

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: MONDAY, JUNE 25, 2012 TIME: 6:00PM

## AGENDA

- 5:45PM – ANTICIPATED “NON-MEETING” WITH COUNSEL RE: NEGOTIATIONS RSA: 91-A:2, I (b-c)
- 6:00PM – WORK SESSION SALE OR GROUND LEASE RE: CONNIE BEAN CENTER

- I. CALL TO ORDER [7:00PM or thereafter]
- II. ROLL CALL
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE

### PRESENTATION

1. \*Art-Speak State of the Arts Report

- V. ACCEPTANCE OF MINUTES – MAY 14, 2012 AND MAY 21, 2012

- VI. PUBLIC COMMENT SESSION

- VII. PUBLIC HEARING

- A. ORDINANCE AMENDING CHAPTER 10 – ZONING ORDINANCE, ARTICLE 11, SECTION 10.1115 – OFF-STREET PARKING PROVISIONS IN THE DOWNTOWN OVERLAY DISTRICT. THE RECOMMENDED AMENDMENT WOULD MAKE THE FOLLOWING CHANGES TO THE ZONING ORDINANCE:

- ELIMINATE OFF-STREET PARKING REQUIREMENT FOR ALL NONRESIDENTIAL USES
- CHANGE THE RESIDENTIAL PARKING REQUIREMENT TO 1.5 PARKING SPACES PER DWELLING UNIT
- ELIMINATE THE OPTION TO MAKE A PAYMENT IN LIEU OF PROVIDING REQUIRED OFF-STREET PARKING

- VIII. APPROVAL OF GRANTS/DONATIONS

- A. \*Acceptance of Donation Re: Bench in Memory of Marian Marangelli (***Sample motion – move to approve and accept the donation, as presented***)

## IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

A. Second reading of Ordinance amending Chapter 10 – Zoning Ordinance, Article 11, Section 10.1115 - Off-Street Parking Provisions in the Downtown Overlay District. The recommended amendment would make the following changes to the Zoning Ordinance:

- Eliminate Off-Street Parking Requirement for all Nonresidential Uses
- Change the Residential Parking Requirement to 1.5 Parking Spaces per Dwelling Unit
- Eliminate the Option to make a Payment in Lieu of providing Requirement Off-Street Parking

***(Sample motions - 1) move to pass second reading of the proposed Ordinance, as presented, and schedule a third and final reading for the July 16, 2012 City Council meeting; or, 2) move to amend the Ordinance as reflected in the above table in Section 10.1115.21. In the event, the City Council amends the Ordinance, it will be necessary to schedule a public hearing and second reading at the July 16, 2012 City Council meeting to reflect the amendment)***

## X. CONSENT AGENDA

### ***A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA***

- A. \*Acceptance of Donations Re: Welcome Home, Iraq Veterans Parade
- Georgene E. & Jonathan W. Damon - \$25.00
  - Thomas H. Kyle - \$25.00
  - Kelly C. Decourcy - \$25.00
  - Brian E. Engel - \$25.00
  - Sharon Nichols - \$50.00
  - AJ Muste Chapter (#62) Veterans for Peace - \$100.00
  - Judith E. & Francis H. Breen - \$100.00
  - CVMA-NH Chapter 5-1 - \$100.00
  - Jennifer L. Zorn - \$100.00
  - Veterans for Peace Chapter 9  
General Smedley D. Butler Brigard - \$100.00
  - Alfred J. Arcici - \$100.00
  - Geno's Chowder & Sandwich Shop, Inc. - \$100.00
  - Petersen Engineering, Inc. - \$100.00
  - Northeast Credit Union - \$250.00
  - Service Credit Union - \$250.00
  - 106 Grill, LLC d/b/a/ Moxy - \$300.00

- Dos Amigos Burritos, LLC - \$350.00
- JJFC, Inc. d/b/a Jumpin' Jay's Fish Café - \$350.00
- Piscataqua Savings Bank - \$500.00
- Flatbread Portsmouth - \$558.25

***(Anticipated action – move to accept the donations for the Welcome Home, Iraq Veterans Parade, as presented)***

- B. Request for License from Valerie White, owner of Bobbles and Lace for property located at 103 Vaughan Mall for a projecting sign on an existing bracket ***(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Valerie White, owner of Bobbles and Lace for 1 projecting sign at property located at 103 Vaughan Mall and, further, authorize the City Manager to execute License Agreements for this request)***

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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***

- C. Request for License from Georgia Hughes, owner of Georgia's Spa Boutique for property located at 90 Fleet Street for a projecting sign on an existing bracket ***(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Georgia Hughes, owner of Georgia's Spa Boutique for 1 projecting sign at property located at 90 Fleet Street and, further, authorize the City Manager to execute License Agreements for this request)***

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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***

D. Letter from Caitlyn Mosher Ellis, Alzheimer's Association, requesting permission to hold the annual Walk to End Alzheimer's at Strawberry Banke on Saturday, September 22, 2012 (***Anticipated action – move to refer to the City Manager with power***)

## XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

*(There are no items under this section of the Agenda)*

## XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

### A. CITY MANAGER

#### **Items Which Require Action Under Other Sections of the Agenda**

1. Public Hearing/Second Reading of Proposed Resolution and Ordinance Amendments:
  - 1.1 Public Hearing/Second Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance, Article 11, Section 10.1115 - Off-Street Parking Provisions in the Downtown Overlay District. The recommended amendment would make the following changes to the Zoning Ordinance:
    - Eliminate Off-Street Parking Requirement for all Nonresidential Uses
    - Change the Residential Parking Requirement to 1.5 Parking Spaces per Dwelling Unit
    - Eliminate the Option to make a Payment in Lieu of providing Requirement Off-Street Parking (***Action on this matter should take place under Section IX of the Agenda***)

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

1. Conveyance from Service Credit Union to the City of Land for a Connector Road between Land and Longmeadow Roads, and Reciprocal Drainage Easement
2. Sale or Ground Lease of Connie Bean Center
3. Renewal of Transportation Agreement Re: Mark Wentworth Home d/b/a/ Wentworth Connections
4. Art-Speak Annual State of the Art Report and Memorandum of Understanding Renewal Request

5. Request to Establish City Council Retreat
6. Report Back Re: Dennett Street

### **Informational Items**

1. Events Listing
2. Report Back Re: 1283 Woodbury Avenue
3. News Release Re: City Hall Hours

### **B. MAYOR SPEAR**

1. \*Landscaping at City Hall
2. Appointments to be Considered:
  - Conservation Commission**
    - Paul Ambrose to the Conservation Commission as an Alternate member
    - Shelley Saunders to the Conservation Commission as an Alternate member
  - Taxi Commission**
    - Aaron Lawson to the Taxi Commission

### **C. COUNCILOR SMITH**

1. Parking and Traffic Safety Committee Action Sheet and Minutes of June 14, 2012  
*(Sample motion – move to approve and accept the action sheet and minutes of the June 14, 2012 Parking and Traffic Safety meeting)*

## **XIII. MISCELLANEOUS/UNFINISHED BUSINESS**

## **XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]**

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

*\*Indicates Verbal Report*

### **INFORMATIONAL ITEMS**

1. Notification that the Historic District Commission Minutes of March 7, 2012 meeting are available on the City's website for your review
2. Notification that the Historic District Commission Minutes of the March 14, 2012 meeting are available on the City's website for your review
3. Notification that the Historic District Commission Minutes of the April 4, 2012 meeting are available on the City's website for your review
4. Notification that Conservation Commission Minutes of the May 9, 2012 meeting are available on the City's website for your review

**NOTICE TO THE PUBLIC WHO ARE HEARING IMPAIRED: Please contact Dianna Fogarty at 603-610-7270 one-week prior to the meeting for assistance.**

## **SPECIAL CITY COUNCIL MEETING**

MUNICIPAL COMPLEX  
DATE: MONDAY, MAY 14, 2012

PORTSMOUTH, NH  
TIME: 7:00PM [or thereafter]

### **I. CALL TO ORDER [7:00PM or thereafter]**

Mayor Spear called the meeting to order at 7:00 p.m.

