for more than 1,000,000 as proposed in the 2025 budget, pg 139.. While there are a variety of segments of the 2025 proposed budget that can be reduced, past experience with suggestions have gone deaf and its in your hands for responsible recommendations.

In the Annual Comprehensive Financial Report (ACFR) it states on Pg 53 that the Water and Sewer Enterprise Funds have a combination of \$ 55,294,688 in "cash and short term investments". With that much why are our water and sewer rates going up.? Can't any of this excess be used to defer some if not all of the increases. Once again has this been a result of overcharging or underestimating revenues and overestimating expenses. Why can't some of this \$55 plus million be used to pay down the \$80 million sewer bond which in some way would reduce bond expenses and thus the tax rate.

Finally it should be noted that Portsmouth has the HIGHEST sewer rate ,pg 39 of ALL NH cities and double the NH average.

With more discussion and process for the 2025 proposed budget I hope your final deliberations will result in reducing the budget or tax rate for the taxpayers of Portsmouth. They deserve your attention and effort to do so. Any reply welcome.

Respectfully

Erik Anderson

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Wed, 05/15/2024 - 14:15

First Name

Rebecca

Last Name

Harris

Email

rharris1313@icloud.com

Address

275 Miller Avenue

Message

I believe the City Council is on the wrong track concerning campers in Portsmouth. Many of these campers don't have bathrooms. How is waste handled? A while ago I suggested to a councilor that public restrooms are needed downtown. I was told the public can use restrooms in Popovers or Starbucks. Now you're pushing Walmart as an easy solution to this problem. The Lafayette Road Walmarts has "no overnight parking" signs. This is no way to handle a situation that has been brought to your attention a number of times. Are you unaware of how information spreads on social media? Soon Portsmouth will be filled with people living in campers and we will then have the problems associated with that. The residents of Portsmouth will bear the expense while the campers get a free ride. Portsmouth is expensive to live in. More affordable housing is not downtown; it's further out. I don't understand why folks that don't live here are allowed free services, disruption to neighborhoods, & taxpayers bear the cost.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

Submitted on Wed, 05/15/2024 - 16:46

First Name

Manny

Last Name

Garganta

Email

souzagar@aol.com

Address

471 Colonial Drive

Message

Dear City Councilors,

I am writing in reference to the proposed new or remodeled Police Station. I know there is going to be a presentation on May 20th at the next Council Meeting. Following this saga there have been costs between approx. \$25 M to \$70 M..

Has there ever been a consideration of purchasing an already vacant or soon to be vacant building.

EX. The Northeast Credit Union Building on Borthwich Ave. is For Sale for Approx. \$9,500,000 Dollars.. 47,000 sq. feet on approx 13 Acres.

Originally the city was looking at around 50,000 sq. feet. (close) It has more than ample parking, and it would free up space at City Hall. Plus it would leave the lower parking lot free for Work Force Housing(just a thought)..

The City could spend \$10 Million(just an uneducated estimate) to remodel and have a Class A Police Station and still come in less than the costs being thrown around.

Maybe this has been already thought of..

Thank you for your time.

Best Regards,

Manuel Garganta

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting. Yes

May 12, 2024

Dear Mayor McEachern and the Portsmouth City Council,

I am writing today to request that you accept the Library budget as presented to the Council.

As a lifelong library patron and former library employee, I wouldn't even know where to start extolling the many, many benefits of the library. As you likely know, gone are the days where the library was solely a place for reading material and quiet. Today the Portsmouth Public Library also provides community services from language groups to free films, eclipse glasses to audiobooks, yoga to creative writing books, and the newest program delivering materials to the homebound.

160,000 visitors, 265,000 print materials circulated, and 1,200 events with 27,000 attendees: Those are just a few of the numbers that reflect how essential the library is to our community.

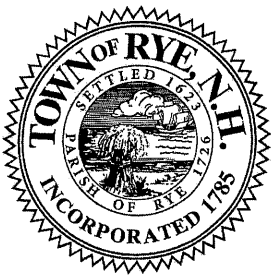
As a Trustee of the Library, I see how carefully Director Friese, Assistant Director Horwood, and the rest of the Library staff are to provide as many services as possible while remaining within their yearly budget. Unfortunately, the majority of the Library's budget- primarily payroll and utilities- is determined by factors that are out of its control. With no end in sight to the rising cost of living, City residents count on the library now more than ever.

Accepting the budget as presented would allow the Library to continue to offer the same level of services that we have been so fortunate to enjoy. The recently developed Library Strategic Plan highlights the focus of the Library to strengthen, adapt, enrich and grow. With your support of the budget, the Library will continue to thrive and serve the residents of Portsmouth well into the future.

Thank you for your consideration.

Sincerely,

Meganne Fabrega
539 Lincoln Ave
Portsmouth NH



TOWN OF RYE • OFFICE OF SELECTMEN
10 Central Road
Rye, NH 03870-2522
(603) 964-5523 • Fax (603) 964-1516

May 12, 2024

Mayor Deaglan McEachern
Portsmouth Municipal Complex
1 Junkins Avenue
Portsmouth, NH 03801

Dear Mayor McEachern,

Thank you for initiating this important conversation on workforce housing within our SAU 52 communities. The Town of Rye is actively engaged in supporting and developing initiatives that meet the growing need for accessible and affordable housing.

Our commitment is evident through strategic developments such as the project on Airfield Drive, in which 20% of the total developed units are designated as workforce housing, in line with the U.S. Department of Housing and Urban Development's income guidelines for our region.

Moreover, Rye's Zoning Ordinance, section 190-4.2, specifically addresses the town's approach to inclusive housing developments. This ordinance exemplifies our commitment to maintaining diversity in housing options, which is essential for accommodating a range of demographic and economic backgrounds within our community.

The insights from our comprehensive planning efforts, including the 2023 Regional Housing Needs Assessment and the Rye Master Plan updates, demonstrate a proactive approach in understanding and addressing housing shortages and demographic shifts. These efforts align with the priorities and goals of our residents, ensuring that future developments are both community-driven and sustainable.

Despite these efforts, we face significant challenges due to limited undeveloped land, much of which is conserved or commands high market prices. Yet, we remain dedicated to exploring innovative solutions and policy adjustments that may facilitate further regional developments in workforce housing.

The Rye Select Board, our Planning Board, and our staff are steadfast in their support for these initiatives, and we are eager to collaborate to enhance our collective impact on regional workforce housing availability.

We appreciate this opportunity to share our initiatives and are enthusiastic about continuing our dialogue with neighboring communities to foster effective solutions for regional workforce housing. We look forward to further exchanges of ideas and strategies that can benefit all our communities.

Sincerely,

Matthew Scruton
Town Administrator
Town of Rye

From: Paul Sanderson <PSanderson@greenland-nh.com>

Sent: Thursday, May 9, 2024 8:05 PM

To: Karen S. Conard <kconard@cityofportsmouth.com>; Martha Roy <mroy@townofnewingtonnh.com>; Town of Rye <mscruton@town.rye.nh.us>; mtully@northhampton-nh.gov

Cc: Mayor <mayor@cityofportsmouth.com>; Steve Smith <ssmith@greenland-nh.com>

Subject: RE: Workforce Housing in the SAU 52 Communities

I wanted to give at least an initial reply to meet the time frame requested. I will be out of state next week so unable to reply by May 17.

The Town of Greenland is interested in exploring parcels of land that could serve to develop affordable housing. Having just gone through our revaluation year, we are quite aware of the shortage of properties that could fall into this category. We know that it is very difficult for young persons to obtain any housing in the town. We have also experienced an exodus of our older citizens as they seek to downsize, and find no such type of housing in existence here. We have tentatively identified 3 parcels of land in our town with the potential to help meet this need. It is possible there are more. For each of the parcels, the lack of access to water and sewer infrastructure that would permit a development density high enough to make a project economically viable is a significant barrier to success. Thus, we would need to partner with the City of Portsmouth, and likely with state agencies, to achieve the funding to create this infrastructure. If you have an interest in exploring these locations, we would be pleased to work with staff and elected officials to determine if there is a way to develop a creative solution to the dilemma to benefit both of our municipalities.



OFFICE OF
SELECTMEN

The Town Of Newington New Hampshire

Established 1713

Deaglan McEachern, Mayor
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801

May 14, 2024

Dear Mr. Mayor,

Thank you for your letter concerning SAU 52 and the regional need for affordable housing.

The Town of Newington has been active in the topics of this conversation. Most impactfully, like your accomplishment amending zoning, we have identified areas and created overlay districts for below market-rate housing. We started this back in 2020 when we added a workforce housing overlay district to our zoning ordinance. The Town of Newington also sends two representatives to the Rockingham Planning Commission, including the Chairman of our Planning Board, Denis Hebert.

Not only being concerned with numbers of units, the Town understands the need for diversity in housing, and has spent a lot of time looking over our ADU inventory and policies to move forward. We recently met with our NH Ward 1 Representative Jennifer Mandelbaum talking about NH HB1291 and the effects it would have on the Town and region.

Finding land in Newington that is non-conserved, stands undeveloped, and is not a high market price has been extremely challenging over the recent decade and nearly impossible these past 3-4 years. These provide significant and unique challenges to housing inventory and new development. The Town of Newington has remained open to hear from developers and idea-makers. To this day, we have not had a housing proposal come before the Board of Selectmen or a land-use board in town.

I personally read your advisement as an offer to help secure funding, reaching beyond Portsmouth's borders, for cooperation in regional housing needs. I was really appreciative of your offer to collaborate together. However, your statement in the paper appears to suggest that the Town of Newington is not doing its part to address housing, and I am afraid that the people of Newington may interpret this message to that effect.

We applaud your recent achievements that you listed in your letter. As was when we met in 2021 to discuss the Mall Property, if you ever have advice or recommendations for the Town of Newington to look in to, we are more than willing to sit down and hear them out.

