

# City of Portsmouth

## New Hampshire



# Annual Report

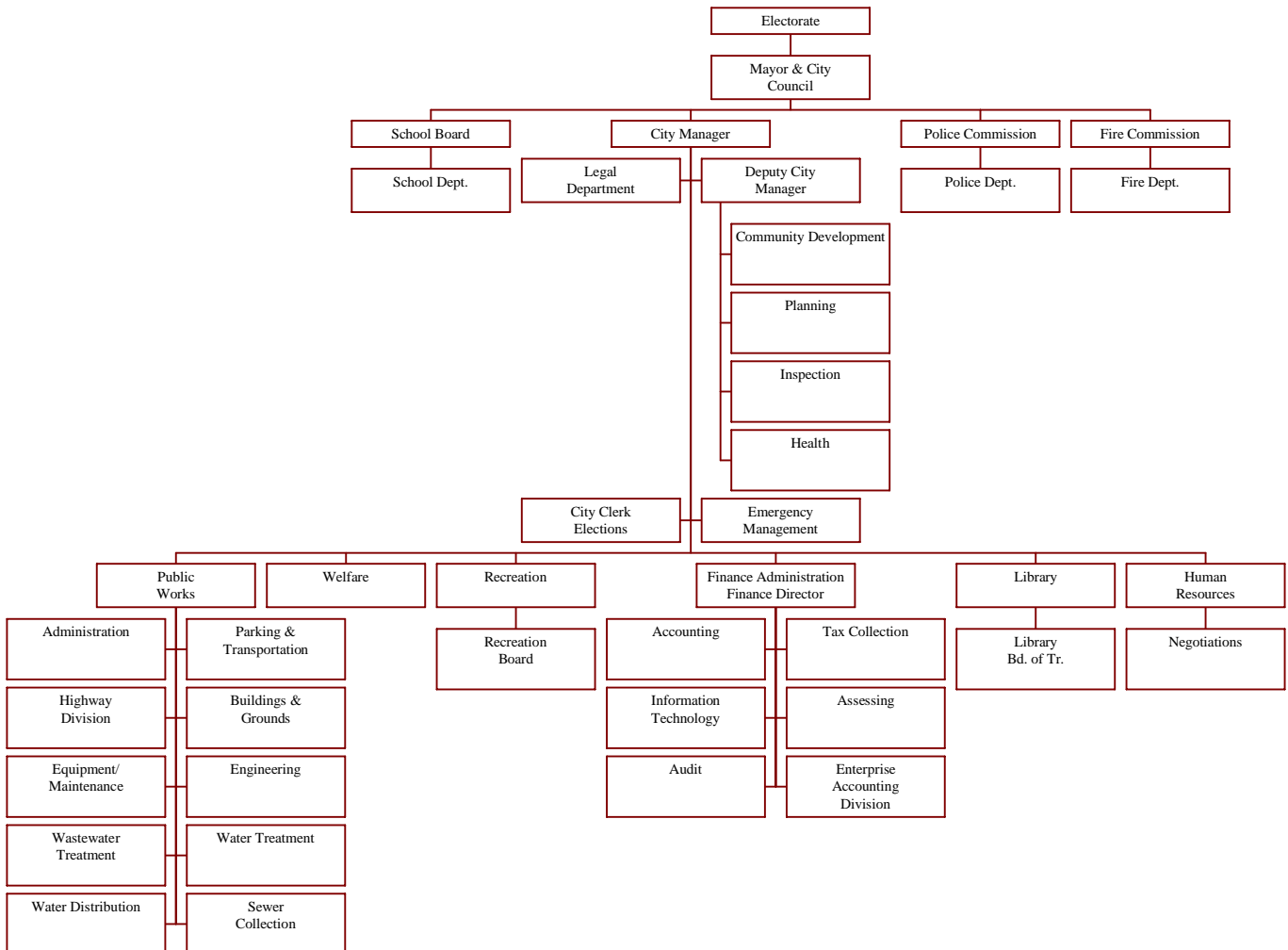
## FY 2005

July 1, 2004 — June 30, 2005

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# City of Portsmouth Organizational Chart



# INFORMATION DIRECTORY

## CITY HALL HOURS OF OPERATION

**1 Junkins Ave. 8:30 a.m.-5 p.m. (Summer Hours 8 a.m.-4:30 p.m.)**  
**Main telephone number: (603) 431-2000    www.CityofPortsmouth.com**

City Office	Direct Number	City Office	Direct Number
Animal Control	610-7441	Legal	610-7204
Art-Speak	610-7222	Library	427-1540
Assessor	610-7249	Little Harbour Elementary	436-1708
City Clerk	610-7245	Mayor	610-7200
City Manager	610-7202	Middle School	436-5781
Community Development	610-7218	New Franklin Elementary	436-0910
Connie Bean Community Center	427-1549	Parking Office	610-7205
Crime Stoppers	431-1199	Planning	610-7216
Dondero Elementary	436-2231	Police (Non-Emergency)	427-1500
Economic Development	610-7220	Public Works	427-1530
<b>EMERGENCY</b>	<b>911</b>	Recreation	766-1483
Finance	610-7223	School Department	431-5080
Fire (Non-Emergency)	427-1515	SNOW BANS	766-7669
Greenleaf Recreation Center	766-1483	Spinnaker Point Recreation Center	766-1483
Health	610-7238	Tax Collector	610-7244
High School	436-7100	Trash Collection	427-1530
Human Resources	610-7270	Water & Sewer Billing	610-7237
Information Technology	610-7276	Welfare	610-7260
Indoor Pool	427-1546	Zoning Enforcement	610-7249
Inspection	610-7243		

For Answers On:	Call the:	For Answers On:	Call the:
Administration of City Government	City Manager	Permits and Licenses	City Clerk
Assessments on Property	Assessor	Property Records	Assessor
Birth Certificates	City Clerk	Property Tax Payments	Tax Collector
Boards & Commissions	City Clerk	Pools	Rec Dept.
Boat Registration	Tax Collector	Real Estate Information	Assessor
Building Permits	Inspection	Recreation Programs	Rec Dept.
Channel 22	Main Number	Sports Leagues	Rec Dept.
Death Certificates	City Clerk	Streets & Snow Removal	Public Works
Dog Licenses	City Clerk	Taxes	Tax Collector
Dog Problems	Animal Control	Trash Removal	Public Works
Education	School Dept.	Vehicle Registration	Tax Collector
Elections	City Clerk	Voter Registration	City Clerk
Employment with the City	Human Resources	Water & Sewer Bills	Water & Sewer Billing
Employment with Fire Department	Fire Dept.	Water & Sewer Service	Public Works
Employment with Police Department	Police Dept.	Welfare Programs	Welfare
Employment with Schools	School Dept.	Youth Programs	Rec Dept.
Food Service Permits	Health	Zoning	Zoning Officer
Library Information	Library		
Marriage Licenses	City Clerk		
Meeting Schedules & Minutes	City Clerk		
Parking Tickets	Parking Office		

**Emergency Numbers**  
**DIAL 911 FOR POLICE, FIRE, AMBULANCE**

## Annual Report of the City of Portsmouth



**2004-2005 City Council (L-R):** City Clerk Kelli Barnaby, Laura Pantelakos, Joanne Grasso, Mayor Evelyn Sirrell, Steve Marchand, City Attorney Robert Sullivan  
**Rear (L-R):** City Manager John Bohenko, Thomas Ferrini, Ned Raynolds, John Hynes, William St. Laurent, Harold Whitehouse NOTE: A new City Council was elected in November 2005 for 2006-2007. Steve Marchand is the new Mayor and the new Councilors are M. Chris Dwyer and Kenneth Smith.

The Portsmouth City Council is elected for a two-year term with the entire Council membership up for re-election at the same time.

The City Council is made up of the Mayor and eight Council members. It enacts ordinances, resolutions and regulations governing the City, and also appoints statutory and advisory boards.

The Council member who receives the most votes becomes Mayor and leads the Council meetings. The Mayor can be reached at 610-7200.

The City Manager serves as the chief administrative officer, responsible for the day-to-day operation of the City and enforcing the regulations approved by the Council.

The City Council meets at least twice monthly at 7 p.m. Monday in the Council Chambers of City Hall. The meetings also are broadcast live on local government Cable Channel 22 and rebroadcast on the following Saturday mornings.

Work sessions on more involved issues — such as the City budget for School, Police, Fire and Municipal expenses — are held at various times in between Council meetings.

In FY05, there were 23 Council meetings and 14 Council work sessions.

### FY 2005 Major Legislative Initiatives

- Authorized a \$3 million bond issue for street and sidewalk improvements
- Authorized a \$1 million supplemental appropriation from Undesignated Fund Balance to cover increased cost of new Library
- Authorized the borrowing and appropriation of \$575,000 for a new fire apparatus
- Authorized \$10,000 for Save Our Shipyard campaign from the Contingency Fund
- Authorized the City Manager to enter into a Memorandum of Agreement with HarborCorp for a proposed public/private partnership for development of a public parking garage and conference center
- Passed an ordinance requiring dogs to be leashed and prohibiting more than 30 minutes of continuous barking
- Accepted numerous grants, including \$993,830 from HUD and \$500,000 from NHDOT for the Riverwalk; \$350,000 from Homeland Security for a 2005 terrorism drill; and a \$745,656 Community Development Block Grant

## City Manager

**City Manager:** John P. Bohenko  
**Deputy City Manager:** Cindy Hayden  
**Executive Assistant:** Ann Sharpe

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 1 Junkins Ave., Portsmouth, NH 03801

**Phone:** (603) 610-7202   **Fax:** 427-1526

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I am proud to present to you, the citizens of Portsmouth, the first City of Portsmouth Annual Report in nearly 20 years.

This comprehensive look at the prior Fiscal Year is being re-instituted as part of a continuing effort to communicate more extensive information to the public. This effort also includes initiation of a Portsmouth Community Newsletter, transmitted by e-mail every other Wednesday to those who request it via the City's Web site.

### City Government

Portsmouth operates under the Council-Manager form of government where the City Manager serves as the chief administrative officer responsible for enforcement of laws and ordinances and the appointment and supervision of the heads of the departments of the City organization, with the exception of the School, Police, and Fire Departments.

The City Council, comprised of the Mayor and eight members, enacts the ordinances, resolutions and regulations governing the City, as well as appoints statutory and advisory boards.