### **II. ROLL CALL**

Present: Mayor Spear, Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Kennedy, Lown, Dwyer, Smith and Thorsen

### **III. RECONVENED PUBLIC HEARING (*Recessed from April 18, 2012*)**

#### **A. PROPOSED FY JULY 1, 2012 THROUGH JUNE 30, 2013 BUDGET**

City Manager Bohenko announced that there will be a further reduction to the estimated tax rate by an additional \$.19. He advised the City Council that at the next meeting he will be asking the Council to take action on the use of a bond premium we received. He further stated that the Capital Improvement Plan has been reduced by \$250,000.00. He reported that the proposed tax rate increase is estimated to be \$.38.

Mayor Spear reopened the public hearing on the Proposed FY July 1, 2012 through June 30, 2013 Budget. He announced that the first round of speakers will be limited to 3 minutes and there will be 2 opportunities for individuals to speak.

### **IV. PUBLIC COMMENT/INPUT**

Al Romano thanked the City Manager for the further reductions to the budget. He asked that upgrades to Coakley Road be made in the near future. He also asked for more patrols by the Police Department in the downtown.

Norm Olsen said there should be a zero increase in the budget and that the residents cannot continue to be burdened with the increase in taxes. He spoke to COLA increases for employees and also to the various benefits received by employees. He stated that the benefits are unsustainable.

Colleen Romano spoke in support of the project for Coakley Road improvements. She also asked for police patrols in the downtown.

Jim Lamont spoke in favor of the School Department budget, as presented. He said the City Council has no say over salaries and benefits for employees that are done during negotiations. He further stated that there is no room for the School Department to reduce their number of employees.

Paul Peterson stated that the reduction in patrols in the downtown created real problems and the patrols need to return. He also spoke to funding for the senior services needed in the budget. City Manager Bohenko stated that when the report comes forward the City needs to make provisions for funding of senior programs.

Cliff Lazenby thanked the City departments for their budgets and presentations that were provided at the last public hearing. He stated that he is not worried about the amount of money needed for the services and programs provided in the budget. He requested that the City Council look into the future and what will attract new growth.

Sue Polidura said there is a time of reckoning that will come soon. She spoke concern with the increases in taxes and spending and the need for further cuts.

Robert Padian – spoke on behalf of the senior center and the need for funding. He said he is supportive of public transportation and that the senior van is important. He further stated that the Parrott Avenue programs were important for getting people together.

Elizabeth McKenney spoke in support of the senior center and the need for funding. She said the programs are important and without the senior center there is no place for the seniors to go.

Joann Lamoreaux spoke concerned with the loss of the senior center and the need for funding.

Bill St. Laurent said we should be a level budget with no increases. He stated that there comes a point where some services may have to go and there maybe a need for layoffs. He said that the taxpayers need relief and stated that in some communities outside of NH, if you are over 65 years old they take out the cost of school funding from your taxes.

Andrea Ardito spoke in support of the School Department budget. She said the school employees work incredibly hard every day. She urged the City Council to support the budget and stated that no further cuts can be made to the School Department and the children of the community.

Robert Carpenter said with the closing of the Parrott Avenue Center, Ms. McKenney set up a bingo program for seniors on her own time. He expressed his thanks and appreciation on behalf of all seniors for Ms. McKenney taking the time to do this.

John Raganese said we need to support our children's future and the School Department's funding request.

Norm Olsen said that the funding requests for the School Department and for the senior center could be done without any increase in the budget. He thanked the department heads for their work in preparing the budget and said this needs to be a flat budget.

Marylou McElwain said that this is not a battle between the funding for schools and the senior center. She said she supports both needs for funding.

Arthur Clough addressed various services provided by the Public Works Department. He stated that the budget numbers should include COLA and step increases as well as how much of the salary is from overtime. Mr. Clough spoke regarding the \$150,000.00 in funding provided to the Fire Department earlier this year and that he did not feel that funding was justified.

Sage Clark thanked everyone for their service and said at the end of the day you need to see how much you get for the increase in taxes and how much you value it. She spoke in support of the School Department budget and the need for funding. She stated that schools provide encouragement and that a high quality of education is imperative. Ms. Clark advised the City Council that many of the field trips are not paid through the School Department budget but by the PTA and that many parents pay for other children that cannot afford the costs associated with field trips.

Sue Polidura said she served as a substitute teacher in other districts and stated that Portsmouth Christian Academy pay \$5,500.00 per pupil. She asked why the City of Portsmouth cannot do the same. She said this is the time for the City of Portsmouth to come forward with a new model for funding the School Department budget.

Roy Helse stated that employees do a good job but should not be able to build up sick and annual leave with large pay outs at the end.

Mark Brighton thanked the City Manager for the bond premium. He said at some point the City of Portsmouth will be responsible for the entire costs of school funding. He asked how a 4.73% budget is considered sustainable and that 8% of the resident are below the poverty line.

Bill St. Laurent spoke regarding Mr. Clough's comments. He said an education is extremely important, but some taxpayers cannot afford this budget. He said not all taxpayers should have to support the senior center funding. He further stated that the City should not be paying funding for Pro Portsmouth, which should support itself. He urged the City Council to consider the amount of funding the employee and their benefits cost. Mr. St. Laurent said that the seniors are not getting a COLA increase and their costs continue to increase.

Cliff Lazenby said that you will lose quality in the education provided to the children if the School Department budget is reduced. He addressed the importance of our public safety employees and asked that the City Council support the budget, as presented.

John Raganese said he has invested a great deal in his home and the schools. He said he chooses to live here because of the value of education provided and that he would leave the City if the quality of education is reduced. Mr. Raganese said he works for an independent power company and urged the City Council and those involved, to look at consolidating our electric bill because you would save hundreds of dollars.

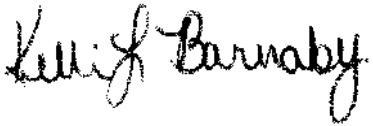


Arthur Clough said on the Police Department web page there is a little brag about the City of Portsmouth being one of the top 10 cities to live in, in the United States but we are no longer among the top 100 because we are considered too expensive for people to live.

With no further speakers, Mayor Spear declared the public hearing closed.

**V. ADJOURNMENT**

At 8:20 p.m., Assistant Mayor Lister moved to adjourn. Seconded and voted.

A handwritten signature in black ink that reads "Kelli L. Barnaby". The signature is written in a cursive, flowing style.

Kelli L. Barnaby, CMC/CNHMC  
City Clerk

## CITY COUNCIL MEETING

MUNICIPAL COMPLEX  
DATE: MONDAY, MAY 21, 2012

PORTSMOUTH, NH  
TIME: 7:00 PM [or thereafter]

### **I. CALL TO ORDER [7:00PM or thereafter]**

Mayor Spear called the meeting to order at 7:05 p.m.

### **II. ROLL CALL**

Present: Mayor Spear, Assistant Mayor Lister, Councilors Coviello, Kennedy, Novelline Clayburgh, Lown, Dwyer, Smith and Thorsen

### **III. INVOCATION**

Mayor Spear asked everyone to join in a moment of Silent Prayer.

### **IV. PLEDGE OF ALLEGIANCE**

Assistant Mayor Lister led the Pledge of Allegiance to the Flag.

### **V. ACCEPTANCE OF MINUTES – APRIL 18, 2012**

**Councilor Coviello moved to approve and accept the minutes of the April 18, 2012 City Council meeting. Seconded by Assistant Mayor Lister and voted.**

### **VI. PUBLIC COMMENT SESSION**

Mark Brighton spoke regarding the proposed contract for the custodians. He said he does not agree with the exchanging of 2 sick days for 1 personal day and the changing of language from merit based increases to tenure. He asked that the City Council not vote on the contract this evening to provide more thought on the removal of the merit language.