Thank you for starting some regional dialogue about this important topic. Working together with the region and the Greater SAU 52 community will be a major benefit to all of us collectively.

Best Regards,

A handwritten signature in black ink, appearing to read 'Brandon Arsenault', written over a horizontal line.

Brandon Arsenault, Chair
Board of Selectmen



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: Recreation Board

Name: Amy-Mae Court Telephone: (603) 988-7176

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

Street address: 47 Taft Road, Portsmouth, NH 03801

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 15 years

Occupational background:

I have been a massage therapist since 2001 and have also worked in restaurants (both front and back of the house) on and off throughout the past 30 years.

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

I was the co-chair of the Blue Ribbon Skatepark Committee and during that time fully committed myself to the tasks, speaking at city council meetings, organizing our monthly meetings, and fundraising. Also, my son (now 17) has participated in various city organized as well as private sports throughout his life.

➡ 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: Over the course of my tenure as co-chair of the skatepark committee, I fell in love with being involved in what goes on in our city, quite specifically with all things extra curricular and recreational for our kids and teens. I would love the opportunity to do more of it.

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

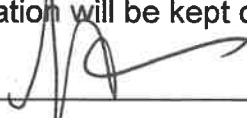
I am not currently involved in any organizations, groups or other committees. However, I am the admin of the skatepark of Portsmouth Facebook page.

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

- 1) Brenna Jennings, Taft Rd, Portsmouth, NH (603) 448-7430
Name, address, telephone number
- 2) Rich Duddy, 56 Swett Ave, Portsmouth, NH (603) 969-5197
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: 3/27/2024

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

From: Bob Bogardus R.BOGARDUS3@gmail.com
Subject: My termination from the Portsmouth Recreation Committee
Date: May 17, 2024 at 3:08 PM
To: Todd A. Henley tahlenley@cityofportsmouth.com, Rich Duddy streetrodich2@aol.com

BB

It is with mixed feelings that I write this e-mail, announcing that I in resigning my volunteer position on The Portsmouth Recreation Committee.

(Effective immediately)..

It has been my pleasure to be part of a responsible group, trying to provide services for our local citizens/of ALL ages.

Prior to this e-mail, I have spoken to both: Chairman/Rich Duddy & Director/Todd Henley, telling them each of my request to terminate.

Robert W. Bogardus
26 Park Street
Portsmouth, NH 03801



PS: I am available to volunteer to serve on any specific "study Committee's"

Feasibility Analysis Opportunity

Portsmouth Wastewater Renewable Energy

05.12.2024

PROJECT SUMMARY:

The Pierce Island and Pease Wastewater Facilities require a growing source of electricity to meet growth in wastewater volume and the future implementation of additional treatment technologies. The scope of this project will deliver to the City at no cost a feasibility analysis of the generation of supplemental and auxiliary electricity through the installation of renewable energy and energy storage at the wastewater plants. Through an engagement with the Department of Energy (DOE) National Renewable Energy Laboratory (NREL) the City will have access to industry technical expertise.

Overall, this feasibility analysis will provide the City of Portsmouth with valuable insights into opportunities of utilizing solar and or wind energy and energy storage as a supplemental and auxiliary electricity source at the Wastewater Facilities. By leveraging technical expertise, conducting detailed analysis, and engaging stakeholders, the proposed analysis aims to support informed decision-making and advance sustainable energy solutions for the community.

RECOMMENDATION:

The City of Portsmouth should enter into an engagement for technical assistance with the National Renewable Energy Laboratory (NREL) through the Clean Energy to Communities Program, specifically the Expert Match service to complete a feasibility analysis.

The expected deliverables of this engagement include:

- **Wind, Solar, Storage Feasibility Assessment** - Wastewater Facilities: NREL will conduct a comprehensive feasibility assessment to evaluate the viability and potential benefits of installing renewable energy solutions and energy storage at these facilities. This assessment will consider factors such as wind/sun resource availability, site suitability, environmental impact, regulatory requirements, and economic feasibility.
- **Project Cost Estimate** - NREL will provide the City of Portsmouth a rough estimate of costs of any recommended solutions. This will not replace the need for the City to validate costs through Request for Information (RFI) and other methods to obtain more accurate costs of proposed solutions for these locations and markets.
- **Documented Proposed Project Federal and State Funding Options:** NREL will provide documentation outlining federal and state funding options available for the proposed solutions at the Wastewater Facilities. This documentation will include supporting details such as eligibility criteria, application procedures, funding sources, and potential grant or incentive programs relevant to the project.

- **Recommended Project Management and Guidance:** NREL will offer recommendations and guidance on project management strategies should the City of Portsmouth choose to move forward with the implementation of any recommended renewable energy solutions. This may include best practices for project planning, procurement, financing, permitting, construction, operation, and maintenance, as well as potential partnerships with stakeholders and utility providers.

By engaging with NREL through the Clean Energy to Communities Program, the City of Portsmouth can access expert technical assistance and guidance to assess the feasibility of renewable energy solutions at the Wastewater Facilities, explore funding options, and receive recommendations for project management. This collaboration will help inform decision-making, streamline project development, and maximize the potential for successful implementation of renewable energy solutions at these facilities.

BENEFITS:

- **Resiliency:** The installation of renewable energy solutions at the wastewater facilities, coupled with battery storage, enhances the facility's resilience against hazardous events such as hurricanes, coastal storms, and flooding. By reducing reliance on external energy sources and backup power generation, the solutions can mitigate the risk of potential impacts of energy supply disruptions, ensuring continuous operation and service delivery during emergencies.
- **Energy Cost Reduction:** Leveraging currently available federal funding and harnessing the natural resources of the sun and wind, the solutions can offer significant potential for energy cost reduction at the Wastewater Facilities. The implementation of wind turbine(s) and solar solutions could result in a short Return on Investment (ROI) period, leading to quickly realizing energy cost savings and operational efficiencies.
- **Demonstrated Commitment:** The completion of the feasibility analysis by NREL, underscores the City of Portsmouth's commitment to its mission as an Eco-Municipality and its goals as outlined in the Climate Action Plan (CAP). By exploring renewable energy solutions such as wind/solar power, the city demonstrates proactive leadership in sustainability and environmental stewardship, inspiring confidence and trust among residents and property owners in its dedication to creating a more resilient and sustainable community.

These benefits highlight the project's potential to enhance resilience, reduce energy costs, and demonstrate environmental leadership, aligning with the city's overarching goals of sustainability and climate action.

PROJECT FUNDING OPPORTUNITIES:

Given the time-sensitive availability of federal funding through the Infrastructure Investment and Jobs Act and the Inflation Reduction Act, the City of Portsmouth should capitalize on these funding opportunities while they last to support the implementation of identified viable renewable energy solutions. Here's how these funding opportunities can be leveraged:

Infrastructure Investment and Jobs Act (IIJA):

- The IIJA provides federal funding to improve and modernize infrastructure across various sectors, including wastewater treatment facilities.
- The Act specifically emphasizes the importance of making infrastructure resilient against the impacts of climate change, aligning with the objectives of increasing resilience of our Wastewater Facilities.
- The City of Portsmouth can seek federal funding under the IIJA to support the implementation of climate-resilient infrastructure upgrades, including the installation of wind turbines, solar and battery storage at the wastewater facilities.

Inflation Reduction Act:

- The Inflation Reduction Act offers federal funding of a minimum level of 30% of qualified total project costs for renewable energy projects.
- By meeting the criteria outlined in the Act, the City of Portsmouth may qualify for federal funding to cover a significant portion of the costs associated with renewable energy projects completed.
- Leveraging federal funding under the Inflation Reduction Act can help offset project expenses and improve the cost-effectiveness of implementing renewable energy solutions at the wastewater facilities.

In summary, the City of Portsmouth should explore opportunities to secure federal funding through the Infrastructure Investment and Jobs Act and the Inflation Reduction Act to support viable renewable energy projects at the Wastewater Facilities. By leveraging these funding opportunities, the city can advance its climate resilience goals, reduce energy costs, and enhance sustainability initiatives while minimizing the financial burden on local taxpayers.

SUPPORTING DETAILS:

Clean Energy to Communities Program: (Expert Match) will provide free of cost technical assistance up to 60 hours over 3–4 months.

<https://www.nrel.gov/state-local-tribal/c2c-expert-match.html>



VFW Post #168
POB 1663
Portsmouth, NH 03802

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Subject: Memorial Day Events

Dear Fellow Veteran,

I am excited to announce that Senior Vice Commander Jonathan Day accepted my nomination and was unanimously voted to be the next Commander at our May meeting. Jonathan is a fellow Iraq War veteran, a reservist in the Air Force, and an all-around outstanding American. I will be the Post's next Quartermaster, and we both want to sincerely thank Vietnam War veteran Dana Hussey for his years of continued service in that position.