The City Council, by charter, must adopt a budget by June 30 of each year. The Municipal budget is developed by the Manager, with help from the Departments, while the School Board, Police Commission and Fire Commission develop their respective budgets for recommendation to the Council.

In FY05, the Council adopted a \$69.7 million budget for the Municipal, School, Police and Fire Departments to provide City services.

### Local Economy

Portsmouth's economy continued to outperform the region and the State in several measures in FY05, including an average unemployment rate of 3.5% compared to 3.7% for the State and 5% nationally.

In addition, development of the City's Northern Tier gained momentum, with advances toward building a new conference center — and a parking garage under a

public/private partnership — that should add \$750,000 to the City's tax base.

Meanwhile, the Pease Tradeport reported there were 218 companies employing 5,100 people and occupying 3.5 million square feet of space in FY05.

### Portsmouth Shipyard

A major event that occurred during 2005 was our community effort to save the Portsmouth Naval Shipyard from the Base Closure and Realignment (BRAC) list. We were successful in keeping the Shipyard off the closure list and saving 4,800 jobs, or a \$320 million payroll, plus \$50 million in related goods and services in the Seacoast.

### Major FY05 Initiatives

The \$40.5 million renovation/construction of Portsmouth High School, including its Technical Career Center, also was completed. The school portion was funded through \$36 million in general obligation bonds, offset by 55% or \$19.8 million from the State's school building aid program. The Technical Center portion was funded by a \$4.5 million State capital improvement grant.

Construction began on the new 38,000-square-foot Library scheduled for completion in late 2006. The \$8 million project is funded by \$7 million in bonds and \$1 million from use of fund balance. A campaign to fundraise \$500,000 was initiated, as well.

The Water Division substantially completed the pilot testing of several treatment technologies for the planned upgrade to the Madbury Treatment Plant.

Also in FY05, the Legislature approved an education funding bill removing Portsmouth as a "Donor Community" in FY06. Since 1999, Portsmouth has raised an additional \$11,750,318 in Statewide Property Taxes for redistribution to other communities.

These are just a few of the significant developments our City experienced in FY05. You will find numerous others on the following pages that detail the City's many efforts in the previous fiscal year.

*John P. Bohenko*  
 City Manager

## Boards and Commissions

The Portsmouth Mayor and City Council are aided in governing the City by various volunteer advisory boards and commissions. Citizens interested in filling a board or commission vacancy must submit an application to the Mayor, who decides whether to bring it forward for the entire Council's approval. Vacant positions and an application form are posted on the City's Web site under the City Clerk's page, along with a list of current members. Some panels meet on a weekly basis, others meet less frequently. A City Council member sits on each board and commission to act as a liaison. City staff also may be assigned to aid a board or commission. Several of the many panels are listed below and on the next page.

The **African Burial Ground Committee** was established by the City Council for the purpose of evaluating the options for recognizing/memorializing the cemetery discovered underneath Chestnut Street. Membership varies.

The **Animal Control Committee** (formerly the Vicious Dog Committee) is comprised of the Police Chief (or his designee), a veterinarian and a resident. It hears complaints related to vicious dogs, dogs at large and nuisance animals.

The **Building Code Board of Appeals** hears and decides appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the various city adopted construction codes. (5 members, 2 alternates; 5-year terms)

The **Cable Television and Communications Commission** has the authority to establish standing subcommittees on matters pertaining to the operation and performance of cable companies within the City. The Commission meets as often as deemed appropriate and necessary to ensure the proper operation of the Franchise Agreement. (5 members, 1 alternate; 2-year term initial appointment, 3-year terms for reappointment)

The **Mayor's Blue Ribbon Cemeteries Committee** deals with the four ancient burial grounds: North, Union, Point of Graves and Pleasant Street. The Committee's two-pronged effort includes restoration and repair of tombstones and crypts, and utilizing the cemeteries as education centers providing local residents and visitors with a look into the history of Portsmouth and the area through programs including re-enactors and lecturers.

The **Citizens Advisory Committee** (CAC) is the official advisory board for the City's Community Development Block Grant (CDBG) program. It advises the Community Development staff on emerging community needs and facilitates public involvement in the CDBG program planning process. Membership varies.

The **Citywide Neighborhood Committee** advocates for the neighborhoods to ensure that all aspects of City government work through two basic principles: protection and preservation of the quality of our neighborhoods.

The **Conservation Commission** is charged by statute with the protection and proper utilization of the City's natural resources. It considers and makes recommendations to the New Hampshire Wetlands Bureau and/or the City's Planning Board on matters affecting natural resources. The Commission has an interest in ensuring the proper utilization and protection of natural resources and the protection of watershed resources within Portsmouth. (7 members, 2 alternates; 3-year terms)

The **Mayor's Blue Ribbon Committee on Dogs** is a forum for addressing issues related to the ownership, regulation and control of dogs in Portsmouth. Membership varies.

The **Economic Development Commission** ensures continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The Commission makes recommendations to the City Council on a wide variety of issues related to economic development, including business development, public-private partnerships, maintenance and development of the commercial, industrial and central business districts, and business attraction programs. (9 members, 4-year terms)

The **Fee Schedule Study Committee** was established to create a more efficient system for the City to adopt and adjust municipal fees annually. The Fee Committee consists of one City Councilor, the City Manager and a Finance Department representative.

The **Historic District Commission** reviews exterior changes to buildings and structures located within the Historic District. (7 members, 2 alternates; 3-year terms)

## Boards and Commissions

*Continued from Page 6*

The **Board of Library Trustees** adopts bylaws, rules and regulations for the conduct of its own business to determine objectives that will result in the continuing growth and improvement of Library services and establishes policies to attain these objectives. (9 members, 3-year terms)

The **New Library Building Committee** is an advisory committee formed to assist the City in its plan to construct a new Library building. Membership varies.

The **Portsmouth Economic Development Loan Program Board** is an all-volunteer advisory group that assists City staff in reviewing CDBG-funded loan applications and making decisions on loans applied for under the City's for-profit and non-profit loan programs. (The loan program for for-profit businesses is not currently accepting applications for new loans.) (3-year terms)

The **Planning Board** acts on Site Review, Subdivisions, Lot Line Relocation, City Council Referrals and Conditional Use Permits. (9 members, 2 alternates; 3-year terms)

The **Portsmouth Housing Authority** provides quality housing to people with low and very low incomes; ensures that all residents pay fair and reasonable rents; promotes fair housing to people of all ethnic backgrounds, ages and abilities, and strives to accomplish these goals through quality, caring services. (5 members, 5-year terms)

The role of the **Portsmouth Housing Endowment Fund (PHEF) Board** is to formulate general policies regarding the operation of the City's first-time homebuyer's program, HomeTown (which is funded through the Portsmouth Housing Endowment Fund), and establish specific policies as the need may arise, dictated by program demands. (7 members, 3-year terms)

The **Recreation Board** assists the Recreation Department in planning a citywide recreation program. The Board advises the City Manager and City Council in regard to recreational needs. (10 members, 3-year terms)

The **Site Review Technical Advisory Committee** reviews Site Review applications for the Planning Board and makes recommendations to the Planning Board. It consists of City officials, the chairman of the Conservation Commission and a member of the Traffic and Safety Committee. The Planning Board acts on all Site Review applications.

The **Taxi Commission** enforces all local and State laws affecting the ownership, licensing and operation of taxicabs in Portsmouth. It ensures that all rules and regulations are enforced and may exercise power of license and permit suspension and/or revocation when it determines that such action is warranted. Membership varies.

The **Traffic and Safety Committee** is a nine-member committee appointed to address: all traffic safety issues within the City of Portsmouth, including signs, traffic lights, striping; plan reviews of new development; and other pedestrian/vehicular-related problems.

The **Trustees of Trust Funds** have the fiduciary responsibility for the City's Trust Funds. The Trustees also oversee the management and operations of Prescott Park under the guidelines of the Prescott Trust. (3 members, 3-year terms)

The **Vendors Committee** enforces all local rules and regulations relative to the operation of vendors in the City of Portsmouth. Membership varies.

The **Zoning Board of Adjustment** hears and decides requests for variances from the terms of the Zoning Ordinance, requests for Special Exceptions as allowed by the Zoning Ordinance, and appeals of Administrative Decisions. (7 members, 2 alternates; 5-year terms)

## Assessor

**City Assessor:** Lauren Elliott  
**Deputy Assessor:** Liz Malone

City Hall, Room 220  
 1 Junkins Ave.  
 Portsmouth, NH 03801

**Phone:** (603) 610-7249  
**Fax:** (603) 427-1579

**Web page:** [www.CityofPortsmouth.com/assessors/index.htm](http://www.CityofPortsmouth.com/assessors/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Lauren Elliott*

The Assessor's Office is a division of the City's Finance Department.

In Fiscal Year 2005, the assessed value of Portsmouth's residential and commercial property was \$3 billion.

This was a \$97 million increase in value over the prior year, primarily due to new construction, as well as increasing commercial and industrial values to maintain proportionality between commercial and residential values.

It led to approval of the 2004 tax rate for Fiscal Year 2005 of \$17.17 per \$1,000 valuation by the NH Department of Revenue Administration (DRA).

This included \$7.71 for Municipal, \$5.22 for the School District, \$3.20 for the Statewide Property Tax, and \$1.04 to Rockingham County.

The 2004 rate was 7 cents below what the City Council established while developing the budget to fund Fire, Police, School and Municipal services. It also was 57 cents below the prior year rate of \$17.74.

In FY05, residential assessed values in Portsmouth did not change, with the exception of properties with new construction or renovations. The average assessed valuation for a Portsmouth home was \$290,000.

The NH DRA approved a 2005 tax rate of \$17.60 that will be collected in FY06.

State law requires that all classes of property be revalued each year so that they are proportional. A physical inspection of each property must be made at least every five years. In between, the City annually updates property values by comparing sales figures to the assessments on the 6,500 residential and 1,200 commercial and industrial properties in Portsmouth.

The Assessor's Office in late 2005 launched the process of physically verifying assessment information for all properties for the 2006 revaluation to be used for the tax bills to be collected in FY 2007.

The information will be used to make each property reflect fair market value, effective April 1, 2006, for the tax bills due Nov. 1, 2006. The second half of the 2006 tax bill is due June 1, 2007. Each property owner will receive the new assessment prior to receiving the tax bill.