Tom Martin spoke in support of the bike racks being installed downtown. He said cycling needs some accommodations and that taking one parking spot is a small move. He stated if a bike racks in not in place you will never know if people will come to use it. Mr. Martin spoke to the accommodations being provided by other communities for bicyclists with the passage of ordinances. He said some of the communities are recommending that there is one bike spot for every 5 parking spaces put in place for vehicles.

Carl Whitting said he agrees with Tom and he rides his bike everyday. He said this City has a European feel. He urged the City Council vote to install bike racks.

## VII. PUBLIC HEARINGS

- A. RESOLUTION APPROPRIATING THE SUM OF ONE MILLION NINE HUNDRED SEVENTY-SEVEN THOUSAND, NINE HUNDRED SEVENTY-THREE DOLLARS AND SIXTY-ONE CENTS (\$1,977,973.61) FOR EXPENSES RELATING TO VARIOUS GENERAL FUND PROJECTS AS NOTED BELOW:

- 1) SEAWALL REPAIRS
- 2) COAKLEY ROAD/COTTAGE STREET PEDESTRIAN IMPROVEMENTS
- 3) PEVERLY HILL ROAD NEW SIDEWALK
- 4) LITTLE HARBOUR INSTRUCTIONAL SPACE
- 5) SCOTT AVENUE BRIDGE REPLACEMENT
- 6) PORTION OF THE SAGAMORE BRIDGE PROJECT

Mayor Spear read the legal notice, declared the public hearing open and called for speakers. With no speakers, Mayor Spear declared the public hearing closed.

- B. RESOLUTION APPROPRIATING THE SUM OF TWO HUNDRED ONE THOUSAND, EIGHT HUNDRED THIRTY-FOUR DOLLARS AND FOUR CENTS (\$201,834.04) FOR EXPENSES RELATING TO THE MCDONOUGH STREET SEWER LINE REPLACEMENT PROJECT

Mayor Spear read the legal notice, declared the public hearing open and called for speakers. With no speakers, Mayor Spear declared the public hearing closed.

## VIII. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Community Development Block Grant Funds

**Councilor Lown moved to accept and expend a Community Development Block Grant (CDBG) in the amount of \$475,235.00 from the U.S. Department of Housing and Urban Development. Seconded by Councilor Coviello and voted.**

## IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. Adoption of Resolution Appropriating the sum of One Million Nine Hundred Seventy-Seven Thousand, Nine Hundred Seventy-Three Dollars and Sixty-One Cents (\$1,977,973.61) for Expenses relating to various General Fund Projects as noted below:

- 1) Seawall Repairs
- 2) Coakley Road/Cottage Street Pedestrian Improvements
- 3) Peverly Hill Road New Sidewalk
- 4) Little Harbour Instructional Space
- 5) Scott Avenue Bridge Replacement
- 6) Portion of the Sagamore Bridge Project

**Councilor Coviello moved to adopt a Resolution appropriating the sum of One Million Nine Hundred Seventy-Seven Thousand, Nine Hundred Seventy-Three Dollars and Sixty-One Cents (1,977,973.61) for expenses relating to various General Fund projects. Seconded by Councilor Smith.**

Councilor Thorsen said a number of the items on the list relate to the Capital Improvement Plan (CIP) and asked if the numbers are expenditures in this budget or next budget. City Manager Bohenko said if approved by the Council they would be expenditures in this year's budget. He further stated we would get started on the Coakley Road project right away with appropriation coming from the bond premium. Councilor Thorsen asked how this would affect the next budget. City Manager Bohenko reviewed the list of projects that will be funded by the bond premium as follows:

*Seawall Repairs	\$250,000.00
*Coakley Road/Cottage Street Pedestrian Improvements	\$180,000.00
*Peverly Hill Road new Sidewalk	\$ 50,000.00
**Little Harbour Instructional Space	\$600,000.00
**Scott Avenue Bridge Replacement	\$725,000.00
**Portion of the Sagamore Bridge project	<u>\$172,973.61</u>
<b><u>Total</u></b>	<b>\$1,977,973.61</b>

- \*Capital Outlay FY13
- \*\*Bonding FY13

The use of the bond premium results in:

- 1) The reduction of the proposed Capital Outlay of \$1,550,000.00 to \$1,070,000.00 or \$480,000.00 and
- 2) The reduction of debt service by \$22,969.00 from interest payments budgeted in FY13.

In addition, the City recently refunded the balance of the \$38 million bond issued in 2002 to construct and renovate the Portsmouth High School. This refunding will save more than \$2.8 million over the remaining 10 years of the bond issue and result in a reduction of \$260,969.00 in the proposed FY13 budget.

The total reduction from the originally submitted Proposed Budget is as follows:

Capital Outlay	\$480,000.00
Debt Service	<u>\$283,065.00</u>
<b>Total</b>	<b>\$763,065.00</b>

**Motion passed.**

- B. Adoption of Resolution Appropriating the sum of Two Hundred One Thousand, Eight Hundred Thirty-Four Dollars and Four Cents (\$201,834.04) for Expenses relating to the McDonough Street Sewer Line Replacement Project

**Councilor Lown moved to adopt a Resolution appropriating the sum of Two Hundred One Thousand, Eight Hundred Thirty-Four Dollars and Four cents (\$201,834.04) for expenses relating to Sewer line replacement for McDonough Street Sewer project. Seconded by Councilor Coviello and voted.**

Councilor Thorsen said he wanted to make note that this would have the same effect. City Manager Bohenko said it would not affect the tax rate or sewer fund.

- C. Third and Final reading of Proposed Amendment to Taxi Ordinance – Chapter 7, Article II, Section 7.229 – General Provisions by a new Sub-section E - entitled Compliance with State and Federal Law

**Councilor Novelline Clayburgh moved to pass third and final reading of the proposed Ordinance amendment, as presented. Seconded by Councilor Kennedy and voted.**

- D. Third and Final reading of Proposed Amendment to Chapter 10, Article 4, Section 10.440 of the Zoning Ordinance – Table of Uses – Residential, Mixed Residential, Business and Industrial Districts by creating Performance Standards applicable to Drive-through Facilities, and Chapter 10, Article 8, Section 10.836.20 of the Zoning Ordinance regarding Accessory Drive-through Uses by changing type of approval required from a Special Exception to a Conditional Use Permit

**Councilor Dwyer moved to pass third and final reading of the proposed Ordinance amendment, as presented. Seconded by Councilor Coviello and voted.**

- E. Third and Final reading of Proposed Amendment to Zoning Ordinance, Chapter 10, Article 15, Section 10.1530 – Terms of General Applicability relative to the Definition of Museum regarding Accessory Uses that are Incidental and Subordinate to the Primary Non-Profit Museum Use

**Councilor Novelline Clayburgh moved to pass third and final reading of the proposed Ordinance amendment, as presented. Seconded by Councilor Kennedy and voted.**

- F. Adoption of Proposed Budget Resolutions for Fiscal Year July 1, 2012 through June 30, 2013 (FY2013)
- Resolution #5-2012 – General Fund Expenditures

City Manager Bohenko spoke to the reduction brought forward at the Work Session on Wednesday evening. He said the reduction would increase the tax rate by \$.38. He discussed the process for adopting the General Fund Expenditures Resolution and requested that the Council take a recess after all amendments are brought forward to make the necessary changes to the Resolution. He stated that this would allow staff to ensure that the correct figure is brought forward before the Resolution is adopted as amended.

**Councilor Smith moved to adopt Resolution #5 – General Fund Expenditures. Seconded by Assistant Mayor Lister.**

**Councilor Smith moved to amend Resolution #5 by reducing \$72,000.00 from Collective Bargaining Contingency. Seconded by Assistant Mayor Lister and voted.**

**Councilor Smith moved to amend Resolution #5 by reducing \$50,000.00 from Overlay. Seconded by Councilor Kennedy.**

Councilor Coviello spoke against the amendment. He stated that the number has been vetted.