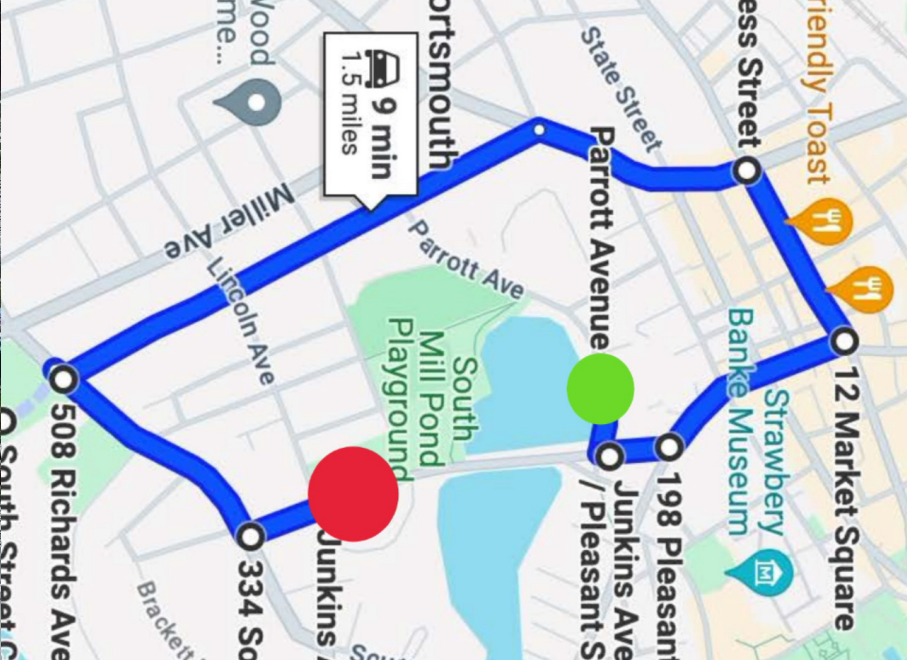
Portsmouth is having our regular Memorial Day events this year. On Friday, **May 24, at 1100**, will be the annual **Laying of the Wreath** by the anchor in **Prescott Park** along the Piscataqua River to commemorate American service members lost or buried at sea. The Portsmouth **Memorial Day Parade** will be stepping off on Monday, **May 27, at 1300**, from Parrott Ave, proceed along the usual 1.5 mile displayed route to the ceremony at the South Street Cemetery, where the keynote speaker will be from the New Hampshire Air National Guard, and we will they march back to Parrott Ave. We encourage both spectators and participants. Both events will be held at the American Legion, at 96 Islington, in the event of rain.

Post #168 is coordinating a limited number of DeLoreans to transport veterans that cannot march and I ask that you please contact me in advance at (603) 553-1810 if you will require transportation to participate in the parade itself. We meet the second Wednesday of the month, from 1800 – 1900, at Portsmouth's Senior Activity Center. As always, feel free to inquire about joining or if you are in need of assistance.

Yours in Comradeship,

Josh Denton
Commander
Post #168

Jonathan Day
Senior Vice Commander
Post #168



Photograph of VFW Post #168 with the North East Region Deloreans club in Portsmouth's 400th Grand Parade by Ken Goldman and the map is of Portsmouth's Memorial Day Parade route.

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – May 2, 2024
Conference Room A

PRESENT: **Members:** Chairman Andrew Bagley, Steve Pesci, Public Works Director Peter Rice; Erica Wygonik; Stefanie Casella, Planning Department; Deputy Police Chief Mike Maloney; Fire Chief Bill McQuillen; Mark Syracuse, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none">E-bike and scooter use on sidewalks, voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.

- E-bike and scooter use on sidewalks, voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.

- **Roll Call**
- **Financial Report:** Voted to accept and place on file Financial Report dated March 31, 2024.
- **Public Comment Session:** There was one public speaker: Kelly Shaw regarding Rail Trail parking and trucks on Banfield Rd.
- **Discussion of potential new projects for the NHDOT 10-year plan, by DPW:** Informational; no action required.
- **E-bike and scooter use on sidewalks, report back on potential changes to City Ordinance:** Voted to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes.
- **Police monthly accident report:** Informational; no action required.
- **Outdoor dining update:** Informational; no action required.

Respectfully submitted by: Leila Birr

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

Members of the public also had the option to join the meeting over Zoom.

8:30 AM

May 2, 2024

MINUTES

I. CALL TO ORDER

Councilor Andrew Bagley called the meeting to order at 8:30 AM.

II. ATTENDANCE

Members Present:

Chairman Andrew Bagley
Vice Chair Steve Pesci
Public Works Director Peter Rice
Stefanie Casella, Planning Department
Deputy Police Chief Mike Maloney
Erica Wygonik
Fire Chief William McQuillen
Mark Syracuse
Mary Lou McElwain

Absent

Dave Allen (alternate)

City Staff Present:

Parking Director Ben Fletcher
City Engineer – Parking, Transportation and Planning Eric Eby
Associate Engineer Tyler Reece

III. FINANCIAL REPORT

[00:06:16] Mark Syracuse moved to accept the financial report dated March 31, 2024, seconded by Steve Pesci. Motion carried 9-0.

Mary Lou McElwain asked about the percentage of budgeted parking violations.

The newly designed entrance is now open at the Hanover Garage with the same technology as the Foundry Garage.

V. PRESENTATIONS

None

VI. NEW BUSINESS

(No public comment during Committee discussion without Committee approval.)

- A. [00:12:01] Discussion of potential new projects for the NHDOT 10-year plan, by DPW. June 2nd is the deadline for new suggestions.

VII. OLD BUSINESS

- A. [00:27:16] E-bike and scooter use on sidewalks, report back on potential changes to City Ordinances. Peter Rice moved to change the wording in the City Ordinance Chapter 7, section 7.341 as presented, with the addition of the word “electric” before each type of vehicle for clarification purposes. Seconded by Erica Wygonik. On unanimous vote, motion carried.

VIII. INFORMATIONAL

- A. [00:34:43] Police monthly accident report
- B. [00:34:59] Outdoor dining update

II. PUBLIC COMMENT

There was a resident on Zoom who had technical difficulties during the public comment period. Peter Rice moved to suspend the rules to allow her to speak later, seconded by Mark Syracuse. Motion passed unanimously.

[00:36:42] Kelly Shaw spoke regarding Rail Trail parking and trucks on Banfield Rd.

VII. MISCELLANEOUS

[00:41:23] Mary Lou McElwain expressed concerns regarding vehicle traffic in and out of the Skate Park parking lot. Peter Rice indicated that he would coordinate signage for the event on May 18th.

[00:46:52] Eric Eby gave an update on Woodbury Avenue traffic calming. Additional speed signs and stencils for painting the speed limit on the road have been ordered.

VIII. ADJOURNMENT

Mark Syracuse moved to adjourn at 9:15a.m., seconded by Steve Pesci. Meeting adjourned on a unanimous vote.

Respectfully submitted,
Leila Birr
Administrative Assistant
Department of Public Works

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF FEE SCHEDULE
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 5-2024 A RESOLUTION TO ADOPT FEES BY BUDGET
RESOLUTION**

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

THAT, the fee schedule attached (Exhibit A) shall be effective July 1, 2024.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL:

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

CITY OF PORTSMOUTH
PROPOSED SCHEDULE OF FEES
FISCAL YEAR 2025



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 2% of total General Fund Revenue.

Following are the FY25 Departments with recommended fee changes:

Department	Page
City Clerk	11,12
Planning	14,15,16
Public Works	35,36,37,38,39
Recreation	43
Health	45,46
Parking/Transportation	48
Water/Sewer	53,55,56

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

GENERAL FUND

FY 2024 Budget	\$138,623,375
Fees as a percentage of total General Fund Revenues:	2%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

	FY 24 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$25,000
Planning	\$175,000
Inspection	\$1,295,000
Police	\$30,000
Fire	\$105,000
Public Works	\$161,600
Recreation	\$220,000
Health	\$100,000
<div style="display: flex; justify-content: space-between;"> Total Local Fees, Licenses and Permits </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Portion of GF \$2,111,600 </div>	

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Non Sufficient Funds check processing fee	Pre FY 02	\$30.00	\$30.00 per check	\$30.00
(1) Any copy made for non-City use	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
(1) all subsequent pages	Pre FY 02	\$0.50	\$0.50 all subsequent pages	\$0.50
(1) USB Drive for transfer of electronic files	FY 18	\$8.00	\$8.00	\$8.00
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
All copies made on 11 x 17 pages.	Pre FY 02	\$0.50	\$0.50 per copy	\$0.50
Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00	\$1.00 Each Print	\$1.00
Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00	\$75.00

**City of Portsmouth
 Fee Schedule
 Finance Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article I Section 109C</u>				
Licenses-Gen. Provisions- Duties of licensee				
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per Occurrence
				<u>\$1.00</u>
<u>Chapter 6: Article I Section 110B</u>				
Licenses-Gen. Provisions-Transfer of license				
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per Occurrence
				<u>\$10.00</u>
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				<u>\$25.00</u>
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				<u>\$25.00</u>

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article IV Section 403C</u>				
Coin Operated Amusement Devices				
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
				* (Indicates change from current fee)
Circus (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
Fairs (For Operation)	Pre FY 02	\$10.00	\$10.00	Per Day
Including Each Amusement Device	Pre FY 02	\$5.00	\$5.00	Per Day
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per Day
<u>Chapter 6: Article IX Section 902</u>				
Circus License				
Total fee for Circus license shall not be less than	Pre FY 02	\$75.00	\$75.00	Per Day
<u>Chapter 6: Article X Section 1003</u>				
Theatricals, Parades, Open Air Meetings				
License	Pre FY 02	\$300.00	\$300.00	Not to exceed per day
License to exhibit in any hall	Pre FY 02	\$50.00	\$50.00	Not to exceed per day
<u>Chapter 6: Article XIII Section 1315</u>				
Hawkers and Peddlers				
License	Pre FY 02	\$250.00	\$250.00	Per Year