Property owners who disagree with assessments may request that the Assessor's Office review the value. If they still wish to appeal the Assessor's Office decision, they can file with either the State of New Hampshire Board of Tax and Land Appeals, or Rockingham County Superior Court.

The Assessor's Office also provides an online tax calculator for residents to estimate their tax bills on the City's Web site.

### Top 10 Taxpayers in Fiscal Year 2005

Public Service Co. of NH	Utility	\$108,531,311	Durgin Sq. & DSP & Endicott	Retail	\$18,827,700
HCA Health Services of NH	Hospital	41,580,700	Inishmaan Assoc.	Apts.	18,721,860
Liberty Mutual Insurance Co.	Insurance	34,980,200	Bromley Portsmouth LLC	Retail	18,259,000
Harborside Assoc.	Hotel	20,257,100	325 Corporate Drive II LLC	Offices	13,910,600
Harbor Place Group LLC	Office Prk	20,018,400	273 Corporate Drive LLC	Offices	13,168,400



## City Clerk

**City Clerk:** Kelli Barnaby  
**Deputy City Clerk:** Dianne Kirby  
**Clerk Typist:** Margaret Brock

City Hall, Room 218  
 1 Junkins Avenue  
 Portsmouth, NH 03801

**Phone:** (603) 610-7245  
**Fax:** (603) 427-1579

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**E-mail:**  
[CityClerk@ch.CityofPortsmouth.com](mailto:CityClerk@ch.CityofPortsmouth.com)



*Margaret Brock, Kelli Barnaby & Dianne Kirby*

The City Clerk’s Department serves as the repository for the official records for the City of Portsmouth and the vital statistics of its citizens.

The Department, also known as the City Clerk’s Office, supports the City’s legislative bodies by recording and maintaining their official records and legislative history.

The Department records and preserves the vital records of the community, and administers all municipal, state and national elections in Portsmouth.

The Department has six major functions:

- Acting as the Registrar of Vital Statistics in recording births, marriages, and deaths in Portsmouth, and issuing official certificates for such;
- Issuing a wide variety of permits and licenses as required by state and local regulations;
- Providing support services for the City Council, publishing and posting all legal notices, preparing agendas, and attending and recording all City Council actions and minutes;
- Updating the local Boards and Commissions lists on a continuing basis and administering the “Oath of Office” for appointees;
- Administering and conducting elections in accordance with state, federal and local laws; and
- Filing and preserving, as required, all contracts, bonds, agreements, the City Ordinance book and other City documents.

### 2005 Statistics

#### Births

Portsmouth residents	203
<b>Total</b>	<b>868</b>

#### Marriages

Couples with 1 or 2 Portsmouth residents	139
<b>Total</b>	<b>278</b>

#### Deaths

Number of Portsmouth residents	212
<b>Total</b>	<b>360</b>

#### Permits and Licenses

Amusement Licenses	25
Bowling and Billiard Licenses	5
Dog Licenses	1,679
Employment Licenses	4
Event Permits	26
Mobile Home Licenses	3
News Rack Licenses	4
Petroleum Permit Licenses	30
Sidewalk Obstruction Licenses	43
Tag Day Permits	22
Taxi Licenses	46
Taxi Medallions	16
Vendor Licenses	22
<b>Total</b>	<b>1,925</b>

## Community Development

**Director:** Cindy Hayden

**Program Manager:** David Moore

**Housing Specialist:** Dan Hartrey

**Office Manager:** Terry Poulin

City Hall, 3rd Floor, 1 Junkins Avenue  
Portsmouth, NH 03801

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community/index.htm](http://www.cityofportsmouth.com/community/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Terry Poulin, Cindy Hayden, David Moore, Dan Hartrey*

The Community Development Department administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The primary goal of CDBG funding is to benefit residents who earn low or moderate incomes, as well as areas of Portsmouth where a majority of the residents earn low or moderate incomes. CDBG funds also can be used to remove architectural barriers to accessibility.

The City annually submits an Action Plan and CDBG budget to HUD. Community Development staff work with the Citizens Advisory Committee to develop the annual plan and budget.

Historically, the CDBG program has completed housing, public service, economic development, public facilities and handicapped accessibility projects.

In FY 2005, CDBG funds of \$862,000 were used for:

### Accessibility Programs

- Residential Accessibility Program: Improvements completed at six single-family homes.
- Accessibility Grant Program for Non-Profit Agencies: Projects funded at two agencies.
- Handicapped Curb-Cut Program: four completed.

### Housing Programs

- Housing Rehabilitation Program: Improvements completed at six single-family homes.
- Affordable Housing Challenge Grant.
- Portsmouth Non-Profit Loan Program: one loan closed, see *Department Highlight* inset.

### Public Services

- Public Service Agency Grant Program: Grants of \$133,500 were made to 15 agencies serving 4,283 residents.

### Public Facilities

- Atlantic Heights Neighborhood: Preble Way and Crescent Way Streetscape Improvements (sidewalks, street trees, curbing); Hislop Park Improvement Project; Hanscom Park benches
- Crossroads House Pedestrian Improvement Project

### *Additional projects funded through non-CDBG sources include:*

- Construction of the Peirce Island East End Trails Project.
- Design/bid Peirce Island Boat Launch, construction planned for Spring 2006.
- HomeTown, First-Time Homebuyers Program: Three households assisted and three additional families approved.
- Design for Maple Haven Playground: Construction planned for Spring 2006.
- Greater Portsmouth Public Health Network: Oversight and grant administration.

#### DEPARTMENT HIGHLIGHT

#### PORTSMOUTH NON-PROFIT LOAN PROGRAM BETTY'S DREAM

In FY05, the City provided \$180,000 in loan and grant assistance to Betty's Dream in its undertaking of a \$4.33 million renovation project at its 24-unit residential facility for the physically disabled.

Funds provided by the Community Development Department leveraged over \$4.15 million from other sources, including first-mortgage financing from the New Hampshire Housing Finance Authority (NHHFA), Low Income Housing Tax Credit Equity, and NHHFA Capital Subsidy Funds.

## Economic Development

**Program Manager:** Nancy Carmer

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1 Junkins Avenue,  
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*Nancy Carmer*

The City's economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses within our community.

The Economic Development Commission (EDC), City Manager and the Economic Development Department Manager work together to support balanced commercial development that fosters and maintains business, jobs and an expanded tax base.

The news in May 2005 that the Portsmouth Naval Shipyard was on the Secretary of Defense's closure list caused great concern due to the potential loss of 4,800 area jobs and a \$320 million payroll.

The City of Portsmouth, through the Economic Development and City Manager's offices, became deeply involved in the ultimately successful Seacoast efforts to "Save Our Shipyard."

Also in Fiscal Year 2005, the Northern Tier area was a major focus with the efforts to facilitate the public/private partnership with HarborCorp, LLC, for development of an expanded hotel and conference facility and an associated parking garage.

In addition, Seacoast Newspapers announced it would vacate its Maplewood Avenue site. The City plans to work with the new owners to incorporate elements of the Northern Tier Study in any redevelopment proposals.

Under the current framework, the Economic Development Commission (EDC) develops economic development policies, goals and objectives as an advisory group to the City Council.

These include business development, public-private partnerships, business attraction and retention, and development of the commercial, industrial and central business districts. EDC members include the City Manager, the Mayor and residents who represent

the local business community.

At the request of the Council, the EDC in 2005 formed subcommittees to research and make recommendations on the issues of the City's unmet parking need credit and a process to combat graffiti.

The EDC also participates in a unique partnership with the Greater Portsmouth Chamber of Commerce in the areas of tourism and business development. By financially supporting these programs, both organizations realize mutual benefits and eliminate program redundancy.

Day-to-day economic development activities are carried out by the Economic Development Program Manager and other City staff. These include acting as a liaison to Portsmouth businesses, and offering assistance to businesses and individuals interested in starting a business, expanding or relocating to Portsmouth.

In FY05, the Department fielded 12 business inquiries related to relocation or new business creation, and handled 40 local economic development information inquiries and referrals.

The Economic Development Manager participated in 50 local outreach events and represented the City on such local economic development boards as the Chamber of Commerce Public Affairs Committee, Downtown Business Association, e-Coast, and Tenant Association at Pease.

She also is the liaison to the Cultural Commission as it relates to the local creative economy. She collects real estate and economic data, prepares annual reports, and disseminates the information.

The City's economic development efforts are funded by repaid loan payments under the federal Urban Development Action Grant economic development initiative established in the 1980s.

## Finance

**Director:** Judie Belanger  
**Controller:** Gail Cunningham  
**Controller:** Andrew Purgiel  
**Information Technology Manager/**  
**Webmaster:** Alan Brady

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 Portsmouth, NH 03801

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*(Front) Cindy Chase, Bonnie Snell, Fay Estes, Lori MacGinnis  
 (Rear) Judie Belanger, Andrew Purgiel, Gary Rooney, Maria Grace, Gail Cunningham, Janet Ancil, Pat Remick, Judy Renaud, Alan Brady*

The Finance Department serves residents, officials and all City departments with financial accountability, timely reporting of financial results, budget development, cash management and provides technological assistance throughout City departments.

In addition, the Department monitors and analyzes the activities of the expenditures and revenues; collects revenues; maintains property valuation; manages City assets, including short and long-term investments; prepares documentation and coordinates the sale of bonds to fund capital projects, and ensures compliance with local, state and federal requirements.

The Department has four primary divisions:

**Accounting:** Administers accounting for all City funds, including enterprise funds (water and sewer divisions), donations, and local and federal grants; administers billing services for water, sewer, outside detail, fire alarm billing, city rentals, health permits and other miscellaneous bills; and administers the City's purchasing procedures in accordance with the City purchasing manual, ensuring efficient procurement of materials, supplies, equipment and services.

**Assessing:** Responsible for evaluating the City's 6,500 residential properties and 1,200 commercial and industrial properties, inspects properties and updates values as appropriate, and reviews appeals. For more information, see Page 8.

**Information Technology:** Provides all City departments with consulting, technical support, maintenance services, programming and application training, as well as administers the City's Web site, web casts of City meetings and functions, and Channel 22 Local Government Access Television.