Councilor Dwyer said reducing the Overlay by \$50,000.00 is reasonably conservative.

Councilor Smith stated that there is historical data that shows we could conservatively make this reduction.

Councilor Novelline Clayburgh asked if this was the account we use for abatements. City Manager Bohenko stated that is correct. He stated that we would go through the abatement process but does not feel we have large exposures.

Councilor Lown spoke against the motion stating that he feels the amount should remain as budgeted.

Councilor Kennedy said she wants to ensure that we have a tax rate that is affordable for everyone.

Councilor Thorsen said he supports the motion.

**On a roll call 6-3, voted to amend Resolution #5 by reducing \$50,000.00 from Overlay. Assistant Mayor Lister, Councilors Kennedy, Novelline Clayburgh, Dwyer, Smith and Thorsen voted in favor. Councilors Coviello, Lown and Mayor Spear voted opposed.**

**Councilor Smith moved to amend Resolution #5 by reducing \$50,000.00 from TANS/Debt Related Costs. Seconded by Councilor Kennedy.**

Councilor Dwyer stated that we did not need to use much in FY11 and we are looking for more this year. Finance Director Belanger stated that this is related to if the City Council has a cash flow problem. The last time we borrowed short term was back in 1999. She reported that we use the line item for the expenses of the issuance of bonds and we did not have any new bonds last year so the amount was lower but this year we are bonding. City Manager Bohenko said if this is not allowed we would roll the issuance costs of bonds into the bond.

Councilor Novelline Clayburgh asked City Manager Bohenko if he is uncomfortable with this. City Manager Bohenko stated that it is a difficult question to answer and would not have put the funding request in the budget unless he thought it was needed. The funds stay with debt service.

**On a roll call 4-5, motion to amend Resolution #5 by reducing \$50,000.00 from TANS/Debt Related Costs failed to pass. Assistant Mayor Lister, Councilors Kennedy, Smith and Thorsen voted in favor. Councilors Coviello, Novelline Clayburgh, Lown, Dwyer and Mayor Spear voted opposed.**

**Councilor Smith moved to amend Resolution #5 by reducing \$10,000.00 from Capital Outlay – Jones Avenue. Seconded by Councilor Kennedy and voted.**

**Councilor Smith moved voted to amend Resolution #5 by reducing \$37,500.00 from Capital Outlay – Capital Contingency. Seconded by Councilor Kennedy.**

Councilor Dwyer stated that she would not support the motion. She said that is a 2% contingency on construction items and does not want to have to come back to the City Council if there is a problem with the project.

Councilor Coviello said he deals with Municipalities on projects and they try to stretch the dollar as much as they can and that 2% probably is not enough with construction costs.

Assistant Mayor Lister said he would support the motion because of the history with projects in the City.

Councilor Thorsen said he would support the motion and does not feel the funds are necessary.

**On a roll call 5-4, voted to amend Resolution #5 by reducing \$37,500.00 from Capital Outlay – Capital Contingency. Assistant Mayor Lister, Councilors Kennedy, Lown, Smith and Thorsen voted in favor. Councilors Coviello, Novelline Clayburgh, Dwyer and Mayor Spear voted opposed.**

**Councilor Lown moved to amend Resolution #5 by reducing \$68,000.00 from the Police Department. Seconded by Councilor Coviello.**

Councilor Lown said he does not mean to diminish the work of the Police Department and it is not personal. He said overtime costs are too high with a proposed \$400,000.00 in overtime costs. Councilor Lown also addressed the increase costs with retirement. He advised the City Council that he met with both Chief Ferland and Chief LeClaire and they felt that this matter should have been brought up sooner. He said that this is a policy decision for the City Council. Councilor Lown stated that he understands that the Police Department may eliminate the downtown patrols and the Fire Department would move \$80,000.00 from the overtime budget to the salary line item.

Councilor Coviello said he agrees with the motion but disagrees with Councilor Lown's comments. He stated that he does not have evidence that the Police and Fire Departments overtime is being abused and the Matrix Report said that overtime was not being abused. Councilor Coviello also stated that he does not know how the Fire Department will achieve the goal of moving the \$80,000.00 into the salary line item.

Assistant Mayor Lister said he does not support this motion and would not support any cuts in any of the 4 major departments. He said that Councilor Lown bringing this amendment up at the eleventh hour is cruel to do so to the Police and Fire Departments. He suggested speaking with both chiefs at the table to find out how to handle overtime costs.

Councilor Kennedy stated she does not feel it was in poor taste for Councilor Lown to bring the reductions forward. She felt it was the only time to do so because of the process. She asked the Police Department what the overtime is based on. She further stated that the Fire Department overtime is based on 2 employees with major medical issues and 1 employee is overseas fighting for our country.

**Councilor Smith moved to suspend the rules in order to allow Chief Ferland to speak. Seconded by Assistant Mayor Lister and voted.**

Chief Ferland explained overtime costs and how they are spent. He spoke to the officers having to attend court, the investigation of crime scenes, there are 3 injured officers currently, and that they do not cover 1 for 1. Chief Ferland also reported that there are 3 officers in the National Guard or reserves and 1 on deployment.

Councilor Novelline Clayburgh said she would not support the motion and she agrees with comments made by Assistant Mayor Lister that the Fire and Police Chief should have been prepared earlier but we can bring forward amendments at any time and agrees with Councilor Lown bringing it forward at this time. She said 10 years ago the overtime was 10% of the budget and there have been efforts to reduce overtime over the years. She said in reviewing the Matrix Report it states that overtime needs to be reduced gradually and the best way is through attrition.

Councilor Dwyer said she is opposed to the motion and that the Matrix Report indicates that the Police Department manages overtime well with existing contracts. She stated she does not agree with City Councilors going to department heads individually to discuss these matters.



Councilor Smith said he would not support the motion and spoke to various events that initiate overtime.

Councilor Thorsen said he does not feel that Councilor Lown was working behind the lines with this matter. He said the City Council has to ask questions and make decisions. He stated that it is not the City Council duty to line item this budget and that is the point the Council is getting to. He further stated that the Council is required to make an appropriation. Councilor Thorsen said he is very concerned with the tax rate and does not feel it should increase.

Councilor Kennedy stated that she is torn on this motion and feels that the overtime issues will take time to resolve.

Mayor Spear passed the gavel to Assistant Mayor Lister.

Mayor Spear asked City Attorney Sullivan to speak to whether the City Council has the authority to specify a dollar amount. City Attorney Sullivan said the Police and Fire Departments can look into the budget and there is a process we follow. He said the process is with Budget Resolutions brought forward this evening and do not allow for a line item amount for overtime.

Assistant Mayor Lister returned the gavel to Mayor Spear.

**On a roll call 4-5, motion to amend Resolution #5 by reducing \$68,000.00 from the Police Department failed to pass. Councilors Coviello, Lown, Thorsen and Mayor Spear voted in favor. Assistant Mayor Lister, Councilors Kennedy, Novelline Clayburgh, Dwyer and Smith voted opposed.**

Councilor Lown said he would not make a motion to reduce the Fire Department due to his discussion with the Fire Chief that he would move the \$80,000.00 in overtime into the salary line item in order to not pay the overtime rate.

**Councilor Novelline Clayburgh moved to suspend the rules in order to allow Fire Chief LeClaire to address the Council. Seconded by Councilor Kennedy and voted.**

Fire Chief LeClaire said in the past dealing with long term vacancies they hire a fire fighter on a short term basis. He said the employees could come back or not, usually there is a retirement which evens out the numbers. In order to address a long term vacancy the department would hire another fire fighter. Chief LeClaire stated that the department will fill long term vacancies at straight time.