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article XIV Section 1402</u>				
Pawn Brokers				
License	FY 14	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XV Section 1502</u>				
Roller Skating Rinks				
License	Pre FY 02	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>				
Magazine Subscription Solicitors				
License	FY 06	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Restaurant Chairs	FY 18	\$10.00	\$10.00 Each Restaurant Chair	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)					
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Suspended for 2022 per Council vote 02/22/22				
Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services					
	FY 12	N/A	N/A	per square foot-6 month season-no proration	* Delete
	FY 12	N/A	N/A	minimum fee	* Delete
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Amended for 2023 per Council vote 02/21/23 "readopt the 2022 outdoor dining"				
Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services					
	FY 22	\$5.00	\$5.00	per square foot-6 month season-no proration	* Delete
	FY 22	\$1,000.00	\$1,000.00	minimum fee	* Delete
Use of Parking Space	FY 22	\$1,500.00	\$1,500.00	per space	* Delete
Waiver for food service establishment on City property that abide by the Composting requirements of the Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)					
	FY 22	(\$200.00)	(\$200.00)	Waiver Amount	* Delete
<u>Chapter 6: Article XVII Section 6.1703</u>					
(Ordinance up for adoption at the February 20, 2024 City Council Meeting)					
Outdoor Dining Encumbrance Permit					
	FY 24	N/A	\$5.00	per square foot-6 month season-no proration	* \$5.00
	FY 24	N/A	\$750.00	minimum fee	* \$750.00
Ward checklist	FY 18	\$75.00	\$75.00	per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00		\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00		\$50.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
Ordinance Books	Pre FY 02	\$100.00	\$100.00	* Delete
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00	* Delete
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	* Delete
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00

**City Clerk
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Other Fees	\$16,566	\$15,968	\$16,760	\$14,045	\$13,000
Other Licenses	\$7,535	\$5,305	\$13,755	\$15,840	\$12,000
Total City Clerk Revenue from Fees	\$24,101	\$21,273	\$30,515	\$29,885	\$25,000

License	FY 21 Issued	FY 22 Issued	FY 23 Issued	FY 21 Revenue	FY 22 Revenue	FY 23 Revenue
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	4	5	18	\$825	\$1,175	\$1,450
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	7	7	45	\$525	\$3,650	\$5,740
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	5	4	2	\$1,250	\$1,000	\$500,150
Pawn Brokers	5	2	3	\$250	\$100	\$0
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions						\$7,985
Obstruction (including Restaurant Table)	Waved	26	40	Waved	\$1,950	\$0
Other						
Notarization	283	244	223	\$1,415	\$1,220	\$1,115
Tag day, permits	6	4	6	\$120	\$80	\$120
Ward checklist	2	0	0	\$2,310	\$0	\$1,819
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	2	29	23	\$100	\$1,450	\$1,150
Voter certification	3	7	7	\$15	\$35	\$35
Articles of agreement filing	4	1	2	\$20	\$5	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
PLANNING BOARD				
<u>Recording</u>				
Mylar Recording	FY 24	N/A	\$150.00	\$150.00
Deed Recording	FY 24	N/A	\$100.00	\$100.00
Preapplication review (site plan or subdivision)				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<u>SUBDIVISIONS</u>				
Subdivision application (residential) Plus Per Lot	FY 24 FY 15	\$500.00 \$200.00	\$600.00 \$200.00	\$250.00 *
Subdivision application (non-residential) Plus Per Lot	FY 24 FY 15	\$700.00 \$300.00	\$800.00 \$300.00	\$350.00 *
Subdivision Amendment				
Administrative Approval	FY 21	\$200.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00	\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00	\$250.00
Lot Line Revision Amendment				
Administrative Approval	FY 24	\$100.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 24	\$150.00	\$250.00	\$250.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
MISCELLANEOUS				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY24	\$250.00	\$300.00	* Delete
Wetland Conditional Use Permit				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	* \$150.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 23	\$1,300.00	\$1,300.00	\$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Flexible Development, Drive-Through Facilities)	FY 24	\$200.00	\$500.00	\$500.00
PLANNING-BOARD OF ADJUSTMENT				
Residential application 1-2 dwelling units	FY 24	\$150.00	\$200.00	\$200.00
3-4 dwelling units	FY 24	\$250.00	\$300.00	\$300.00
5-and over	FY 24	\$250.00	\$350.00	\$350.00
For each unit over 4	FY 15	\$50.00	\$50.00	* \$150.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	* \$100.00
Non-residential applications	FY 24	\$300.00	\$400.00	\$400.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	* \$4,000.00
Signs	FY 13	\$200.00	\$200.00	* \$300.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	* \$100.00
Re-Hearing	FY25	N/A	N/A	* \$200.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
PLANNING-SITE PLAN REVIEW				
All developments	FY 24	\$500.00	\$600.00	\$600.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 24	\$15,000.00	\$20,000.00	\$20,000.00
Site plan amendment				
Administrative approval	FY 24	\$200.00	\$400.00	\$400.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	* \$600.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
PLANNING-HISTORIC DISTRICT				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00	* \$250.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	* \$150.00
2 dwelling units	FY 15	\$100.00	\$100.00	* \$150.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	* \$150.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	* \$5,500.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	* \$150.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Amendment to Certificate of Approval				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
Signs	FY 15	\$100.00	\$100.00	\$100.00
PLANNING DEPARTMENT - ZONING PERMITS				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00

PLANNING DEPARTMENT
Revenues from fees

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Planning Board	\$145,187	\$162,856	\$159,288	\$153,176	\$95,000
Board of Adjustments	\$34,081	\$24,705	\$47,412	\$35,500	\$45,000
Site Review	\$22,633	\$9,290	\$5,741	\$16,052	\$35,000
Total Planning Department	\$201,901	\$196,851	\$212,441	\$204,727	\$175,000

The Planning Department reported the following application numbers:

	FY 20	FY 21	FY 22	FY 23
Site Plan Review	21	18	13	14
Subdivision/Lot Line revisions	16	12	13	10
Wetland Conditional Use	19	28	17	18
Non-Wetland Conditional Use	13	18	13	16
HDC	198	227	159	172
Preliminary Conceptual Consultation	11	11	9	2
Design Review	6	2	4	0
Board of Adjustment	80	123	88	95

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 8: Article I Section 106 A</u>				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
<u>Initial</u>	<u>FY 11</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>

BUILDING PERMIT FEES:

Chapter 12: Part I Section 108.2
International Building Code-
and
Chapter 12: Part II Section R108.2
International Residential Code-

Note: All Construction Permit Fees rounded up to the nearest \$5.00

<u>Minimum Fee-Residential</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Minimum Fee-Commercial</u>	<u>FY 24</u>	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$150.00</u>

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Demolition Permits</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u> For structures up to 2,000 SF floor area	<u>\$75.00</u>
	<u>FY 04</u>	<u>\$10.00</u>	<u>\$10.00</u> per \$1,000 of demolition cost for structures over 2,000sf	<u>\$10.00</u>
<u>General Renovations</u>				
<u>Residential Rates,</u>	<u>FY 24</u>	<u>\$7.00</u>	<u>\$8.00</u> per \$1,000 of renovation cost	<u>\$8.00</u>
<u>New Construction, Renovation/Remodel and Additions</u>				
<u>Commercial Rates</u>	<u>FY 24</u>	<u>\$10.00</u>	<u>\$11.00</u> per \$1,000 of renovation cost	<u>\$11.00</u>
<u>Sign Permits-Minimum Fee</u>	<u>FY 04</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>
<u>Special Event Sign</u>	<u>FY 07</u>	<u>\$35.00</u>	<u>\$35.00</u> per single event	<u>\$35.00</u>
<u>Fee per sq ft of sign area (Permanent or Temporary)</u>	<u>FY 04</u>	<u>\$1.00</u>	<u>\$1.00</u>	<u>\$1.00</u>
 <u>Chapter 12: Part I Section 109.7</u>				
<u>International Building Code-</u>				
<u>and</u>				
<u>Chapter 12: Part II Section R109.5</u>				
<u>International Residential Code-</u>				
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u> Per Reinspection	<u>\$100.00</u>

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Chapter 12: Part I Section 108.4

International Building Code-
and

Chapter 12: Part II Section R108.7

International Residential Code-

Fee for Nonpermitted Work

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure with out the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of regular permit fee or(2) **\$300.00** whichever is greater. If the regular permit fee is over(3) **\$300.00**, the permit fee shall be the regular fee plus(4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

Chapter 12: Part I Section 110.6

International Building Code-

and

Chapter 12: Part II Section R110.6

International Residential Code-

Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00	\$100.00
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Chapter 12: Part I Section 106.3.6

International Building Code-

Outside Plan Review Services (adjustment to permit)
(for all applicable building permits meaning
building, electric, plumbing, mechanical
or fire protection permits)

	FY 14	-20%	-20%	-20%
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**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>All fees shall be rounded up to the nearest</u>				
<u>\$5.00 with a minimum fee of \$50.00-\$100 (Commercial)</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Commercial-Contract Cost Fee Method</u>				
<u>First \$5000.00 of electrical construction cost from</u>				
<u>\$0.01 to \$5,000.00</u>	<u>FY 04</u>	<u>\$25.00</u>	<u>\$25.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$25.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>				
<u>\$5,000.01 to \$10,000.00</u>	<u>FY 04</u>	<u>\$20.00</u>	<u>\$20.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$20.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>				
<u>\$10,000.01 to \$15,000.00</u>	<u>FY 04</u>	<u>\$15.00</u>	<u>\$15.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$15.00</u>
<u>Each \$1000.00 of electrical construction cost from</u>				
<u>\$15,000.01 & over</u>	<u>FY 07</u>	<u>\$10.00</u>	<u>\$10.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$10.00</u>

Chapter 12: Part I Section 109.7

International Building Code-

and

Chapter 12: Part II Section R109.5

International Residential Code-

Reinspection fees

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

	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
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**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 14: Section 102A E</u>				
Housing Code				
<u>Certificate of Occupancy</u>	<u>FY24</u>	<u>\$1.00</u>	<u>\$35.00 Per Dwelling Unit (Good for 3 years)</u>	<u>\$35.00</u>
	<u>FY 24</u>	<u>N/A</u>	<u>\$100.00 Minimum Fee</u>	<u>\$100.00</u>

PLUMBING/MECHANICAL PERMIT FEES:

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

Residential rate:

<u>Fee per fixture (plumbing or gas)</u>	<u>Pre FY 02</u>	<u>\$5.00</u>	<u>\$5.00 Each</u>	<u>\$5.00</u>
<u>Water distribution piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Waste and vent piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Septic System (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Gas distribution piping (per gas meter)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Heating & Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</u>	<u>FY 10</u>	<u>\$20.00</u>	<u>\$20.00 per Mechanical Equipment</u>	<u>\$20.00</u>
<u>Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Gas Appliance</u>	<u>\$5.00</u>
<u>Air Distribution System:</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Register</u>	<u>\$5.00</u>
<u>Minimum Permit Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Commercial rate:				
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing \$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical \$50.00
Minimum Permit Fee:	FY 24	\$50.00	\$100.00	\$100.00
Commercial-Contract Cost Fee Method				
First \$5000.00 of plumbing/Mechanical construction cost from				
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of plumbing/electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
Commercial Range & Duct Extinguishing System:				
Base Permit Fee (Per System):	FY 06	\$150.00	\$150.00	\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.				
	FY 13	\$300.00	\$300.00	\$300.00
Special Inspection Fee	FY 07	\$60.00	\$60.00	Per hour \$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00	Per Hour \$60.00
Chapter 15, Part I of II: Section 107.1.2.4				
International Plumbing Code				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00
Chapter 15, Part II of II: Section 107.6				
International Mechanics Code				

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

Chapter 15, Part I of II: Section 108.8

International Plumbing Code

Work Commencing Before Permit Issuance

Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

Commencing work before permit issuance

Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**INSPECTION DEPARTMENT
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Total Inspection Department	\$1,114,996	\$1,773,397	\$1,270,718	\$1,428,857	\$1,295,000
	FY 20	FY 21	FY 22	FY 23	
Permits					
Residential	1679	2027	2041	2045	
Commercial	955	1028	1055	1056	
Value	\$134,866,113	\$212,826,565	\$144,822,449	\$171,553,531	
Inspections	6292	6719	7087	11051	

**City of Portsmouth
Fee Schedule
Police Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
Police-Unfounded Emergency calls	Pre FY 02	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	4th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	5th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	6th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	7th Occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	8th Occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	9th Occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	10th-15th Occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	16th-20th Occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	21th-25th Occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	Each Occurrences 26 or over per calendar year	\$1,000.00

Chapter 7: Article V Section 504

Bicycles

License	Pre FY 02	No Charge	No Charge		No Charge
U-Visa research	FY 13	\$150.00	\$150.00		\$150.00

POLICE DEPARTMENT
Revenues from fees

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Police Alarms	\$19,050	\$33,555	\$37,025	\$40,375	\$30,000

Alarm Systems Service Charge
Police-Unfounded Emergency calls

	FY 20	FY 21	FY 22	FY 23
0-3 Occurrences per calendar year	660	553	601	542
4th Occurrence per calendar year	75	61	79	61
5th Occurrence per calendar year	51	42	58	45
6th Occurrence per calendar year	40	30	39	33
7th Occurrence per calendar year	28	29	21	19
8th Occurrence per calendar year	19	18	15	18
9th Occurrence per calendar year	17	13	10	16
10th-15th Occurrences per calendar year	22	46	35	45
16th-20th Occurrences per calendar year	8	5	14	10
21th-25th Occurrences per calendar year	0	0	5	1
Each Occurrences 26 or over per calendar year	0	0	3	0
Total Calls	920	797	880	790

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 5: Article IX Section F403.2</u>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

INSPECTION FEES

PLACE OF ASSEMBLY

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

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

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

Occupancy Less than 50	FY 20	\$50.00	\$50.00	Annually	\$50.00
Occupancy 51 to 100	FY 20	\$100.00	\$100.00	Annually	\$100.00
Occupancy 101 to 300	FY 20	\$200.00	\$200.00	Annually	\$200.00
Occupancy 301 to 1000	FY 20	\$300.00	\$300.00	Annually	\$300.00
Occupancy 1001 and above	FY 20	\$500.00	\$500.00	Annually	\$500.00

**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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DAYCARE

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

Daycare Center:

(12 plus or 5 plus under 2 years old)	FY 20	\$100.00	\$100.00	Every 3 years in conjunction with State licensing	\$100.00
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APARTMENTS

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

APARTMENT BUILDING	FY 20	\$100.00	\$100.00	Every three years	\$100.00
per dwelling unit	FY 20	\$10.00	\$10.00	Every three years	\$10.00

HOTEL

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

HOTEL	FY 20	\$100.00	\$100.00	Annually	\$100.00
per room	FY 20	\$2.50	\$2.50	Annually	\$2.50

ROOMING HOUSE

Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants;

ROOMING HOUSE	FY 20	\$100.00	\$100.00	Annually	\$100.00
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EDUCATIONAL

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
Educational	FY 20	\$100.00	\$100.00 Annually	\$100.00
STATE REQUIRED DWELLING UNIT				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
STATE REQUIRED DWELLING UNIT INSPECTIONS	FY 20	\$30.00	\$30.00 Every three years in conjunction with State Licensing	\$30.00
HEALTH FACILITIES				
Inspections required for the licensing of healthcare facilities by NH DHHS				
HEALTH FACILITIES per bed	FY 20	\$100.00	\$100.00 Inspections related to State licensing	\$100.00
	FY 20	\$2.50	\$2.50	\$2.50
RE-INSPECTION				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
First Occurrence	FY 20	\$300.00	\$300.00	\$300.00
Second Occurrence	FY 20	\$400.00	\$400.00	\$400.00
Third and Additional Occurrences	FY 20	\$500.00	\$500.00	\$500.00
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00 per application	\$50.00
	FY 20	\$0.05	\$0.05 per sq. ft. of protected area	\$0.05

**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Fire Alarm Systems:	FY 20	\$50.00	\$50.00 per application	\$50.00
	FY 20	\$0.05	\$0.05 per sq. ft. of protected area	\$0.05
Hot Work Permit-1 day	FY 22	\$50.00	\$50.00	\$50.00
Hot Work Permit-per week	FY 23	Delete	Delete	Delete
Hot Work Permit-per month	FY 23	\$100.00	\$100.00	\$100.00
Hot Work Permit-per year	FY 23	\$500.00	\$500.00	\$500.00
<u>Chapter 5: Article VIII Section 802</u>				
Alarm Systems Service Charge				
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00 Malicious	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge 0-3 Occurrences per calendar year	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00 4th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00 5th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00 6th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00 Each Occurrences 7 or over per calendar year	\$300.00

**FIRE DEPARTMENT
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Fire Inspections	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000
Total Fire Department	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 23	\$75.00	\$75.00	Application/Permit Fee	\$75.00
City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05	\$0.05	per square foot per day	\$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term)					
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)					
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days	\$400.00
	FY 19	\$200.00	\$200.00	each additional 30 day period	\$200.00
Blasting Permit	FY 18	\$100.00	\$100.00		* \$370.00
New Driveway Permit	FY 18	\$50.00	\$50.00		* \$75.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Excavation Permit	FY21	\$250.00	\$250.00	1st 100 sf. *
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days) *
	FY23	\$500.00	\$500.00	Refundable Deposit \$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf. \$150.00
Flagging Permit	FY 23	\$50.00	\$50.00	\$50.00
	FY 23	\$75.00	\$75.00	Expedited Permit (within 3 business days) \$75.00
Cracksealing Fee	FY 23	\$300.00	\$300.00	* \$390.00
Roadway & Utility Excavation Contractor Permit				
Electric/Lighting/Signal				
Gas/Telephone/Cable				
Road/Sidewalk				
	FY22	\$50.00	\$50.00	Initial Certification \$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal \$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications \$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension \$500.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Maps					
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print	* Delete
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print	* Delete
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print	* Delete
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print	* Delete
11 x 17	FY 06	\$5.00	\$5.00	Each Print	* Delete
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print	* Delete
Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00		* Delete
by Email	FY 09	\$0.00	\$0.00		* Delete
on Cd	FY 09	\$10.00	\$10.00		* Delete
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00		* Delete
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00		* Delete
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00		* Delete

Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits.

Wood Barricade	FY 15	\$2.00	\$2.00	ea/ per event	* \$5.00
Metal Barricade	FY 15	\$4.00	\$100.00	ea/ per event	* \$10.00
Event Delivery/Pickup	FY 25	N/A	N/A	per event	* \$50.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Recycle Bin	FY 23	\$10.00	\$10.00	\$10.00
Disposal of Tires	FY 04	\$5.00	\$5.00 per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00 per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00 per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00 per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00 per 4 cubic yards	\$50.00
Yard Waste Disposal (contractors)	FY25	N/A	N/A per 2 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 4 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 2 cubic yards	* \$15.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00 each event	* \$10.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Disposal of following whether pick-up or drop-off:				
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00 each	
Wood Furniture	FY 25	N/A	N/A each	* \$5.00
Clothes Washer	FY 21	\$5.00	\$5.00 each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00 each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00 each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00 each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00 each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00 each	\$10.00
Gas Grill	FY 25	N/A	N/A each	* \$5.00
Refrigerators	FY 21	\$20.00	\$20.00 each	\$20.00

PUBLIC WORKS DEPARTMENT	Actual	Actual	Actual	Actual	Budget
Revenues from fees	FY 20	FY 21	FY 22	FY 23	FY 24
Excavation Permit	\$48,347	\$57,200	\$97,500	\$179,915	\$75,000
Flagging Permit	\$6,300	\$11,800	\$10,600	\$14,875	\$10,000
Solid Waste	\$56,517	\$85,162	\$89,188	\$76,322	\$76,000
Blasting Permit	\$100	\$400	\$100	\$300	\$100
New Driveway Permit	\$650	\$800	\$450	\$500	\$500
Total Public Works Department	\$111,164	\$154,162	\$197,838	\$271,911	\$161,600