**Tax Collector:** Responsible for the collection

of municipal and state taxes, automobile registrations, and miscellaneous revenues. For more information, see Page 29.

### Fiscal Year 2005 Financial Highlights

- The Government Finance Officers Association (GFOA) of the United States and Canada again awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2004.
- As of the close of FY05, the City's total net assets exceeded liabilities by \$109,859,949, an increase of \$12,129,638 from FY04.
- Our General Obligation bonds received an AA rating from Standard and Poor's and an Aa3 rating from Moody's Investors Service, saving thousands in reduced borrowing costs.
- Total long-term debt for all funds (i.e., bonds payable) was \$80,032,914, which is well below the legal limit.
- At the close of FY05, the undesignated fund balance for the General Fund was \$6,426,404, or 9.2% of annual appropriations, keeping in accordance with the City's Undesignated Fund Balance Ordinance.
- The Department processes approximately 12,000 checks annually in addition to a payroll of 547 (including seasonal and part-time) Municipal, Police and Fire employees.
- The Department issued 48 Requests for Proposals and Invitations to Bid.
- The City had to raise \$924,192 in excess State Property Taxes in FY05 but the State Legislature voted to end this obligation for FY06.

## Fire

**Fire Chief:** Christopher J. LeClaire  
**Executive Assistant:** Tracy Freeman  
**Assistant Chief:** Steve Achilles  
**Deputy Chief:** Steve Griswold  
**Fire Commission:** Michael Hughes, Richard Gamester, Paul Wentworth

Station 1, 170 Court Street  
 Portsmouth, NH 03801

**EMERGENCY: Dial 911**

**Phone:** (603) 427-1515

**Fax:** (603) 427-1555

**Web page:** [www.CityofPortsmouth.com/fires/index.htm](http://www.CityofPortsmouth.com/fires/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Station 1, also known as the Central Station*

The Portsmouth Fire Department stands ready at all times to serve the City’s residents, business owners and visitors.

The Department provides fire protection, emergency medical services, hazardous material and disaster response, marine and waterfront fire and medical response, community service (such as responding to calls about flooded basements and issuing burn permits), fire prevention and inspection, and emergency management.

In 2005, the Department responded to 2,270 fire service calls, 2,578 Emergency Medical Service (EMS) calls and provided 800 instances of fire prevention, inspection and education services.

The types of emergency and community service requests primarily consist of medical and traumatic injury responses, motor vehicle accidents, structure and vehicle fires, fire alarm activations, and services related to weather emergencies such as flooding, lightning strikes and downed power lines.

The Department’s Fiscal Year 2005 highlights included several initiatives to fulfill and improve service. The Department:

- Received a \$350,000 Homeland Security grant award for a fireboat
- Received a \$42,000 Homeland Security grant award for technical rescue response equipment
- Purchased a 75-foot Ladder/Pumper Truck to serve as the primary response unit for the southern portion of Portsmouth
- Implemented a mobile computer-based hazard and site preplan program

### 2005 Fire Department Activity

<b><i>Fire service calls</i></b>	
Fires/Explosions	96
Overpressure/Ruptures	9
Rescue Calls	1,097
Hazardous Conditions	201
Service Calls	110
Good Intent Calls	212
False Calls	536
Others	9
<b>Total</b>	<b>2,270</b>
<b><i>Emergency Medical Services calls</i></b>	
<b>Total</b>	<b>2,578</b>

The Department has 60 full-time employees and one part-time account clerk. There are 56 fire suppression and EMS personnel, three chief officers and one executive assistant to the Fire Chief.

All of the Department’s fire suppression/EMS personnel are certified firefighters and nationally registered Emergency Medical Technicians at various levels. They are divided into four shifts of 14 personnel each.

These shifts cover all three of the City’s fire stations, 24 hours per day, seven days a week. They staff two engines, one ladder truck, and two ambulances at all times.

In addition, there are several reserve pieces of apparatus available for recall personnel or unexpected apparatus breakdowns.

Continued from Page 13



*Ventilating the roof at a two-alarm fire Dec. 21, 2004*



*Nov. 21, 2004, fire on Cass Street*

The Fire Department maintains three fire stations staffed 24 hours a day. Located in the historic downtown district, Station 1 houses the administrative and prevention offices, Engine and Ambulance Company 1, one forestry truck, and command support resources. The Department docks one marine unit along the waterfront at Prescott Park. Station 2, in the southern portion of the city, houses the Ladder 2 Company and Ambulance 2. Station 3, at the Pease International Tradeport, houses Engine and Ambulance Company 3, as well as Rescue 3. Two reserve engines and one reserve ladder truck complement the fleet.

**Administration**

The Fire Chief serves at the discretion of the Board of Fire Commissioners, which has budgetary and policy authority over the Department. The Fire Chief is the Executive Officer of the Department and oversees daily administration, overall control and emergency scene authority of personnel and equipment in accordance with NH RSA 154.

The executive assistant to the fire chief serves at Central Station and oversees payroll, budget development and tracking, and personnel records.

The part-time account clerk performs administrative support functions, such as preparing ambulance reports for billing, tracking invoices, filing, etc.

**Operations and Training**

The Assistant Fire Chief oversees all operational aspects of emergency response, including apparatus readiness, shift staffing, and station assignments.

He also administers the Department’s training program, logging hundreds of personnel hours each year for ongoing training, professional development and re-certification.

**Fire Prevention**

The Deputy Fire Chief oversees the Fire Prevention Bureau. Currently, he is the only Portsmouth Fire Department member assigned to this Bureau.

The Bureau is responsible for plans review, life safety code enforcement, and public education. In 2005, there were 3,558 contacts and hundreds of reviews and inspections.

<b>2005 Fire Prevention, Inspection &amp; Education Services</b>	
Place of Assembly Inspections	93
Other Inspections	163
Fire/Safety Education	60
Plan Review	78
Investigations	35
Other	371
<b>Total</b>	<b>800</b>

*In addition, the Bureau was involved in 3,558 public education contacts.*

## Health

**Health Officer:** Odysias Athanasiou  
**Health/Inspector:** Kim McNamara

City Hall, Third Floor  
 1 Junkins Ave.  
 Portsmouth, NH 03801

**Phone:** (603) 610-7238  
**Fax:** (603) 427-1593

**Web page:** [www.cityofportsmouth.com/health/index.htm](http://www.cityofportsmouth.com/health/index.htm)

**E-mail:** [Health@ch.CityofPortsmouth.com](mailto:Health@ch.CityofPortsmouth.com)



*Kim McNamara and "Dish" Athanasiou*

The Portsmouth Health Department provides environmental health services for the protection of Portsmouth residents and visitors.

This is achieved through food establishment regulation, inspections, food safety education, and response to potential public health hazards that include communicable diseases.

The Health Department is responsible for inspecting more than 277 food establishments in Portsmouth, as well as temporary food establishments such as weekend festivals and the Farmer's Market.

The Department also inspects in-home daycares, daycare centers, residential care facilities, nursery schools, and foster homes.

The Health Department also responds to citizen complaints related to local food service establishments, possible food-borne illnesses from these establishments, failed septic systems, sewer back-ups, improperly disposed of trash, unsanitary living conditions, rodent and insect infestation complaints, and improper lead and asbestos abatements.

In April 2005, the Health Department added a new Health Inspector position to meet the ever-increasing workload and ensure regular inspection of all Portsmouth establishments serving food.

In 2005, the Department also began work on upgrading its documentation and communication systems.

In addition, the Portsmouth Health Department participated in a new initiative known as the

Greater Portsmouth Public Health Network (GPPHN), funded through a grant to the City from the New Hampshire Department of Health and Human Services, which is working to develop regional approaches to emergency response and public health planning.

This initiative included fostering working relationships with Health Officers in surrounding towns, participating in a community health assessment to assess community public health needs, and offering public education classes on such topics as food safety.

The City's Health Department participates in the Portsmouth Area Emergency Planning Team, the regional Public Health Network, and is working with the City's Department of Public Works to address the problems of food service establishment FOG (fats, oil and grease) entering the City's wastewater system.

The Health Department also is involved in monitoring Eastern Equine Encephalitis (EEE) and providing public notification of the confirmation of EEE and personal protective measures.

## Human Resources

**Director:** Dianna Fogarty  
**Coordinator:** Linda Corriveau  
**Switchboard:** Ida Ricker,  
 Nancy Marcotte

City Hall, Room 424, 1 Junkins Avenue  
 Portsmouth, NH 03801

**Phone:** (603) 610-7270

**Fax:** (603) 427-1577

**Web page:** [www.CityofPortsmouth.com/hr/index.htm](http://www.CityofPortsmouth.com/hr/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Linda Corriveau and Dianna Fogarty*

The Human Resources Department works to attract, select, develop and retain an effective City workforce while administering policies, rules and legal requirements related to City employment.

In Fiscal Year 2005, the Department reviewed 848 applications to hire 57 full-time and part-time employees. The City had a total workforce of 547 Municipal, Fire and Police employees in FY05.

The Department is responsible for the pre-employment and promotional activities leading to filling classified positions, except for the Fire, Police and School Fire Departments. This includes the advertising of positions, as well as conducting interviews and background checks.

In addition, the Department administers and negotiates 15 collective bargaining agreements and seven employee contracts, and represents the City on all employment grievances and arbitrations. In FY05, the Department processed 25 grievances.

The implementation and administration of benefit programs also falls under the Department's purview. These programs include medical, dental, life, long-term disability, retirement, worker's compensation, vacation and sick time accruals, educational reimbursement, and wellness.

In FY05, the HR Department received a grant for \$3,100 to implement a wellness program. A total of 65 percent of the City's employees participated in various wellness activities.

The HR Department also provided leave administration services and consulted with City departments for five long-term disability claims, three retirements, and 21 Family Medical Leave requests. The HR Department developed an Earned Time Program that resulted in an estimated savings of \$73,000

in overtime costs.

HR also develops education, training and employee development programs in order to enhance individual and organizational effectiveness.

All property and liability, worker's compensation and unemployment claims are administered by the Human Resources Department, which also conducts annual safety inspections and coordinates monthly safety programs.

In FY05, HR coordinated several safety programs, as well as ergonomic evaluations of 11 workstations. The Department also processed 110 work-related claims and 70 property and liability claims.

The Department implemented a new telephone system for the Municipal and School departments, as well as a Metropolitan Area Network System that now connects all municipal and school buildings.