**Councilor Kennedy moved to amend Resolution #5 by reducing \$292,800.00 from the General Fund Expenditures. Seconded by Councilor Novelline Clayburgh for discussion purposes.**

Councilor Kennedy said it is time to look at positions and does not feel we need to add 7 new positions.

Councilor Novelline Clayburgh stated that she seconded the motion for discussion but would not support the motion. She said we have been at a 0% budget the last two years and these proposed positions are necessary.

Councilor Coviello said he does not know where Councilor Kennedy is referring to 7 new positions.

City Manager Bohenko reported that in FY10 we had 712 employees, this year 670 and we still have a reduction of 42 employees.

Councilor Dwyer said it is clear the amount mentioned is not the amount related to the positions but an arbitrary average. She also stated that during our budget work sessions in the last 6 weeks there were no questions asked about these positions.

Councilor Lown said if the motion was to pass it would mean that the 4 positions for the School Department would not be added and that is unacceptable to him.

Councilor Thorsen asked if there is any middle ground so at least part of Councilor Kennedy's concerns could be addressed. He said he feels that Councilor Kennedy's motion was appropriate because it specifies a dollar amount.

Councilor Coviello said that this would set a precedent in future budgets. He said it is okay to say if a department can manage with less personnel and the loss of the person in the Planning Department was tried and did not work.

Councilor Smith said he is proud of being on this City Council and working on saving the taxpayers dollars. He would not support the motion and stated that the 4 positions are needed from the School Department, the person for the Planning Department is also needed. He spoke to the combining of a position in the Parking and Transportation Department not working and Fire Chief LeClaire has stated his need for the Fire Inspector.

**On a roll call 2-7, motion to amend Resolution #5 by reducing \$292,800.00 from the General Fund Expenditures failed to pass. Councilors Kennedy and Thorsen voted in favor. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

**Councilor Kennedy moved to amend Resolution #5 by adding \$50,000.00 to the General Fund Expenditures for elderly expenses. Seconded by Councilor Smith.**

Councilor Kennedy said \$50,000.00 is a minor amount for the elderly needing a place in the area for their activities. Assistant Mayor Lister spoke in favor of the motion and that the City needs to support and has an obligation to take care of the seniors.

Councilor Novelline Clayburgh said she would not support the motion because the Council needs to review the report before funding is put in place. She stated that the report is anticipated to be out on Wednesday. She spoke to the activities available for our seniors presently. She said she would rather concentrate on the construction of a senior center.

Councilor Coviello stated that he feels a verbal commitment is fine. Councilor Dwyer said she agreement that a verbal commitment is fine.

Councilor Smith said he makes the verbal commitment to the seniors and that they have the support of the City Council. He encouraged City Manager Bohenko to provide temporary programs for the seniors.

Councilor Thorsen said if we are going to spend funds he would support it but if we are not going to spend funds we should not put it in the budget.

**On a roll call 3-6, motion to amend Resolution #5 by adding \$50,000.00 to the General Fund Expenditures for elderly expenses failed to pass. Assistant Mayor Lister, Councilors Kennedy and Thorsen voted in favor. Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

**Councilor Thorsen moved to amend Resolution #5 by reducing \$390,000.00 with funds coming from Unassigned Fund Balance. Seconded by Councilor Kennedy.**

Councilor Thorsen stated that this would reduce the bottom line of the budget.

City Manager Bohenko spoke to this being a policy decision and would not recommend this motion and that funds should not be used for reoccurring expenditures.

Councilor Thorsen said he brings this forward because in the last couple years we had a flat budget but we have not. He said throughout the year time to time we spend money and he feels when you go into unassigned fund balance you are negating the budget passed.

Councilor Lown said he appreciates the efforts by Councilor Thorsen but does not feel we should pass the motion. He spoke to the City's bond rating and how it recently resulted in bond premiums.

Councilor Smith thanked Councilor Thorsen for trying to be creative but said he agrees with Councilor Lown and his comments regarding our bond rating. He said in the future perhaps the Council could look at the Municipal Fund Balance Ordinance and fine tune it and place a ceiling on the amount of unassigned fund balance. He also suggested looking at the City Charter to make sure the terminology is updated. Councilor Thorsen stated that he would not ask for a number less than 10%.

Discussion followed on the motion and City Manager Bohenko explained unassigned fund balance.

**Mayor Spear ruled Councilor Thorsen's motion out of order.** Mayor Spear stated that the motion should specify which budget the reduction would come from. Councilor Thorsen said he disagrees that the motion is out of line. Councilor Kennedy also said that she does not agree with Mayor Spear ruling of the motion being out of order.

Councilor Smith said he does not agree with Councilor Thorsen's motion but does believe it is in order. He asked City Attorney Sullivan to rule on this matter. City Attorney Sullivan stated by Charter the budget is required to be a detailed picture of the City's finances and the departments know what they are suppose to do. He feels that the motion would be impossible to do so.

**Councilor Thorsen moved to amend Resolution #5 by reducing \$390,000.00 from the Capital Improvement Plan. Seconded by Councilor Kennedy.**

Councilor Thorsen said it would come out of the budget and each line item of the Capital Improvement Plan would be addressed.

Councilor Coviello said you are forcing the City Council to have individual votes on every one of the CIP projects and he does not understand the reason why. He said this is not a good way to run an entity. He said that Councilor Thorsen should go through the CIP and pick the projects he wants to reduce to the \$390,000.00.

Assistant Mayor Lister stated that the Council has had several meetings on the CIP and were given opportunities to ask questions and the City Council did not and he is not in favor of the amendment.

Councilor Kennedy said the ultimate goal is to cut the budget. She said we have all heard from the residents that there needs to be some changes. She stated that they are requesting some relief. Councilor Kennedy said she feels we are living beyond our means.

Councilor Novelline Clayburgh said she would not support the motion. She said we examined the CIP very closely and the commitment was made months ago. She stated that she disagrees with Councilor Kennedy and her comments. She stated that there were residents that said they did not mind spending more money for the services and programs provided in the City and the Council needs to listen to both sides.

Councilor Coviello stated he does not know what he is voting for and where the cuts would be made and to which projects.

**On a roll call 2-7, motion to amend Resolution #5 by reducing \$390,000.00 from the Capital Improvement Plan failed to pass. Councilors Kennedy and Thorsen voted in favor. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

Councilor Thorsen stated that he is trying to reduce the tax rate because residents have asked that he do so. He said the Council needs to address the real needs of the departments are based on financially structural matters.

**Councilor Thorsen moved to amend Resolution #5 by reducing the Fund Balance by \$250,000.00. Seconded by Councilor Kennedy.**

City Manager Bohenko explained that 77% of revenues come from property taxes and the difference between revenues and expenditures. A discussion followed regarding the policy of fund balance.

***Councilor Thorsen withdrew his motion and Councilor Kennedy the second to the motion.***

**Councilor Thorsen moved to amend Resolution #5 by instructing the City Manager to use \$250,000.00 from Committed Fund Balance – Debt Service Reserves. Seconded by Councilor Kennedy.**

Assistant Mayor Lister said he agrees with Councilor Coviello that amendments should target specific items.

Councilor Kennedy said she supports the motion and would like to see a reduction in the tax rate.

City Manager Bohenko advised the City Council that rating agencies look at the City's liability and funds to see a certain amount has been set aside in reserves.

Councilor Kennedy asked if agencies look more at committed or unassigned fund balances. City Manager responded that they look at the overall fund balances.

Finance Director Belanger stated that the City does not use more than 10% of debt service. She said the rating agencies utilize the overall fund balances. City Manager Bohenko spoke to our financial situation and bond rating in 1993 and that it took the City a long time to turn that around.

Mayor Spear passed the gavel to Assistant Mayor Lister.

Mayor Spear said we should reduce the budget if we want by reducing expenditures.

Assistant Mayor Lister returned the gavel to Mayor Spear.

Councilor Novelline Clayburgh discussed the importance of a stable budget.