	FY 20	FY 21	FY 22	FY 23
Blasting Permits	5	2	2	4
New Driveway Permits	14	13	9	12
Excavation Permits	92	117	158	113
Excavation Permits (expedited)	39	48	24	47
Flagging Permits	113	177	208	142
Flagging Permits (expedited)	88	77	20	18

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
RECREATION-SPINNAKER PT.					
Adult Resident	FY 23	\$220.00	\$220.00	per year	\$220.00
Senior Citizen Resident	FY 23	\$110.00	\$110.00	per year	\$110.00
Adult Non-Resident	FY 23	\$440.00	\$440.00	per year	\$440.00
Senior Citizen Non-Resident	FY 23	\$220.00	\$220.00	per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00	per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00	per day	\$10.00
RECREATION-INDOOR POOL					
5 & Under, Resident	FY 11	\$3.00	\$3.00	per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
5 & Under, Resident/Membership	FY 23	\$190.00	\$190.00	per year	\$190.00
5 & Under, Non-Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00	per session	\$10.00
6-17, Resident/Membership	FY 23	\$190.00	\$190.00	per year	\$190.00
6-17, Non-Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00	per session	\$10.00
18-59, Resident/Membership	FY 23	\$318.00	\$318.00	per year	\$318.00
18-59, Non-Resident/Membership	FY 23	\$572.00	\$572.00	per year	\$572.00
Senior Citizen, Resident	FY 11	\$3.00	\$3.00	per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
Senior Citizen, Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
Senior Citizen, Non-Resident/Membership	FY 23	\$318.00	\$318.00	per year	\$318.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
First Adult, Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$572.00	\$572.00	per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$190.00	\$190.00	per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Pool Rental	FY 23	\$192.00	\$192.00	per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00		\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00		\$25.00
RECREATION-OUTDOOR POOL					
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	per day	\$0.00
18 & Under, Non-Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Non-Resident	FY 23	\$5.00	\$5.00	per day	\$5.00
Military Discount: (City Council adopted 05/02/22)					
18 & Under	FY 22	\$0.00	\$0.00	per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00	per day	\$2.00
RECREATION-MISCELLANEOUS					
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00	per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00	per hour	\$50.00
*Does not include local non-profits & youth sports leagues					
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00	per team	\$200.00
Non-Resident participants in co-sponsored					

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
(non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00	per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00	per hour	\$75.00
*Does not include local non-profits & youth sports leagues					
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00	per use	* \$65.00
Room Rentals:					
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00	per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00	per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00	per hour	\$50.00
Peirce Island Boat Launch:					
Boat Launch (Non-Resident)	FY 23	\$175.00	\$175.00	per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00	per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00	per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 23	\$100.00	\$100.00	per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00
Commercial (Non-Resident)	FY 22	\$300.00	\$300.00	per season	\$300.00
Military Discount: (City Council adopted 05/02/22)					
Motorized craft	FY 22	\$10.00	\$10.00	per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00	per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00	per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00	per launch	\$15.00

RECREATION DEPARTMENT
General Fund Revenues from fees

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Outdoor Pool	\$22,881	\$1,276	\$14,300	\$41,779	\$15,000
Spinnaker Point	\$198,000	\$2,868	\$179,307	\$309,748	\$175,000
Boat Ramp Fees	\$10,860	\$17,338	\$19,397	\$26,267	\$20,000
Rentals	N/A	N/A	\$5,345	\$10,770	\$10,000
Total General Fund Recreation Fee Revenue	\$231,741	\$21,482	\$218,349	\$388,564	\$220,000
Special Revenue Fund Fee Revenue					
	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Indoor Pool	\$337,720	(\$6,046)	\$251,031	\$362,895	\$433,652
Total Recreation Revenue from Fees	\$569,461	\$15,436	\$469,380	\$751,459	\$653,652

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
HEALTH				
(*All initial annual Food permits will be prorated on the date of issuance from Oct 1st)				
Class				
A4 Restaurants (400 + seating capacity)	FY21	\$650.00	\$650.00	Annually* \$650.00
A3 Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually* \$600.00
A2 Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually* \$550.00
A1 Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually* \$450.00
B Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually* \$350.00
C Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually* \$300.00
D Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually* \$275.00
E Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually* \$200.00
E Bakeries	FY21	\$200.00	\$200.00	Annually* \$200.00
E Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually* \$200.00
E Catering only	FY21	\$150.00	\$150.00	Annually* \$200.00*
F Supermarkets	FY21	\$650.00	\$650.00	Annually* \$650.00
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually* \$125.00
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually* \$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually* \$100.00
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually* \$200.00

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
T	Temporary Food Permit - on site prep (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00	(up to two (2) weeks before the day of the event) \$125.00
		PRE FY 02	\$100.00	\$100.00	(additional thereafter) \$100.00
TT	Temporary Food Permit - sell/sample only (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00	(up to four (4) weeks before the day of the event) * \$50.00
		FY 10	\$40.00	\$40.00	(additional thereafter) \$40.00
V	Limited Events (permit covers up to 4 events per year)	FY 14	\$150.00	\$150.00	limit 1 permit per year * \$200.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00	per event \$200.00
	Inspection Fees:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00	Every 3 years \$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00	Every 3 years \$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 24	\$70.00	Delete	Annually Delete
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00	per event \$100.00

**HEALTH DEPARTMENT
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Health Permits	\$70,765	\$58,030	\$94,960	\$120,615	\$100,000

FY 23 Health Permits were as follows:

# of Permits	Fees Collected	
2	\$1,300.00	Restaurants (400 + seating capacity)
6	\$3,600.00	Restaurants (300-399 seating capacity)
15	\$8,250.00	Restaurants (200-299 seating capacity)
37	\$16,650.00	Restaurants (100-199 seating capacity)
19	\$6,650.00	Restaurants (76-99 seating capacity)
30	\$9,000.00	Restaurants (51-75 seating capacity)
32	\$8,800.00	Restaurants (26-50 seating capacity)
98	\$19,600.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
0	\$0.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
11	\$1,100.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
14	\$2,800.00	Mobile Food Operations
48	\$6,000.00	Temporary Food Permit
0	\$0.00	Limited Events (1 to 4 events per year)
20	\$2,800.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
	\$0.00	No Fundraiser Fee for Health Department Permits:
		Religious Organizations
		Youth Groups
		Veteran Groups
		Disabled
		School Related organizations
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

Sign Permit-Private Parking Lot	FY 21	\$50.00	\$50.00 per initial issue	\$50.00
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Chapter 6: Article XIII Section 1307

Vendor from Motor Vehicle

Vendor From Motor Vehicle Permit April 15- November 15	FY 24	\$5,000.00	\$1,500.00 Minimum Bid	\$1,500.00
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Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	Delete per Council Vote 03/18/24
Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00 space per day	* \$50.00

Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone	FY 23	\$1,500.00	\$1,500.00 annually	\$1,500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone B	FY 23	\$500.00	\$500.00	Delete per Council Vote 03/18/24
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Chapter 7: Article I Section 114A

Construction Permit

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Delete per Council Vote 03/18/24
Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00 High Occupancy Space Per Day	\$50.00

Chapter 7: Article III Section 321G

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover	FY 19	\$5.00	\$5.00 Per Snow Ban Event	* \$10.00
Parking Facility				
Resident Snow Ban Rate for Parking in Foundry Place	FY 24	\$3.00	\$5.00 Per Snow Ban Event	\$5.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Parking Facility				
<u>Chapter 7: Article IV Section 402 C</u>				
High Hanover Parking Garage				
Rates	FY21	\$2.00	\$2.00	Hourly Rate
	FY21	\$5.00	\$5.00	Resident-Sunday-Maximum
	FY 20	\$200.00	\$200.00	Monthly 24 hr-Resident Pass
	FY21	\$275.00	\$275.00	Monthly-24 hr-All other Passes
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate
	FY 16	\$100.00	\$100.00	Garage Pass Deposit
	FY 08	\$15.00	\$15.00	Pass late Fee

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Chapter 7: Article IV Section 402 L				
Foundry Place Parking Garage				
Rates	FY 19	\$1.00	\$1.00	Hourly Rate
	FY 19	Free	Free	Resident-Sunday
	FY 19	\$100.00	\$100.00	Monthly 24 hr-Resident Pass
	FY 19	\$125.00	\$125.00	Monthly-24 hr-All other Passes
	FY 19	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate
	FY 19	\$100.00	\$100.00	Garage Pass Deposit
	FY 19	\$15.00	\$15.00	Pass Late Fee
	FY 19	\$5.00	\$5.00	Special Event Parking
	FY 24	\$3.00	Delete	Special Event Parking
Downtown Employee HOURLY Parking Program:				
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.				
	FY 21	\$3.00	\$3.00	per use: Maximum allowable days: 20 10 Hour pass
Electric Vehicle Charging				
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.				
	FY 20	\$1.25	\$1.25	hourly first 4 hours
	FY 20	\$3.00	\$3.00	hourly thereafter
Chapter 7: Article IV Section 408				
Boat launch				
Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00	\$15.00	Nightly

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00 Annually	\$250.00
<u>Chapter 7: Article IX Section 903</u>				
Summons Administration Fee				
Summons Administration Fee	FY 16	\$150.00	\$150.00	\$150.00
<u>Chapter 7: Article X Section 1004B</u>				
Towing				
Immobilization Administration Fee	FY 15	\$150.00	\$150.00	\$150.00
Residential Neighborhood Parking	N/A	TBD	TBD	TBD

PARKING / TRANSPORTATION DIVISION
Revenues from fees

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
Parking-Area Service Agreements	\$127,850	\$371,002	\$48,900	\$32,209	\$35,000
Foundry Place Parking Garage Hourly	\$173,811	\$170,210	\$327,813	\$422,563	\$400,000
Foundry Place Parking Garage Passes	\$298,907	\$305,634	\$393,844	\$482,150	\$450,000
Hanover Parking Garage Hourly	\$1,885,976	\$1,805,836	\$2,549,787	\$2,357,141	\$2,350,000
Hanover Parking Garage Passes	\$1,506,888	\$1,308,949	\$1,304,841	\$1,239,062	\$1,150,000
Hanover Parking Garage Passes Reinstatement	\$2,345	\$990	\$1,241	\$660	\$750
Foundry Place Parking Garage Passes Reinstatement	\$1,500	\$1,395	\$1,775	\$1,150	\$750
Immobilization Admin Fee	\$150	\$5,250	\$5,614	\$5,700	\$6,000
Total Parking/Transportation Fee Revenue	\$3,993,432	\$3,961,632	\$4,633,816	\$4,540,636	\$4,392,500

Note: 1) Parking revenues are recorded in both the General Fund and the Special Revenue Parking/Trans Fund.
 2) Parking Meters and Parking Violations are administered through ordinance not the fee schedule.