### *Recruitment*

	<b>FY04</b>	<b>FY05</b>
Applications	767	848
Hires (FT & PT)	65	57

### *Safety Training Topics*

- “Slips, Trips and Falls Prevention”
- “Hazardous and Toxic Substances and Personal Protective Equipment”
- “Trench and Excavation Safety”
- “Chainsaw & Landscape Equipment Safety”
- “Confined Space Entry”
- “Lock Out Tag Out”



## Inspection

**Chief Building Inspector:** Richard Hopley  
**Asst. Building Inspector:** Roger Clum  
**Plumbing:** John Lanoie  
**Electrical:** Scott Young  
**Secretary:** Cheryl Newton

City Hall, 3rd Floor, 1 Junkins Avenue,  
 Portsmouth, NH 03801  
*Inspector Office Hours: 8-10 a.m.; 1-2 p.m.*  
**Tel:** (603) 610-7243  
**Fax:** (603) 427-1593

**Web page:** [www.CityofPortsmouth.com/inspection/index.htm](http://www.CityofPortsmouth.com/inspection/index.htm)  
**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Cheryl Newton, Richard Hopley  
 Roger Clum, John Lanoie, Scott Young*

The Inspection Department is responsible for ensuring the City’s building, electrical, plumbing and life safety codes are complied with in all new construction in Portsmouth.

The Department enforces the City’s construction codes related to structural integrity, safe wiring, sound plumbing, safe mechanical systems and properly installed fire protection systems.

In FY 2005, the Inspection Department processed 886 building permits with an \$83.8 million declared construction value. An additional 1,346 electrical and plumbing/mechanical permits were issued.

Permits are required for new construction and general renovation, which is defined as work changing the overall size of a building, or portions thereof, or which involves the creation of new rooms or spaces. Expansion of electrical, plumbing, mechanical or fire protection systems also is general renovation.

Electric, plumbing and mechanical permits generally are issued directly to the licensed contractor or homeowner doing the work.

The permit/construction process generally has three phases. Initially, the Inspection Department offers advice regarding building code interpretations and works with architects and engineers during the early stages of building design and renovations.

Once building plans are finalized, the owner applies for a permit. The Department begins a review of the building, electrical, plumbing and fire protection plan drawings to check for possible code problems. If there are none, a building permit is issued.

The final step involves site inspections to ensure construction complies with the issued permit and construction plans. Following successful final

inspections of all systems, the Department issues a Certificate of Occupancy.

Building permit applications (including for fire protection systems) and sign permit applications may be submitted any time during normal City Hall hours and are all available to download from the Inspection Department’s Web page.

The inspectors maintain daily office hours from 8 a.m.-10 a.m. and 1 p.m.-2 p.m. to conduct plan reviews; issue electrical, plumbing and mechanical permits; consult with clients, and answer construction code questions. On-site inspections are conducted 10:15 to noon and 2:15 to 4:30 p.m.

The Electrical Inspector is a part-time position and publishes his schedule monthly.

The Inspection Department also investigates reports of code violations, including building, electrical, plumbing, mechanical, and possible zoning violations in the areas of land use and minimum standards for residential rental dwelling units.

	<b>FY04</b>	<b>FY05</b>
Building permit applications processed	726	886
Declared construction value	\$38.4 mil	\$83.8 mil
Building	726	886
Electrical	648	691
Plumbing/ mechanical	622	655
<b>Total permits</b>	<b>1,966</b>	<b>2,232</b>

## Legal

**City Attorney:** Robert P. Sullivan  
**Asst. City Atty.:** Suzanne M. Woodland  
**Asst. City Atty.:** Kathleen M. Dwyer  
**Zoning Officer:** Jason Page  
**Legal Assistant:** Raeline O'Neil

City Hall, Room 423, 1 Junkins Avenue  
Portsmouth, NH 03801

**Phone:** (603) 610-7204

**Fax:** (603) 427-1577

**Web page:** [www.CityofPortsmouth.com/legal/index.htm](http://www.CityofPortsmouth.com/legal/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Robert P. Sullivan*

The Legal Department advises and represents all of the various elements of City government, including the Municipal branch, Department of Public Works, School Department, Police and Fire Departments, and City boards, commissions and agencies.

The scope of these legal services includes:

- Providing legal opinions for all City departments on various questions of policy and law. For example, the Legal Department meets weekly with the Planning Department (over 45 scheduled meetings in FY05) to review and resolve legal issues relating to land use. Agenda items routinely exceed 20 matters. This is in addition to almost daily activities to address Planning and Zoning related matters through ad hoc meetings with City staff and direct contact with developers and their counsel to resolve issues.
- Supporting the City Council through attendance at meetings (45 in FY05) and drafting ordinances and supporting memoranda for Council review (25 ordinance changes considered in FY05).
- Responding to citizen inquiries, including right-to-know requests. Most inquiries and requests are handled immediately without the need to schedule appointments with Legal staff.
- Serving in an advisory capacity to the City's numerous boards and committees by handling inquiries and attending meetings as requested.
- Representing the City in diverse litigation, including Zoning Board of Adjustment and Planning Board appeals, real estate tax abatements (30 tax abatement cases were pending in FY05), animal control cases, and collection cases.
- Assisting the Purchasing Department with preparation and review of bid documents and requests

for proposals (over 40 issued in FY05).

- Reviewing and revising as necessary letters of credit, easements and site review agreements for land use projects approved by the Planning Board.
- Preparation of easements and other right-of-way documents for the Department of Public Works.
- Negotiation and preparation of City contracts and licenses.
- Negotiation and preparation of documents related to transferring property to and from the City, such as the Sherburne property's acquisition and sale.
- Performing and overseeing criminal prosecutions in Portsmouth District Court and otherwise supervising outside counsel.
- Providing zoning enforcement services through employment of a full-time Zoning Enforcement Officer to investigate and as appropriate, help resolve, alleged Zoning Ordinance violations.

The Legal Department devotes one part-time Assistant City Attorney to the School Department to deal with such issues as compliance of educational standards, recovery of Special Education costs, student discipline, residency issues, trusts and scholarships, and the Futures Program.

The Office of the Rockingham County Attorney's provides certain prosecution services in Portsmouth District Court, including DWI arrests, Administrative License Suspension hearings, felony arrests, probable cause hearings and arraignments. Also they attend hearings for those contesting parking tickets.

The Department assisted with several major projects in FY05, including: the new Public Library, Hilton Garden development, High School construction, African Burial Ground, Ocean Road/Banfield Road improvements, and the Riverwalk Project.

## Public Library

**Director:** Mary Ann List  
**Assistant Director:** Susan McCann  
**Reference:** Michael Huxtable  
**Public Services:** Sherry Evans  
**Children's Services:** Susan Brough  
**Technical Services:** Pat Palmer

8 Islington Street  
 Portsmouth, NH 03801  
**Phone:** (603) 427-1540  
**Fax:** (603) 433-0981

**Web page:** [www.CityofPortsmouth.com/library/index.htm](http://www.CityofPortsmouth.com/library/index.htm)  
**E-mail:** [Info@Lib.CityofPortsmouth.com](mailto:Info@Lib.CityofPortsmouth.com)



*Mary Ann List, Sue McCann, Barbara Weismann  
 First Row Standing: Sherry Evans, Heather Armitage, Helen Moore, Nicole Cloutier, Cathy Pridham, Richard Winslow, Kate Giordano, Susan Brough, Michael Huxtable  
 Back: Shelley Hersey, Julia Lanter, Suzanne Loder. At Computer in back: Jennifer Bassett. Not Pictured: Kate Lyon, Pat Palmer, Katrina Wilfing, Cathy Okhuysen, Julia Buck, Pam Keene, Beverly Meyer*

The Portsmouth Public Library is a gateway to reading, information, culture, community activities and self-directed learning.

It offers a myriad of services and provides information to the public in person, by phone, and electronically through e-mail or the Web.

In Fiscal Year 2005, there were over 256,000 physical visits to the Library, nearly 345,000 items circulated, over 16,500 reference questions answered and over 10,000 people attended Library programs.

The number of visits to the Library in FY05 translated into 13.9 annual visits per capita, more than twice the U.S. average of 5.41 and the New Hampshire average of 4.47. The number of items circulated and number of electronic users also were more than twice the national and N.H. averages.

Also in FY05, construction finally began on the new \$8 million library facility at 175 Parrott Avenue, with the opening date anticipated in late fall 2006. A Progress Report on the new library construction is at: [www.CityofPortsmouth.com/newlibrary/progressreport.htm](http://www.CityofPortsmouth.com/newlibrary/progressreport.htm)

The Library continued to fulfill its five roles in the community, serving as a:

1. **Popular Materials Library** in various formats for people of all ages;
2. **Reference Library** responding to the community's information needs;
3. **Youth's Door to Learning** fostering a love of reading and learning through materials and programs;
4. **Community Activities Center** providing places for people to interact and study; and
5. **Community Information Center** to make available past and current information.

The programs offered in FY05 for young people included Story Times for infants through pre-school children; craft and music programs; youth programs such as "Teen Reads"; school visits in the Library and the classroom, and the Summer Reading Program

Various programs also were offered to adults, including informative programs on history, literature, poetry and ad humor; library and computer instruction; book discussions in-person or online; a writers' group; art exhibits and lectures; and a community services database.

### Notable achievements in FY05 included:

#### Technology Improvements

- Phase 1 of the online library system upgrade was completed. From home and office, users can reserve items that are checked out, renew items they have borrowed, receive email notifications, and view reviews, summaries, cover art, title profiles and author profiles of items the Library owns. Library staff in the Public Library and the five school libraries use this system to maintain the customer and materials databases, manage circulation activities, and handle purchasing of Library materials. It replaces a system in place since 1995. Phase 2, which will provide easy Web access to electronic databases and other enhancements, will be completed in FY2006.
- One-half of the library building was equipped with wireless internet access, allowing customers to use laptops for Library and personal business.

*Continued on Page 20*



*The New Public Library Design*

Notable achievements continued from Page 19

*Re-evaluation of Databases*

- Library staff worked to license databases to provide reputable information covering a broad range of subjects for adults, teens and children.
- Whenever possible, the licenses allow for remote access so that Library card holders can search the databases for full text information 24 hours a day from home, school, or work, as well as from the Library itself.