**On a roll call 2-7, motion to amend Resolution #5 by instructing the City Manager to use \$250,000.00 from Committed Fund Balance – Debt Service Reserves failed to pass. Councilors Kennedy and Thorsen voted in favor. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

At 9:45 p.m., Mayor Spear declared a brief recess. At 10:00 p.m., Mayor Spear called the meeting back to order.

**Councilor Thorsen moved to amend Resolution #5 by reducing \$100,000.00 from Rolling Stock. Seconded by Councilor Kennedy.**

Councilor Thorsen stated that he would leave the reduction of items from Rolling Stock at the discretion of City Manager Bohenko.

Councilor Lown spoke to there not being any appropriation for Rolling Stock last year and the concern not to wait too long in the replacement schedule of stock.

**On a voice vote 2-7, motion to amend Resolution #5 by reducing \$100,000.00 from Rolling Stock failed to pass. Councilors Kennedy and Thorsen voted in favor. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

Councilor Thorsen discussed health insurance benefits.

**Councilor Thorsen moved to amend Resolution #5 by reducing \$587,000.00 from the General Fund Expenditures which represents 1% of salaries and benefits across all departments. Seconded by Councilor Kennedy.**

Councilor Thorsen stated that this is a structural issue and every year the departments bring back funds from savings in salaries and benefits and that this would allow for more accuracy.

**On a voice vote 2-7, motion to amend Resolution #5 by reducing \$587,000.00 from the General Fund Expenditures which represents 1% of salaries and benefits across all departments failed to pass. Councilors Kennedy and Thorsen voted in favor. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

**Councilor Coviello moved to amend Resolution #5 by reducing \$60,000.00 from the Police Department. Seconded by Councilor Kennedy.**

Councilor Coviello stated he would like to see reduction sooner than through the attrition process.

On a roll call 4-5, motion to amend Resolution #5 by reducing \$60,000.00 from the Police Department *failed* to pass. Councilors Coviello, Lown, Thorsen and Mayor Spear voted in favor. Assistant Mayor Lister, Councilors Kennedy, Novelline Clayburgh, Dwyer and Smith voted opposed.

On a roll call 7-2, voted to adopt Resolution #5 – General Fund Expenditures, as amended. Assistant Mayor Lister, Councilor Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted in favor. Councilors Kennedy and Thorsen voted opposed.

Department	Appropriation
General Government	\$15,905,044
Police	\$8,838,885
Fire	\$7,155,250
School	\$38,302,260
Collective Bargaining Contingency	\$100,000
Transfer to Indoor Pool	\$150,000
Non-Operating	\$20,104,829
<b>Total</b>	<b>\$90,556,268</b>

- Resolution #6-2012 – Municipal Fees

Councilor Coviello moved to adopt Resolution #6 – Municipal Fees. Seconded by Councilor Smith and voted.

- Resolution #7-2012 – Sewer Fund Expenditures

Councilor Coviello moved to adopt Resolution #7 – Sewer Fund Expenditures. Seconded by Assistant Mayor Lister.

Councilor Kennedy moved to amend Resolution #7 by reducing the proposed sewer user rate effective July 1, 2012 to \$8.29 per unit for the first 10 units of sewer usage per month, and \$9.11 per unit for all units used thereafter to yield a portion of revenue to meet the cash requirement for the operation of the City of Portsmouth’s sewer system. Seconded by Councilor Thorsen.

Councilor Kennedy stated that the rates should remain the same as last year. She spoke to the increase in costs to the residents with the higher rates.

**On a roll call vote 3-6, motion to amend Resolution #7 by reducing the proposed sewer user rate effective July 1, 2012 to \$8.29 per unit for the first 10 units of sewer usage per month, and \$9.11 per unit for all units used thereafter to yield a portion of revenue to meet the cash requirement for the operation of the City of Portsmouth's sewer system failed to pass. Assistant Mayor Lister, Councilors Kennedy and Thorsen voted in favor. Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted opposed.**

**On a voice vote 7-2, main motion to adopt Resolution #7 – Sewer Fund Expenditures passed. Assistant Mayor Lister, Councilors Coviello, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted in favor. Councilors Kennedy and Thorsen voted opposed.**

- Resolution #8-2012 – Water Fund Expenditures

**Councilor Novelline Clayburgh moved to adopt Resolution #8 – Water Fund Expenditures. Seconded by Councilor Dwyer.**

**On a voice vote 8-1, voted to adopt Resolution #8 – Water Fund Expenditures. Assistant Mayor Lister, Councilors Coviello, Kennedy, Novelline Clayburgh, Lown, Dwyer, Smith and Mayor Spear voted in favor. Councilor Thorsen voted opposed.**

- Resolution #9-2012 – Special Revenues and Committed Fund Balances for Necessary Expenditures

**Councilor Novelline Clayburgh moved to adopt Resolution #9 – Special Revenues and Committee Fund Balances for Necessary Expenditures. Seconded by Councilor Coviello.**

**On a unanimous voice vote 9-0, voted to adopt Resolution #9 – Special Revenues and Committed Fund Balances for Necessary Expenditures.**

- Resolution #10-2012 – Investment Policy

**Councilor Smith moved to adopt Resolution #10 – Investment Policy. Seconded by Councilor Coviello.**

**On a unanimous voice vote 9-0, voted to adopt Resolution #10 – Investment Policy.**

City Manager Bohenko announced that the tax rate would increase by \$.34.



## X. CONSENT AGENDA

Councilor Novelline Clayburgh moved to adopt the Consent Agenda. Seconded by Assistant Mayor Lister and voted.

- A. Request for License from Joe Kelley, owner of ONEOHEIGHT Premium Threads for property located at 6 Commercial Alley for a projecting sign on a new bracket

*(Anticipated action - move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Joe Kelley, owner of ONEOHEIGHT Premium Threads, for 1 projecting sign at property located at 6 Commercial Alley and, further, authorize the City Manager to execute License Agreements for this request)*

**Planning Director's Stipulations:**

- *The licenses shall be approved by the Legal Department as to content and form;*
- *Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and*
- *Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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*

- B. Request for License from Holly Fortier, owner of Blue Grasshopper for property located at 10 Commercial Alley for a projecting sign on an existing bracket

*(Anticipated action - move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Holly Fortier, owner of Blue Grasshopper, for 1 projecting sign at property located at 10 Commercial Alley and, further, authorize the City Manager to execute License Agreements for this requests)*

**Planning Director's Stipulations:**

- *The licenses shall be approved by the Legal Department as to content and form;*
- *Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and*

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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***

- C. Request for License from Tiana Conlon and Jessica Antequera, owners of Random Acts of Sweetness for property located at 112 State Street for a projecting sign on an existing bracket

***(Anticipated action - move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Tiana Conlon and Jessica Antequera, owners of Random Acts of Sweetness, for 1 projecting sign at property located at 112 State Street and, further, authorize the City Manager to execute License Agreements for this request)***

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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***

- D. Request for License from Ryan Cronin, owner of Clark's Creamery, for property located at 150 State Street for a projecting sign on an existing bracket

***(Anticipated action - move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Ryan Cronin, owner of Clark's Creamery, for 1 projecting sign at property located at 150 State Street and, further, authorize the City Manager to execute License Agreements for this request)***

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting 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***

- E. Request for Approval of Pole License to install/replace 1 pole located on Pearl Street

***(Anticipated action - move to approve the aforementioned Pole License Agreement as recommended by the Public Works Department with the approval conditioned upon amendment of the license to allow for the collection of any lawfully assessed real estate taxes)***

- F. Acceptance of Donations to Peirce Island Committee

- Frank Roth - \$100.00
- Lisa Louttit - \$35.00
- Ann Pattison - \$50.00
- Pat Bertrand - \$25.00
- Kathy Price - \$25.00
- Steph Delude - \$50.00
- Raffles - \$361.00
- Pizza Sales - \$495.25

***(Anticipated action - move to accept and approve the donations, as submitted)***

## **XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS**

- A. Letter from Jim Swisher, Portsmouth Music and Arts Student Concerts, requesting permission to hold performances at North Church, Vaughan Mall, Commercial Alley, Market Street and Deer Street on Friday, June 1, 2012 for the Shop Portsmouth Friday Night Launch Party

City Manager Bohenko reported that Mr. Grazier will work with Reverend Shippee regarding performances in front of the North Church.