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
Vendor From Motor Vehicle				
Permits	1	0	0	0
Revenue	\$2,500	\$0	\$0	\$0
Hanover Parking Garage Monthly Passes Issued				
Resident	201	161	118	114
Non-Resident	459	286	282	275
Total	660	447	400	389
Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)				
Resident	78	96	122	127
Non-Resident	157	176	221	242
Total	235	272	343	369
Peirce Island Overnight Parking	FY 20	FY 21	FY 22	FY 23
Permits	0	0	1	1
Revenue	\$0	\$0	\$15	\$15
Commercial Loading Zone permit				
Permits	30	20	5	13
Revenue	\$3,000	\$2,000	\$1,250	\$3,250

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Chapter 11: Article II Section 204				
Private Sewage Disposal				
Inspection Fee	PRE FY 02	N/A	N/A	N/A

Chapter 11: Article II Section 205

Building Sewers and Connections

Storm Water Connection Permit Fee (Dependent upon revision of ordinance)

Stormwater Connection Fee	FY 25	N/A	N/A New Customer	*	\$400.00
Stormwater Connection Permit	FY 21	\$150.00	\$150.00 New Customer	*	Delete
Stormwater Connection Fee	FY 21	\$250.00	\$250.00 New Customer	*	Delete

Industrial Discharge Permit Fee, Including Permit Renewals

Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee		Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee		Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00
Class 4, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00
Class 5, Permit	FY 08	\$500.00	\$500.00 per permit		\$500.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit	\$100.00

WATER and SEWER FEES

Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual		18% annual
Turn On	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Delinquent Tag	FY 19	\$25.00	\$25.00	After threshold of \$150	\$25.00
Turn Off	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Final Billing Request	FY 14	\$40.00	\$40.00	per occurrence	\$40.00
Final Billings (if customer reads)	FY 05	N/A	N/A	per occurrence	N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$1,500.00	per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	per occurrence	\$10.00
Frozen Meter Repairs =< 1 1/2"	FY 15	\$50.00	\$50.00	per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.					
Emergency Callout	FY 19	\$300.00	\$300.00	per occurrence	\$300.00
Based on current wages + benefits Minimum callout=4 hours overtime per union contracts					
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00	per occurrence	\$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
When requested by customer, (if meter test fails no charge to customer)					
Water Services Application Fee	FY 15	\$150.00	\$150.00	per occurrence	\$150.00
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00	Annually	\$25.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Meter Reading System Repairs	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Plus cost of parts				
Meter Rental (any size)	FY 20	\$10.00	\$10.00 daily	\$10.00
Water Services Application Fee				
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95 monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27 monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25 monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91 monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26 monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74 monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27 monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01 monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02 monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00 per Test	\$200.00
	FY 17	\$100.00	\$100.00 per Visit	\$100.00
Fire Services, Fee per Month				
1"	FY 08	\$2.55	\$2.55 monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82 monthly	\$3.82
2"	FY 08	\$5.09	\$5.09 monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64 monthly	\$7.64
3"	FY 08	\$12.22	\$12.22 monthly	\$12.22
4"	FY 24	\$22.85	\$23.93 monthly	* \$25.06
5"	FY 24	\$41.54	\$43.73 monthly	* \$46.04
6"	FY 24	\$67.32	\$70.99 monthly	* \$74.86
8"	FY 24	\$144.33	\$152.65 monthly	* \$161.45
10"	FY 24	\$260.12	\$275.42 monthly	* \$291.62
12"	FY 24	\$420.72	\$445.77 monthly	* \$472.31
Hydrant Service Fee to Municipalities	FY 24	\$350.00	\$375.00 Annually (per Hydrant)	* \$400.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial Certification	\$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension	\$500.00
Backflow Test	FY 23	\$60.00	\$60.00	per device each occurrence	\$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	per LB	\$0.17
Pease	FY 15	\$0.17	\$0.17	per LB	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00	per 1,000 gallons	\$100.00 *
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	new customer	\$150.00
Sewer Connection Fees	FY 15	\$350.00	\$350.00	new customer	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00	per visit	\$100.00
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	per hour	\$15.00
Pump Truck	FY 20	\$150.00	\$150.00	per hour	\$150.00
Backhoe	FY 23	\$60.00	\$60.00	per hour	\$60.00
Excavator	FY 16	\$75.00	\$75.00	per hour	\$75.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Dump	FY 23	\$65.00	\$65.00 per hour	\$65.00
Compressor	FY 17	\$20.00	\$20.00 per hour	\$20.00
Tapping	FY17	\$25.00	\$25.00 per hour	\$25.00
Pump	FY 14	\$15.00	\$15.00 per hour	\$15.00
Roller	FY 16	\$30.00	\$30.00 per hour	\$30.00
Loader	FY 16	\$60.00	\$60.00 per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00 per hour	\$15.00
Vactor	FY 23	\$175.00	\$175.00 per hour	\$175.00
Paver	FY 24	\$65.00 Delete	per hour	Delete
TV Camera Vehicle	FY 17	\$150.00	\$150.00 per hour	\$150.00
Water - Capacity Improvement Multiplier (CIM)				
EDU = equivalent dwelling unit				
1"	FY 23	\$1,434.00	\$1,434.00 per EDU New Service	\$1,434.00
1 1/2"	FY 23	\$2,868.00	\$2,868.00 per EDU New Service	\$2,868.00
2"	FY 23	\$4,588.80	\$4,588.80 per EDU New Service	\$4,588.80
3"	FY 23	\$9,177.60	\$9,177.60 per EDU New Service	\$9,177.60
4"	FY 23	\$14,340.00	\$14,340.00 per EDU New Service	\$14,340.00
6"	FY 23	\$28,680.00	\$28,680.00 per EDU New Service	\$28,680.00
8"	FY 23	\$45,888.00	\$45,888.00 per EDU New Service	\$45,888.00
10"	FY 23	\$68,832.00	\$68,832.00 per EDU New Service	\$68,832.00
Sewer - Capacity Improvement Multiplier (CIM)				
EDU = equivalent dwelling unit				
1"	FY 23	\$3,985.00	\$3,985.00 per EDU New Service	\$3,985.00
1 1/2"	FY 23	\$7,970.00	\$7,970.00 per EDU New Service	\$7,970.00
2"	FY 23	\$12,752.00	\$12,752.00 per EDU New Service	\$12,752.00
3"	FY 23	\$25,504.00	\$25,504.00 per EDU New Service	\$25,504.00
4"	FY 23	\$39,850.00	\$39,850.00 per EDU New Service	\$39,850.00

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

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
6"	FY 23	\$79,700.00	\$79,700.00	per EDU New Service	\$79,700.00
8"	FY 23	\$127,520.00	\$127,520.00	per EDU New Service	\$127,520.00
10"	FY 23	\$191,280.00	\$191,280.00	per EDU New Service	\$191,280.00

WATER AND SEWER DIVISION
Revenues from fees

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24	
Hydrant Rentals to Municipalities						
Permits	1040	1040	1040	1038	1068	
Revenue	\$286,000	\$312,000	\$338,000	\$363,300	\$400,500	Water Only
Backflow Test						
Permits	1111	2057	1778	1846	2017	
Revenue	\$64,775	\$102,850	\$97,790	\$110,770	\$121,000	Water Only
Dumping Fees per 1,000 gals						
M gallons	1.74	1.075	1636	2160	2000	
Revenue	\$290,815	\$80,634	\$102,805	\$161,990	\$150,000	Sewer Only
Water - Capacity Improvement Multiplier (CIM)	\$56,940	\$65,950	\$153,870	\$149,237	\$140,000	
Sewer - Capacity Improvement Multiplier (CIM)	\$71,640	\$136,080	\$181,020	\$255,837	\$275,000	

Note: Revenue recorded in Enterprise Funds.

**City of Portsmouth
Fee Schedule
Library**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
LIBRARY				
Interlibrary loan fee for out of state materials	FY 24	N/A	\$15.00	\$15.00
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-3 months	FY 24	N/A	\$35.00	\$35.00
Non-Resident Library Card-6 months	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate-3 months	FY 24	N/A	\$30.00	\$30.00
Non-Resident Library Card-Senior Rate-6 months	FY 20	\$50.00	\$50.00	\$50.00

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space.

Non-profit organizations and state agencies are included in these provisions.

**Library
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
Library Cards	\$32,169	\$25,170	\$31,950	\$34,755

Note: Revenue recorded in a Special Revenue Fund.