*Increased Programming*

- The initial Portsmouth Peace Treaty programs were held at the Library.
- Book groups were launched for both adults and teens. In addition, online book groups were added to the Library’s Web site so that adults and young people can sample books together and join in discussions from their home computers.

*Preservation Plan*

- The Portsmouth Public Library Preservation Plan was launched to preserve both the significant documents and the artwork held by the Library.
- Through grants and private donations of money and services, the Library’s Special Collections Department commissioned evaluations and assessments of much of the paper holdings and several significant pieces of art.
- The Celia Thaxter portrait that hangs in the Reference Room was restored.
- These preservation efforts will continue throughout the future.

<b>Fiscal Year 2005 Statistics</b>	
Hours open weekly	64.5
Average # of visits/day	865
Registered patrons	13,345
Total visits	256,000
<b>Items circulated in FY05</b>	
Books: Adult Fiction	61,994
Books: Adult Non-Fiction	46,591
Books: Children’s	94,498
Books: Young Adult	7,192
Audio: Books & Music	34,717
Video: DVD & VHS	87,284
Magazines	11,569
Other	669
<b>Total</b>	<b>344,514</b>
<b>Resources Available</b>	
Books: Adult Fiction	21,035
Books: Adult Non-Fiction	57,050
Books: Children’s	24,189
Books: Young Adult	1,753
Audio: Books & Music	3,614
Video: DVD & VHS	5,258
Other	14
Magazine & Newspaper Subscriptions- Print & Microfilm	748
Online Databases	56
<b>Program Attendance</b>	
Adults	737
Children	9,742
<b>Total</b>	<b>10,479</b>
<b>Reference Questions</b>	
Adult	8,958
Children	7,625
<b>Total</b>	<b>16,583</b>

## Planning

**Director:** David M. Holden  
**Chief Planner:** Lucy E. Tillman  
**Environmental Planner:** Peter Britz  
**Administrative Assistant:** Jane Shouse  
**Administrative Clerk:** Mary Koepenick

City Hall, 3rd Floor  
 1 Junkins Ave., Portsmouth, NH 03801

**Phone:** (603) 610-7216

**Fax:** (603) 427-1593

**Web page:** [www.CityofPortsmouth.com/planning/index.htm](http://www.CityofPortsmouth.com/planning/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Peter Britz, David Holden, Lucy Tillman  
 Mary Koepenick, Jane Shouse*

The Planning Department makes recommendations to the City Council and City Manager on issues relevant to the development of Portsmouth.

It prepares the annual Capital Improvement Plan, and is involved in activities supporting the City's Master Plan, Zoning Ordinance, Site Review Regulations, and Subdivision Regulations. These documents are available on the Planning Department's Web site. The Zoning Ordinance and Subdivision Regulations are the City's major land use controls to ensure orderly growth and development.

The Department provides staff assistance to the Planning Board, Board of Adjustment, Historic District Commission and Conservation Commission.

The Planning Director chairs the Technical Advisory Committee (TAC), which is comprised of City administrative staff and meets monthly in the first step of the Site Review Application process for industrial, commercial, and major residential developments.

The TAC, as appropriate, receives comments from the Traffic and Safety Committee and the Conservation Commission before making recommendations to the Planning Board, which acts on the applications.

The Board of Adjustment, Historic District Commission and Planning Board hold monthly meetings in City Hall Council Chambers starting at 7 p.m.

The **Planning Board** (Kenneth Smith, FY05 Chair) meets on the third Thursday to act on applications for site review, subdivisions, lot line relocations, and conditional use permits. It provides recommendations to the Council in response to their referrals.

In Fiscal Year 2005, the Board acted on 26 site review applications, 16 subdivision requests and eight conditional use permit requests.

The **Board of Adjustment** (Charles A. LeBlanc, FY05 Chair) meets on the third Tuesday of the month to hear and decide requests for Variances from the terms of the Zoning Ordinance, Special Exceptions as allowed by the Ordinance, and Appeals of Administrative Decisions made by Planning staff.

In FY 2005, the Board dealt with 130 items: 120 variance requests, eight special exception requests, one appeal and an equitable waiver request.

The **Historic District Commission** (John Rice, FY05 Chair) meets on the first Wednesday of the month to review exterior changes to buildings and structures located within the Historic District.

In FY05, the HDC was involved in 133 actions: public hearings on 85 properties, work sessions on 33 properties, nine amended applications and six site visits.

The **Conservation Commission** (Charles Cormier, FY05 Chair) meets at 3:30 p.m. on the second Wednesday of the month at City Hall. It is charged by statute with the protection and proper utilization of the City's natural resources. It makes recommendations to the New Hampshire Wetlands Bureau and the Planning Board.

The Commission takes an active role in open space protection, public access, and natural resource education. With Planning Department assistance, grant funds are secured to help in these efforts.

In FY05, the Commission reviewed 14 State Wetland Permit Applications, eight Conditional Use requests and four additional applications.

The Planning Department represents a variety of City interests on a number of regional, State and Federal levels. These include such topics of interest as environmental protection, transportation planning, and regional impact analysis.

## Police

**Chief:** Michael J. Magnant  
**Deputy Chief:** Len DiSesa  
**FY 2005 Police Commission:** John Kelley, Gerald Howe, William Devine (John Russo elected to replace Devine in November 2005)

3 Junkins Avenue, Portsmouth, NH 03801

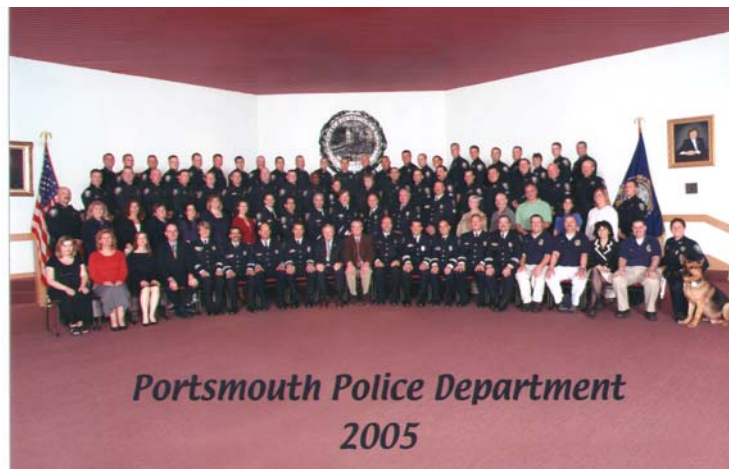
**EMERGENCY: Dial 911**

**Phone:** (603) 427-1500 **Fax:** (603) 427-1510

**Crime Stoppers/Alcohol Tip Line:** 431-1199

**Web page:** [www.CityofPortsmouth.com/police/index.htm](http://www.CityofPortsmouth.com/police/index.htm)

**E-mail:** [Info@PD.CityofPortsmouth.com](mailto:Info@PD.CityofPortsmouth.com)



The Portsmouth Police Department prevents crime, preserves order, and protects the lives, rights and property of all residents, business owners and visitors.

The Department has 69 full-time officers, 28 auxiliary officers, and utilizes the services of 25 non-sworn civilian employees, including dispatchers and clerical staff. It also oversees the City's Animal Control Officer and school crossing guards.

Portsmouth Police have embraced the concept of "community policing," whereby officers are encouraged to take ownership of "beats" and work with residents and business owners to solve problems.

### ***Selective Traffic Enforcement Program***

The Department's **Stealth Stat** monitors the flow of traffic and the speeds of passing vehicles on City's streets. The reports provide administrators with the data necessary to most effectively deploy resources to address speeding problems. The information also is provided to the Public Works Department.

The PPD deploys two **sign boards** in response to Stealth Stat results and neighborhood concerns about traffic speeds. One is a message board with radar that triggers an alert to speeding passing motorists and reminds everyone of the speed limit or other traffic concerns. The second is a newly acquired speed sign board that shows the speed limit and displays the passing motorist's speed in flashing numbers.

In addition, officers are deployed on **directed patrols**. If there is a speeding problem on a particular street, Stealth Stat provides the data to deploy officers, the sign board gives motorists a reminder, and intense motor vehicle enforcement on the roadway



apprehends violators and deters future violations.

The Department's **Selective Traffic Enforcement Program (STEP)** also aggressively enforces traffic laws and implements programs to address many traffic issues. Through the use of grants administered by the NH Highway Safety Administration, additional officers are put on the street on directed patrols. In FY05, these included:

- Route 1 corridor speed patrols (60 hours in 20 three-hour patrols)
- Random speed enforcement (60 hours)
- Red light (intersection) enforcement (60 hours)
- Seat belt enforcement
- DUI Hunter saturation patrols
- Sobriety Checkpoint (2)

Sobriety Checkpoints are used as a highly visible tactic to deter drunk driving. With numerous drinking establishments, Portsmouth can be a source of drunk drivers to towns throughout the Seacoast.

The PPD implemented two sobriety checkpoints in 2005. Ten drunk drivers were removed from the road and six other operators were arrested for misdemeanor offenses.

### ***Child Safety Seat Program***

Since 2000, PPD officers have checked over 600 child car seats for proper installation, both at the Station and at events elsewhere.

### ***Investigations***

General investigators were assigned 300 major felony and misdemeanor cases in 2005. Family Services investigators were assigned 416 cases.

A total of 138 felony cases and 26 misdemeanor cases were brought to Rockingham County Superior Court.

**Special Investigations Unit**

Two detectives concentrate on local drug and vice investigations, with grant funding paying the salary of one and partially funding a supervisor. PPD also are involved in state and federal drug investigations. In 2005, they participated in a major cocaine trafficking case in the Seacoast area of NH and Maine. Twenty-two people were charged with federal



drug violations, and 22,000 Ecstasy tablets, 2 kilograms of cocaine, four firearms and over \$30,000 in cash were seized.

**School Resource Officers**

Three Portsmouth officers are assigned as school resource officers. There is one each at the Middle and High Schools and a third at the Elementary Schools. They provide communication between the police, schools and students, and also teach a variety of classes and programs.

**Enforcing Underage Drinking Laws**

The Department uses several strategies to combat underage drinking:

- Plainclothes officers watch for underage drinking during city festivities;
- Letters are sent to hotel managers prior to the holiday season, asking them to be alert to underage drinking parties;
- Information is provided to the community about the dangers of underage access to drinking;
- PPD follow up on information from a variety of sources, including the Alcohol Tip-line.