**Councilor Smith moved to refer to the City Manager with power. Seconded by Councilor Novelline Clayburgh and voted.**

- B. Letter from Ronan Donohoe, Warner House Association, requesting permission to place a temporary Warner House sign in the pocket-park located on Daniel Street between the Warner House and Bow Street

City Manager Bohenko reported that this is a temporary sign during the construction in the area.

**Councilor Kennedy moved to refer to the City Manager with power. Seconded by Councilor Smith and voted.**

- C. Letter from Lisa Henderson, Workforce Housing Coalition, requesting the City to participate in a design charrette of the Rock Street Garage for re-development as workforce housing

City Manager Bohenko said he would recommend that the request to contribute with the cost of the design charrette should come from the contingency fund, if approved by the Council.

**Councilor Coviello moved to refer to staff for report back and recommendation. Seconded by Councilor Novelline Clayburgh and voted.**

- D. Letter from Mark Herrholz, Portsmouth Professional Firefighters Local 1313, requesting permission to conduct two boot drives for MDA on Saturday, July 14, 2012 and Saturday, August 18, 2012 from 8:00 a.m. – 5:00 p.m. in Market Square

**Councilor Novelline Clayburgh moved to refer to the City Manager with power. Seconded by Councilor Kennedy and voted.**

- E. Letter from Stephen Kelm requesting an easement from the City to access his property at 80 Wright Avenue

Councilor Coviello recused himself on this matter.

**Councilor Lown moved to refer to the Planning Board for report back. Seconded by Assistant Mayor Lister and voted. Councilor Coviello abstained from voting.**

## **XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS**

### **A. CITY MANAGER**

1. Proposed Approval of the Portsmouth School Custodians Local 1386 of the American Federation of State, County and Municipal Employees (AFSCME) Tentative Agreement

City Manager Bohenko announced that this contract expires on June 30, 2014.

**Assistant Mayor Lister moved to approve the Agreement between the Portsmouth School Board and the Portsmouth School Custodians Local 1386 of the American Federation of State, County and Municipal Employees (AFSCME) Tentative Agreement to expire June 30, 2014. Seconded by Councilor Novelline Clayburgh.**

Councilor Thorsen said he is opposed because of general principles with income of residents going down.

Councilor Dwyer stated that there have been no COLA adjustments for the last 3 years and it is hard to ascertain that no residents have received wage increases.

**Motion passed with Councilors Coviello and Thorsen voting opposed.**

2. Proposed Approval of Contract for Deputy Fire Chief Carl Roediger

**Councilor Smith moved to approve the Employment Agreement between the Portsmouth Fire Commission and Carl F. Roediger, Deputy Fire Chief. Seconded by Councilor Kennedy.**

Councilor Coviello said he would oppose the motion because of some language contained in the Employment Agreement regarding the transition between chief's and the payment.

**Motion passed with Councilors Coviello and Thorsen voting opposed.**

3. Request to Establish a Work Session Re: Parking Omnibus Proposal

City Manager Bohenko requested the City Council to conduct a Work Session on Monday, June 18, 2012 at 6:30 p.m. on the Parking Omnibus Proposal.

**Councilor Smith moved to establish a work session on Monday, June 18, 2012 at 6:30 p.m., regarding the parking omnibus proposal. Seconded by Councilor Thorsen and voted.**

4. Request for Authority to Submit Economic Revitalization Zone Application

City Manager Bohenko reported that the Economic Development Commission has reviewed the 3 Economic Revitalization Zones in the City at Pease Tradeport, Commerce Way and at High Liner Avenue. The Commission also discussed other areas in the City that might qualify for designation under this State authorized business retention tool. City Manager Bohenko also advised the Council that the EDC unanimously voted to recommend that an ERZ application be submitted to the State for Heritage Avenue and Constitution Avenue.

**Councilor Dwyer moved to authorize the City Manager to submit an application to the New Hampshire Department of Resources and Economic Development for designation of Heritage Avenue and Constitution Avenue as an Economic Revitalization Zone (ERZ). Seconded by Councilor Smith.**

Councilor Dwyer spoke to the ERZ helping to expand businesses.

**Motion passed.**

5. Proposed Amendments to the Zoning Ordinance Re: Off-Street Parking Standards in the Downtown Overlay District

City Manager Bohenko reported that this keeps with our omnibus schedule and will appear on the June 11<sup>th</sup> City Council meeting for first reading.

**Councilor Novelline Clayburgh moved to accept the recommendation of the Planning Board, and further, authorize the City Manager to bring back for first reading the proposed Ordinance amendments, as presented, at the June 11<sup>th</sup> City Council meeting. Seconded by Councilor Smith.**

Councilor Thorsen said that the Council should treat this proposed amendment carefully.

Planning Director Taintor provided a brief explanation of the ordinance amendment to the City Council.

Councilor Kennedy moved to amend the motion and have a synopsis created on parking downtown and what this proposed change would mean overall. This motion received no second.

City Manager Bohenko stated that first reading would be on June 11<sup>th</sup> and a Work Session for discussion of the proposed amendment would take place on June 18<sup>th</sup>.

**Motion passed.**

6. Report Back Re: Request from Attorney John McGee, Jr. on behalf of the Trustees of Arthur MacDonald Trust and 82 Court Street, LLC, for Lot Line Revisions with the Middle School Property

City Manager Bohenko requested that City Attorney Sullivan address this matter.

City Attorney Sullivan reported that the middle school property survey discovered a discrepancy between the fence line around the property. He stated that the MacDonald Trust and 82 Court Street LLC wish to acquire from the City the small wedges of City-owned land that lie outside the fence line and are adjacent to their respective parcels.

In addition, on May 8, 2012, the Portsmouth School Board unanimously voted that the small areas of land requested by the MacDonald Trust and 82 Court Street LLC were no longer needed for school purposes, and voted to transfer care, control and custody over to the City of Portsmouth. City Attorney Sullivan reported that the Planning Board recommended action would be for the Council to approve the request to convey the land to the Arthur MacDonald Trust and 82 Court Street LLC, and to join in an application to the Planning Board for a lot line revision.

**Councilor Smith moved to approve the request to convey the land to Arthur MacDonald Trust and 82 Court Street LLC and join in an application for a lot line revision, and, further to authorize the City Manager to proceed with the negotiation and execution of the necessary documents. Seconded by Councilor Coviello and voted.**

City Manager's Informational

3. *Senior Housing Inventory*

City Manager Bohenko spoke to the Senior Housing Inventory that is in the Council packet at the request of Councilor Dwyer.

Mayor Spear passed the gavel to Assistant Mayor Lister.

Mayor Spear discussed expanding the area where assisted living is permissible.

**Mayor Spear moved to request that the Planning Board review the Zoning Ordinance Table of Uses and Zones to expand where assisted living facilities can be located. Seconded by Councilor Novelline Clayburgh.**

Councilor Dwyer stated that the Planning Board could do a conditional use or a PUD with other restrictions as they move along in the process.

Councilor Novelline Clayburgh said that the City Council needs to ensure the new facilities take Medicare or Medicaid.

Councilor Dwyer reported that we are looking at the issues, not a project. She also stated that Portsmouth has a growing senior population.

**Motion passed with Councilors Kennedy and Novelline Clayburgh voting opposed.**

Assistant Mayor Lister returned the gavel to Mayor Spear.