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

***Note: A cancellation request within 24 hrs of reservation will not be refunded**

HOURLY RATE WOODEN DOCKS

HOURLY RATE - WOODEN DOCKS

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 24	\$4.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$6.00	\$7.00	Per Hour	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$11.00	\$12.00	Per Hour	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$15.00	\$16.00	Per Hour	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$19.00	\$20.00	Per Hour	\$20.00
For craft over fifty (50) ft overall	FY 24	\$23.00	\$24.00	Per Hour	\$24.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 24	\$3.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$3.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 24	\$8.00	\$10.00	Per Hour	\$10.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)					<u>HOURLY RATE - WOODEN DOCKS</u>
Craft up to twenty (20) ft in length overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00
For craft over fifty (50) ft overall	FY 24	\$13.00	\$14.00	Per Hour	\$14.00
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
RESIDENT (May 1-Sep 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$16.00	\$17.00	per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$20.00	\$21.00	per 4 hours-over 4 hrs pay daily rate	\$21.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$37.00	per 4 hours-over 4 hrs pay daily rate	\$37.00
NON-RESIDENT (May 1-Sep 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 24	\$24.00	\$25.00	per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$40.00	\$41.00	per 4 hours-over 4 hrs pay daily rate	\$41.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$64.00	\$65.00	per 4 hours-over 4 hrs pay daily rate	\$65.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$73.00	per 4 hours-over 4 hrs pay daily rate	\$73.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
RESIDENT (Oct 1-Apr 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 24	\$8.00	\$9.00	per 4 hours-over 4 hrs pay daily rate	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$16.00	\$17.00	per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$28.00	\$29.00	per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
NON-RESIDENT (Oct 1-Apr 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$24.00	\$25.00	per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$28.00	\$29.00	per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$44.00	\$45.00	per 4 hours-over 4 hrs pay daily rate	\$45.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Park Property-Per Day Docking Fees (to be paid in advance)					
RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$42.00	\$44.00	Per Day	\$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
NON-RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$96.00	\$98.00	Per Day	\$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$120.00	\$122.00	Per Day	\$122.00
For craft over fifty (50) ft overall	FY 24	\$144.00	\$146.00	Per Day	\$146.00
RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 24	\$18.00	\$20.00	Per Day	\$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$22.00	\$24.00	Per Day	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$30.00	\$32.00	Per Day	\$32.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
NON-RESIDENT (Oct 1-Apr 30)					

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Craft up to twenty (20) ft in length overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
Park Property-Seasonal Rental Docking Fees					
RESIDENT (April 2 - November 1)	FY 24	\$122.00	\$140.00	Per Season per boat foot	\$140.00
	FY 24	\$1,675.00	\$2,100.00	Per Season Minimum	\$2,100.00
NON-RESIDENT (April 2 - November 1)	FY 24	\$150.00	\$173.00	Per Season per boat foot	\$173.00
	FY 24	\$2,050.00	\$2,595.00	Per Season Minimum	\$2,595.00
Park Property-Docking Utility Access Fees					
Dock Utility Access:					
Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00
Non Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Park Property-Wedding Reservation Fee				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
Weddings which include 1-10 participants in total	FY 21	\$175.00	\$175.00	\$175.00
Weddings which include 11-74 participants in total	FY 21	\$400.00	\$400.00	\$400.00
Weddings which include more than 74 participants in total	FY 21	\$775.00	\$775.00	\$775.00

**Prescott Park
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
Dock Fees (Marine Maintenance Trust)	\$57,944	\$58,812	\$71,975	\$73,451
Weddings	\$2,250	\$3,225	\$3,525	\$3,450

Note: Revenue recorded in a Special Revenue Fund.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
GENERAL FUND APPROPRIATION BILL
FOR FISCAL YEAR ENDING JUNE 30, 2025**

RESOLUTION # 6-2024

A RESOLUTION MAKING APPROPRIATION OF SUMS FOR ALL THE NECESSARY GENERAL FUND EXPENDITURES FOR THE OPERATION OF GENERAL OPERATING DEPARTMENTS AND SERVICES OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.

BE IT RESOLVED:

By the City Council of the City of Portsmouth, New Hampshire assembled, to defray the current General Fund Expenditures of the City for the Fiscal Year ending June 30, 2025, for the specific purposes stated in the General Fund Budget adopted herewith. Said sums to be appropriated from the General Fund Revenues as follows:

General Government	\$26,485,432
Police	\$14,586,704
Fire	\$12,492,159
School	\$64,061,713
Transfer to Indoor Pool	\$200,000
Transfer to Prescott Park	\$262,930
Transfer to Community Campus	\$465,355
Non-Operating	\$26,307,054
Total	\$144,861,347

THAT, there is therefore appropriated the total sum of One Hundred Forty-Four Million, Eight Hundred Sixty-One Thousand, Three Hundred Forty-Seven Dollars.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY THE CITY COUNCIL:

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL WATER FUND APPROPRIATION
AND CASH REQUIREMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

RESOLUTION # 7-2024 **A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY WATER FUND EXPENSES FOR THE OPERATION OF THE WATER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

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

THAT, there is hereby appropriated the sum of **Thirteen Million, Twenty-Two Thousand, Five Hundred Ninety-Seven (\$13,022,597) Dollars** based on the full accrual basis of accounting to defray expenses for the operations of the water system for the City of Portsmouth.

THAT, there is hereby cash requirements of **Thirteen Million, Nine Hundred Thirty-Four Thousand, Six Hundred Forty-Nine (\$13,934,649) Dollars** for the purpose of principal debt repayment, the purchase of assets, and to defray expenses for the operations of the water system.

THAT, the water user rate effective July 1, 2024, is **\$5.02** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$6.04** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

THAT, the water irrigation user rate effective July 1, 2024, is **\$6.04** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$11.41** for consumption over 10 and up to 20 units consumed, and **\$14.08** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL SEWER FUND APPROPRIATION
AND CASH REQUIREMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

RESOLUTION # 8-2024 **A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY SEWER FUND EXPENSES FOR THE OPERATION OF THE SEWER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

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

THAT, there is hereby an appropriated sum of **Twenty-Two Million, Five Hundred Twenty-Two Thousand, Three Hundred Seventy (\$22,522,370) Dollars** based on the full accrual basis of accounting to defray expenses for the operation of the sewer system for the City of Portsmouth.

THAT, there is hereby cash requirements of **Twenty-Five Million, Six Hundred Fifty-Five Thousand, Three Hundred Sixty-Five (\$25,655,365) Dollars** for the purpose of principal debt repayment, purchase of assets, and to defray expenses for the operations of the sewer system.

THAT, the sewer user rate effective July 1, 2024 is **\$17.32** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$19.05** per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY THE CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF
SPECIAL REVENUES (INCLUDING AMERICAN RESCUE PLAN ACT (ARPA)), DEBT SERVICE
FUND, AND COMMITTED FUND BALANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

RESOLUTION #9-2024

A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FROM SPECIAL REVENUES, DEBT SERVICE FUND, AND COMMITTED FUND BALANCE FOR NECESSARY EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2025.

BE IT RESOLVED:

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

THAT, there is hereby appropriated supplemental funding from the General Fund Committed Health Insurance Fund Balance to defray the expenses of Health Insurance costs in excess of General Fund Appropriations for Health Insurance Premiums for Fiscal Year ending June 30, 2025.

THAT, there is hereby appropriated supplemental funding from the General Fund Committed Leave at Termination Fund Balance to defray the expenses of Leave at Termination in excess of General Fund Appropriations for Leave at Termination for Fiscal Year ending June 30, 2025.

THAT, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2025.

THAT, there is hereby appropriated any sums necessary to pay debt service associated with Betterment Assessments, to include principal and interest, from a Debt Service Fund for Fiscal Year ending June 30, 2025.

THAT, there is hereby appropriated in Governmental or Enterprise Funds any Special Revenues received. Special Revenues include, but not limited to, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, Prescott Park, Federal, State, and Local Grants and Donations for Fiscal Year ending June 30, 2025.

THAT, there is hereby appropriated any sums received from Special Revenue Sources to a maximum of **Thirty-Seven Million (\$37,000,000) Dollars** for the purposes for which such sums may be lawfully expended to include.

THAT, the appropriation from the Portsmouth Housing Endowment Trust to fund 5% for the Community Development staff salaries and benefits (up to **Ten Thousand (\$10,000) Dollars**) associated with administering the City's first-time homebuyer loan program.

THAT, the appropriation of Special Revenue Funds will include the use of American Rescue Plan Act (ARPA) funds in the amount of **Two Million, Four Hundred Thirty-Three Thousand, Fifty-Four (\$2,433,054) Dollars**.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

DRAFT

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF INVESTMENT POLICY
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 10-2024 A RESOLUTION APPROVING AN INVESTMENT POLICY FOR
THE FISCAL YEAR ENDING JUNE 30, 2025**

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

THAT, the following investment policy is hereby approved for Fiscal
Year ending June 30, 2025 in conformance with State Law.

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

SCOPE

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

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

OBJECTIVES

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

DELEGATION OF RESPONSIBILITY

1. Administration of cash management is by the Finance Director/City Treasurer. The Finance Director/City Treasurer is responsible for setting major investment strategy and oversees the day to day execution of policy.
2. Whenever the Finance Director/City Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Finance Director/City Treasurer shall invest these funds in eligible investments defined by RSA 48:16.
3. All participants in the investment process shall act prudently to safeguard the public funds and confidence. Cash Management procedures shall fit the legal requirements and organizational structure and adhere to the commonly accepted "Prudent Person Rule".

4. The Cash Management Program operates daily and requires routine procedures to implement it. The City Finance Director/Treasurer shall review cash management and banking services on a continual and ongoing basis to assure that the policy objectives are met.

ELIGIBLE INVESTMENT TRANSACTIONS

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

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

Certificates of deposit which meet all of the following conditions:

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

SAFEKEEPING AND COLLATERALIZATION

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

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

ETHICS AND CONFLICTS OF INTEREST

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

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

DRAFT