The Tip-line, which is funded by Crime Stoppers, allows Police to respond to information received anonymously from Portsmouth, Rye, Greenland, New Castle, Newington, and Kittery and Eliot, Maine.

Additionally, each month a class is held at Portsmouth High for every student turning 16 during that month, providing them with information concerning alcohol and motor vehicle laws.

Since June 2005, Police have conducted compliance checks at 47 licensed businesses. Seven provided alcohol to underage volunteers. During a separate New Year’s Eve initiative, officers arrested two individuals for Unlawful Possession/Intoxication.

**Crime Stoppers**

A detective is assigned as the liaison to Crime Stoppers, a national rewards program that locally serves the Seacoast communities of NH and ME. It was instrumental in the recovery of \$52,000 worth of property and the seizure of \$86,000 worth of drugs.

**Internet Crimes Against Children**

The PPD is the headquarters of the Northern

New England Internet Crimes Against Children Task Force, comprised of New Hampshire, Maine and Vermont. The national program seeks to increase awareness of Internet crimes against children and to identify and prosecute offenders who prey on them. Presentations are made to schools and parents on how to keep kids safe while using the Internet.

The PPD has equipment and personnel trained in computer forensics that enable detectives to examine computers and associated devices for evidence of criminal activity. Grant funding pays portions of personnel salaries and for equipment.

**National Night Out**

On August 2, neighborhoods throughout Portsmouth joined communities nationwide for the “22nd Annual National Night Out Against Crime.” It was our 11th straight year of participation in the event designed to heighten crime and drug prevention awareness; generate support for local anti-crime efforts; and strengthen neighborhood spirit and police-community partnerships.



**Information Systems**

Laptop computers have been installed in PPD cruisers, providing immediate access to updated information and keeping more personnel on the street.

**Emergency Communications Center**

The ECC answers all emergency calls for the Police and Fire/EMS Departments, and provides night and weekend dispatch services for the Public Works Department. It handles over 50,000 phone calls and dispatches personnel on about 45,000 calls annually.

<b>Portsmouth Police Statistics</b>			
<b>Reported Offense</b>	<b>2004</b>	<b>2005</b>	<b>Change</b>
<b>Homicide</b>	0	0	
<b>Kidnapping</b>	13	3	-77%
<b>Rape</b>	23	17	-26%
<b>Robbery</b>	10	6	-40%
<b>Agg. Aslt.</b>	27	15	-44%
<b>Assault</b>	301	326	8%
<b>Arson</b>	5	6	20%
<b>Burglary</b>	41	65	59%
<b>Theft</b>	573	553	-3%
<b>M/V Theft</b>	39	38	-3%
<b>Vandalism</b>	411	408	-1%
<b>Drug Offenses</b>	190	130	-32%
<b>Disorderly</b>	106	173	63%
<b>DWI</b>	240	239	0%
<b>Totals</b>	<b>2997</b>	<b>2996</b>	<b>0%</b>
<b>Calls for</b>			
<b>Service</b>	37,901	41,514	10%
<b>Arrests</b>	1,412	1,496	6%
<b>Traffic Stops</b>	9,096	9,462	4%
<b>M/V Accidents</b>	1,315	1,363	4%

## Public Works

**Director:** Steve Parkinson, P.E.  
**Deputy Director:** David Allen, P.E.  
**City Engineer, Water/Sewer:** Peter Rice, P.E.  
**Traffic Engineer:** Deborah Finnigan, P.E.

680 Peverly Hill Rd.  
 Portsmouth, NH 03801

**Phone:** (603) 427-1530  
**Snow Bans:** (603) 766-7669  
**Fax:** (603) 427-1539

**Web page:** [www.CityofPortsmouth.com/publicworks/index.htm](http://www.CityofPortsmouth.com/publicworks/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Public Works Department*

The Public Works Department is responsible for maintaining the municipal infrastructure that includes all City streets, parks, municipal buildings, the water system, and the sanitary sewer collection and treatment system.

The Department is made up of five divisions:

The **Engineering Division** is responsible for design and implementation of a variety of capital projects, such as road improvements, water and sewer improvements and repairs, and municipal building improvements. The Division also reviews site and subdivision plans of new and proposed projects, and provides technical support to other City Departments.

The **Highway Division** maintains all City streets and sidewalks, solid waste/recycling collection and disposal, municipal parks, City playgrounds and recreation facilities, and municipal buildings. It also maintains the City vehicle and equipment fleet, and performs snow removal.

The **Water Division** is responsible for water production and distribution to Portsmouth, Newington, Greenland, New Castle and parts of Rye, as well as customers in Madbury, Durham and Dover. The Division also operates the Pease Tradeport system. Responsibilities include nine groundwater wells and two water treatment plants, as well as water mains, meters, hydrants, and City-side water services.

The **Sewer Division** maintains and installs new sewer mains and performs catch basin cleaning in Portsmouth and at the Pease Tradeport.

**Parking & Transportation** is responsible for downtown public parking facilities; parking and traffic studies; operation, maintenance, collection and civilian enforcement of electronic parking meters; and also works with the Highway group on traffic issues.

### The Public Works Department

- Maintains, cleans and plows 136 miles of streets
- Maintains 49 miles of sidewalks
- Maintains 16 City-owned bridges
- Maintains nine playgrounds, 10 parks/ball fields and four historic cemeteries
- Central business district daily sweeping, and litter control and disposal
- Oversees mosquito control
- Has 114 full-time employees, 17 part-time
- Has 150 pieces of various equipment

#### *Solid Waste*

- Provided solid waste services to 8,100 households generating 12,423 tons of material
- Diverted 6,492 tons from landfill
- Curbside recycling & yard waste pickup
- Maintains a drop-off Recycling Center
- Household Hazardous Waste Collection Days

#### *Sewer*

- 100 miles of sanitary sewers, 2 treatment plants
- 6,221 service connections (70% of all residential and commercial properties)
- Peirce Island Treatment Plant — 4.8 million gallon per day capacity
- Pease Treatment Plant — treats 500,000 gallons daily, capacity is 1.2 million gallons
- Consumer sewer rate is \$4.70 per 100 cubic feet



Continued from Page 24

**Water**

- 150 miles of water mains, two treatment plants
- 7,952 service connections
- Daily average consumption: 4.4 million gallons
- Nine wells, one reservoir, one booster
- 1,047 public fire hydrants, 261 private hydrants
- Consumer's water rate is \$1.57 per 100 cubic feet (748 gallons)

**Parking & Transportation**

- 2,250 off-street and on-street parking spaces downtown
- 840 electronic parking meters
- Worked with COAST to expand public transportation services -- 90% of City accessible.
- Parking rate 75 cents per hour
- Downtown parking validation program

**Top FY 2005 Infrastructure Improvements***Highway Division*

- Completed Court Street Reconstruction Project: \$1,350,000 to date (80% federal funds).
- Resurfaced West Woodbury area including: Rockingham Ave., Meadow Rd., Clover Ln., Farm Ln., Maple St., Hillcrest Dr., Woodlawn Cir. and Echo Ave: \$448,000 (1.63 miles).
- Oversaw design & construction of Phase III Atlantic Heights Streetscape Improvements (CDBG).
- Resurfaced Pleasant St. (State St. to Market Square), State St. (Pleasant St. to Wright Ave.), Ceres St.
- Completed design and started construction of Maplewood Ave. Signal interconnect project along with streetscape improvements on Middle Street from State St. to Congress St.
- Resurfaced Bridge St., Deer St. (Bridge St. to Maplewood Ave), Hanover St. (Bridge St. to Maplewood Ave) and Maplewood Ave. (Deer St. to State St.).

*Engineering*

- Completed design and bidding of road improvements for Lang Road reconstruction.
- Completed design for Federal Transit Administration grant to build sidewalks, lighting, landscaping, and transit amenities on Hanover Street in front of the High-Hanover Parking Facility: \$275,000.
- Designed road improvements for Gosling Rd. in conjunction with PSNH project (private funding)
- Initiated design process for replacement of Route 33 railroad bridge including nearby roadwork
- Initiated the study phase for the replacement of the Sagamore Bridge on Route 1-A.
- Completed final design for the Newcastle Avenue Roadway and Seawall Reconstruction Project.

*Parking & Transportation*

- Continued Parking Validation Program with over 40 downtown merchants participating in first year.
- Continued Parking Valet Pilot Program, successfully administered and regulated leading to future opportunities to expand downtown parking through valet service.
- Continued replacement of expansion joints in old section of High-Hanover Parking Facility.
- Continued structural steel cleaning and repainting in old section of High-Hanover Parking Facility.
- Continued Security Plan in High-Hanover Parking Facility, which includes security 7 nights/week, increased lighting, zero tolerance policy on graffiti, and other measures.
- Initiated a comprehensive study of downtown parking issues and impacts.

*Water & Sewer*

- Worked with City's consultant to produce a new model for both the water and sewer rate structures.
- Worked with the City's consultant to produce a new model for the water and sewer rate structures.
- Completed pilot testing of three water treatment technologies to develop a recommendation for designing the upgrade of the City's water treatment plant in Madbury.
- Installed 1,900 feet of new water main and 1,811 feet of new services connecting 59 customers.
- Completed the update of the water distribution system computer model, allowing for "what-if" scenarios for sizing of waterlines and the impacts of capital improvements and development.
- Continued to build on the Backflow Prevention Program protecting the water system from contamination originating at private properties from cross-connections. Over 2,000 tests performed.

## Recreation

**Director:** Rus Wilson  
**Asst. Dir./Program Coord.:** Barry Foley  
**Connie Bean Supervisor:** Tim Bailey  
**Spinnaker Supervisor:** Tom Kozikowski  
**Pool Supervisor:** Greig Cronauer

**Phone:** (603) 766-1483 **Fax:** (603) 431-6403  
**Connie Bean Community Center:** 427-1549  
**Spinnaker Point:** 766-1483  
**Indoor Pool:** 427-1546

**Web page:** [www.CityofPortsmouth.com/recreation/index.htm](http://www.CityofPortsmouth.com/recreation/index.htm)  
**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*(Front) Tim Bailey, Phyllis Cheslock, Tom Kozikowski, Robin Lafrenier  
 (Back) Greig Cronauer, Barry Foley, Jason Pendergast, Jaime Mooney, Darrel Dupuis, Rus Wilson*

The Recreation Department provides diversified, year-round and affordable activities for Portsmouth residents and non-residents.

It designs its programs to serve the varying needs of our citizens regardless of age, sex, race, income level, level of participation, and interest in both athletic and non-athletic activities.

The Department serves its clients via existing facilities and neighborhood parks and playgrounds.

Here are the Rec Department's Fiscal Year 2005 Statistics:

### Spinnaker Point Adult Recreation Center

- 1,588 members, including 321 senior citizens, Portsmouth residents and/or City employees
- Open 7 days per week, almost 100 hours
- Offers numerous fitness classes, sports leagues, cardiovascular and weight training, passive recreation, etc.

### Connie Bean Youth Center

- Over 1,000 children enrolled in various programs and sports
- Open 7 days per week, almost 100 hours
- Houses Ballet New England, Portsmouth Judo Club and the African-American Cultural Center

### Indoor Pool

- 700 members, including 140 senior citizens
- Open 7 days per week, almost 100 hours
- Swim lessons to over 750 children
- Over 160 children involved in swim teams
- Hosted regional annual Special Olympics meet

### Peirce Island Outdoor Pool

- Free swim lessons to over 700 Portsmouth residents
- Hosted annual Water Carnival with over 500 participants
- 24,000 daily visits for open swim, averaging 380 per day

### Summer Programs/Camps

- 450 children (50 per week) in Summer Day Camp
- An additional 1,000 children participated in other summer programs and sports camps

### July 4<sup>TH</sup> Fireworks Display

- Partnered with Clear Channel Radio for a \$20,000 fireworks display drawing 30,000-40,000 people for the Independence Day Celebration

### Physical Improvements

- Leary Field: New fencing, scoreboard, equipment shed, backstop, bathrooms and bullpens
- Sherburne Field: New scoreboard, fencing and dug-outs
- Lafayette basketball courts: upgraded
- Peirce Island Pool: new gutter system

### Special Programs

- Monthly Middle School dances
- School year vacation camps
- 16 Senior Citizen day trips
- Family Halloween Dance, Father/Daughter Dance, City Easter Egg Hunt
- Programs, meeting space at Greeleaf Rec Center

## Schools

**Superintendent:** Dr. Robert J. Lister, Ed.D.  
**Asst. Superintendent:** Stephen Zadravec  
**Business Administrator:** Stephen T. Bartlett  
**Student Services Director:** Paulette Hoeflich  
**School Nutrition Director:** Patricia Laska  
**Title 1/Reading Director:** Joanne Simons  
**FY 2005 School Board:** Kent LaPage, Chair;  
 Raimond Bowles, Nancy Clayburgh, Nansi  
 Craig, Henry Clay Hayward, John E. Lyons, Jr.  
 Carvel Tefft, Charles Vaughn and Ann Walker\*

50 Clough Drive, Portsmouth, NH 03801  
**Phone:** (603) 431-5080 **Fax:** (603) 431-6753  
**Dondero:** 436-2231 **Little Harbour:** 436-1708  
**New Franklin:** 436-0910  
**Middle:** 436-5781 **High School:** 436-7100  
**Web page:** www.Portsmouth.K12.nh.us  
**E-mail:** Info@CityofPortsmouth.com

The Portsmouth School Department provides a personalized education for all students with an emphasis on literacy in the content areas.

Specific areas addressed within the educational programs include: curriculum, instruction, assessment, professional development, and community.

There are 2,572 students in grades pre-kindergarten through 12.

The School Department has: one pre-school program; three elementary schools; one middle school, one alternative secondary school; and a high school that is also a regional vocational center.

Thirty-four (34) percent of the students who attend Portsmouth High School arrive daily from the Towns of Greenland, Newington, New Castle and Rye.

- Seventy-four (74) percent of Portsmouth High School graduates attend four- and two-year post-secondary programs.
- The School Department employees: 297 highly qualified teachers (of which 76% hold a Master's degree or higher) And support staff comprised of: paraprofessionals, clericals, maintenance, custodians, and food service employees

There is an administrative staff responsible for the everyday operation of each school and educational programs.



### Fiscal Year 2005 Highlights

- Work was completed on the new construction/renovation of Portsmouth High School.
- There was interest in renovating the Middle School or replacing the current structure with a new, efficient building. The Middle School provides a true middle school concept in grades six, seven, and eight.
- All schools provided students and staff with the "Aspirations" program, and each school has active teaching and learning teams, which consist of educators, parents, and business individuals who address specific issues that affect each school.
- There were active after-school programs in all schools, with a wide variety of after-school activities that include sports, music, and academics.
- There were collaborative partnerships with agencies in the greater Portsmouth community that include programs such as New Heights.

*\*The 2006 School Board is comprised of: Kent LaPage, Chair; Nancy Novelline Clayburgh, Vice-Chair; Raimond Bowles, Sheri Ham Garrity, John E. Lyons, Jr., Brendan Ristaino, Dr. Mitchell Shuldman, Carson Smith and Ann M. Walker.*



*Portsmouth High School*

<b>Portsmouth Public School Statistics</b>		
	<i>FY05</i>	<i>FY05 State Average</i>
<i>Cost per pupil</i>		
Elementary	\$13,011.08	\$9,407.82
Middle	\$12,718.15	\$8,559.98
High School	\$11,733.51	\$8,983.24
<i>Students eligible for Free &amp; Reduced Lunch</i>		
	20.3%	17.6%
Total FY05 Budget	<b><u>\$41,759,741</u></b>	
<i>(Includes all Federal and State Funding)</i>		
High School dropouts	2.7%	3.5%
<b><i>Class of 2005</i></b>		
Percent to 4-year colleges		59%
Percent to 2-year colleges		11%
Other		4%
Armed forces		1%
Percent employed		26%

***“THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES.”***

## Tax Collector

**Tax Collector:** Colleen Franzoso  
**Deputy Tax Collector:** Dee Ryan

1 Junkins Ave., Room 221  
 Portsmouth, NH 03801

**Phone:** (603) 610-7244  
**Fax:** (603) 431-6402

**Web page:** [www.CityofPortsmouth.com/tax/index.htm](http://www.CityofPortsmouth.com/tax/index.htm)

**E-mail:** [Info@CityofPortsmouth.com](mailto:Info@CityofPortsmouth.com)



*Colleen Franzoso*

The Tax Collector's Office is a division of the City's Finance Department.

It registers motor vehicles on behalf of the State of New Hampshire and collects City taxes on the vehicles, collects City and State property taxes, collects City water and sewer payments, and registers boats.

Portsmouth residents pay taxes on the value of their vehicles based on age and list price, and their boats based on age and size.

The City's Tax Collector's Office collects property taxes from all residential and commercial property within Portsmouth.

In addition, the Tax Collector's Office also collects property taxes on behalf of the City, County and State of New Hampshire.

The property tax rate is set in October and is due in two installments, December 1 and the following June 1.

For additional information on the tax rate and assessed values, see the Assessor's Office information on Page 8.

## Property Taxes

### *Tax levy for 2004 collected in FY05*

Tax bills prepared	8,672
Warrant amount	\$51,707,356
Collected as of 6/30/05	\$50,263,397
Percentage of collection	97%

### *Tax levy for 2003 collected in FY04*

Tax bills prepared	8,583
Warrant amount	\$51,659,410
Collected as of 6/30/04	\$50,177,022
Percentage of collection	97%

### *Other collections*

	FY04	FY05
Vehicles registered	24,361	23,940
Boats registered	219	239
Water & Sewer bills	28,837	28,816

## Welfare

**Director:** Keith Bates  
**Case Technician:** Ellen Tully

City Hall, Room 428  
 1 Junkins Avenue  
 Portsmouth, NH 03801

**Phone:** (603) 610-7267  
**Fax:** (603) 427-1594



*Keith Bates and Ellen Tully*

The Welfare Department assists Portsmouth residents unable to provide for their own documented shelter, food, medication, utility or other emergency needs.

In Fiscal Year 2005, the City Welfare Department provided \$175,150 in assistance. This involved 235 cases comprising 525 individuals, including 255 children:

- 21 couples
- 52 single females
- 75 single males
- 56 single parents
- 31 couples with children

*Of the 270 adults, there were:*

- 10 seniors
- 30 underemployed
- 110 unemployed
- 65 employed
- 54 disabled

The Department follows New Hampshire law and the Welfare Guidelines adopted by the Portsmouth City Council in determining qualified applicants for aid, processing their requests for service, and making referrals to other social service agencies that may provide alternative or additional assistance.

The City provides emergency general assistance to individuals and families who “are poor and unable to support themselves” (NH RSA165). By law, any Portsmouth resident expressing a need for help may file an application for assistance.

If basic allowable expenses (rent, food, utilities, prescriptions, etc.) exceed income, the applicant is eligible for City assistance and receives a voucher from the Welfare Department to present to a vendor. If income exceeds the cost of basic expenses, the applicant is ineligible.

Welfare recipients may be required to apply for other programs, to make specific payments with

their income, to work for the City as reimbursement, and to document an active job search.

While most Welfare recipients are unable to do so, the law requires them to make reimbursements for City assistance when they are financially able.

When appropriate, the Welfare Department also obtains reimbursement by placing liens on real property and pending legal settlements.

The Department conducts periodic follow-up of its clients, participates in social services networks, and monitors changing federal and state laws and regulations.

In FY05, the City also allocated \$184,830 to 22 local agencies that provide service to Portsmouth residents. The work of many of these agencies serves to directly reduce costs to the Welfare Department.

Each agency files a funding request annually, including a budget, audit report, and a narrative describing the agency’s service to Portsmouth residents, especially those least able to pay for needed services.

### FY05 Welfare Expenditures

Burial	\$2,500
Electric	\$4,150
Food	\$7,325
Natural Gas	\$2,025
Gasoline	\$925
Medical, misc.	\$325
Mortgage	\$10,475
Emergency Shelter	\$1,450
Fuel Oil	\$725
Other [misc. needs]	\$100
Personal Goods	\$1,975
Prescriptions	\$12,075
Rent	\$128,100
Transportation	\$900
Utilities, other	\$1,475
Water/Sewer	\$625
<b>TOTAL</b>	<b>\$175,150</b>