Remaining Agenda Items

**Mayor Spear announced due to the late hour the remaining agenda items would be brought forward at the June 11, 2012 City Council meeting. Remaining items are as follows:**

**B. MAYOR SPEAR**

1. \*Reports

**C. COUNCILOR NOVELLINE CLAYBURGH**

1. \*Report on Elderly Services

**D. COUNCILOR KENNEDY**

1. \*Report on Elderly Services

**E. COUNCILOR COVIELLO**

1. \*Bike Corrals

**F. COUNCILOR COVIELLO AND COUNCILOR DWYER**

1. City Council Rule 23 – Committee Nominations

**XIII. MISCELLANEOUS/UNFINISHED BUSINESS**

**XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]**

**At 11:10 p.m., Councilor Coviello moved to adjourn. Seconded by Councilor Novelline Clayburgh and voted.**



Kelli L. Barnaby, CMC/CNHMC  
City Clerk



## LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday June 25, 2012 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a proposed Ordinance amending Chapter 10 – Zoning Ordinance, Article 11, Section 10.1115 – Off-Street Parking Provisions in the Downtown Overlay District. The recommended amendment would make the following changes to the Zoning Ordinance:

- Eliminate off-street parking requirement for all nonresidential uses
- Change the residential parking requirement to 1.5 parking spaces per dwelling unit
- Eliminate the option to make a payment in lieu of providing required off-street parking

The complete Ordinance is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

### LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday June 25, 2012 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a proposed Ordinance amending Chapter 10 – Zoning Ordinance, Article 11, Section 10.1115 – Off-Street Parking Provisions in the Downtown Overlay District. The recommended amendment would make the following changes to the Zoning Ordinance:

- Eliminate off-street parking requirement for all nonresidential uses
- Change the residential parking requirement to 1.5 parking spaces per dwelling unit
- Eliminate the option to make a payment in lieu of providing required off-street parking

The complete Ordinance is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK

#12517

11P6/14.

ORDINANCE #  
 THE CITY OF PORTSMOUTH ORDAINS

That the Ordinances of the City of Portsmouth, Chapter 10 – Zoning Ordinance, Article 11, Section 10.1115 – Off-Street Parking Provisions in the Downtown Overlay District, are hereby amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

10.1115 Off-Street Parking Provisions in the Downtown Overlay District

10.1115.10 Purpose

10.1115.11 This Section 10.1115 establishes modified off-street parking standards for lots in the Downtown Overlay District in recognition of the availability of municipal on-street and off-street parking facilities, private shared parking facilities, and public transit, and the pedestrian-oriented pattern of lots and uses.

~~10.1115.12 This section also provides an option for developments to contribute to the cost of developing public parking facilities in lieu of providing a portion of the required off-street parking spaces.~~

10.1115.132 Except as specifically modified by this Section 10.1115, lots in the Downtown Overlay District shall comply with all other provisions of Section 10.1110.

10.1115.20 Number of Required Off-Street Parking Spaces

10.1115.21 The following requirements shall apply in the Downtown Overlay District in lieu of the requirements in Section 10.1112.30:

Use	Required Parking Spaces
Restaurant	1 space per 100 square feet GFA
Other ground floor uses	No requirement
Other upper floor uses (residential and nonresidential)	1 space per 1,000 square feet GFA
<b>Residential uses (dwellings)</b>	<b>1.5 space per dwelling unit</b>
<b>Nonresidential uses</b>	<b>No requirement</b>

10.1115.22 The requirements in Section 10.1115.21 shall be applied to all uses on a lot, and not to individual uses.

10.1115.23 For any lot, the number of off-street parking spaces that would be required by applying the ratios in Section 10.1115.21 shall be reduced by 4 spaces. (Therefore, any lot that would be required to

provide 4 or fewer off-street parking spaces shall not be required to provide any spaces.)

~~10.1115.30 — Optional Payment in Lieu of Providing Required Off-Street Parking Spaces~~

~~In the Downtown Overlay District, a property owner may elect to make a payment to the City's Parking Fund, as set forth in Section 10.1115.40, in lieu of providing a portion of the off-street parking spaces that would otherwise be required by this Ordinance.~~

~~10.1115.40 — Amount of Payment in Lieu~~

~~10.1115.41 — The payment in lieu of providing required off-street parking spaces shall be calculated by multiplying the number of required parking spaces not provided by the current fee per space as determined under Sections 10.1115.42 and 10.1115.43.~~

~~10.1115.42 — The fee per space as of January 1, 2010, shall be \$2,000.00.~~

~~10.1115.43 — The fee per space shall be adjusted annually effective on January 1 of each year. The adjustment shall be based on the annual change in the Civil Works Construction Cost Index System (CWCCIS), EM 1110-2-1304, CWBS Feature Code 19 — Buildings, Grounds & Utilities, published by the US Army Corps of Engineers for the most recent twelve-month period preceding the adjustment date, and shall be rounded to the nearest 100 dollars.~~

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*Annual change, Sep. 2009 — Sep. 2010 = 2.62%*  
*2011 adjustment = \$2,000 x 2.62% = \$52.40*  
*2011 payment per space = \$2,100.00 (rounded)*

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*Annual change, Sep. 2010 — Sep. 2011 = 4.96%*  
*2012 adjustment = \$2,100 x 4.96% = \$104.16*  
*2012 payment per space = \$2,200.00 (rounded)*

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~~10.1115.50 — Procedure and Administration~~

~~10.1115.51 — A payment in lieu of providing required off-street parking spaces shall be paid to the City prior to the issuance of a building permit or Change of Use Permit.~~

~~10.1115.52 — Payments in lieu of providing off-street parking spaces shall be deposited in a fund for off-street parking facilities within the Downtown Overlay District, under the control of the City Council.~~

~~10.1115.53 — Payments in lieu of providing off-street parking spaces shall be encumbered or otherwise legally bound within six years from the time the payment is received by the City. If not encumbered within that time period the payment shall be returned to the applicant together with any accrued interest.~~

~~10.1115.60~~ Application of Provisions

~~10.1115.61~~ The requirements of this Section 10.1115 shall not apply to any existing uses on a lot, but shall apply to any change or expansion of existing uses that results in an increase in the number of off-street parking spaces required for the lot by Section 10.1115.20, as of the date of application.

~~10.1115.62~~ If changes in the uses on a lot after the adoption of this Section 10.1115 result a lower parking requirement for the lot, that new requirement shall become the baseline for computing the change in off-street parking requirements resulting from any future proposed uses.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

\_\_\_\_\_  
Eric Spear, Mayor


ADOPTED BY COUNCIL:

\_\_\_\_\_  
Kelli L. Barnaby, City Clerk

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# MEMORANDUM

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**TO:** John P. Bohenko, City Manager  
**FROM:** Rick Taintor, Planning Director   
**DATE:** May 15, 2012  
**RE:** Proposed Amendment to Zoning Ordinance, Section 10.1115 – Off-Street Parking Provisions in the Downtown Overlay District

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At its meeting on April 19, 2012, the Planning Board voted unanimously to recommend that the City Council enact the attached zoning amendment regarding off-street parking standards in the Downtown Overlay District. The recommended amendment would make the following changes to the Zoning Ordinance:

- Eliminate off-street parking requirements for all nonresidential uses.

Currently, parcels are required to provide 1 parking space per 100 sq. ft. of restaurant floor area and 1 space per 1,000 sq. ft. of all other upper-floor uses (there is no parking requirement for ground floor uses other than restaurants).

- Change the residential parking requirement to 1.5 parking spaces per dwelling unit.

The current requirement (enacted in 2009) is 1 parking space per 1,000 sq. ft. of floor area for all upper-floor uses (residential uses are not permitted on the ground floor of buildings in the Downtown Overlay District). However, some condominium units being constructed in the downtown are in excess of 2,500 sq. ft., which results in a parking requirement of more than 2 parking spaces per unit. This requirement is excessive, and therefore it is recommended to base the residential parking standard on the number of dwelling units rather than on the floor area of the building.

Note that the Zoning Ordinance exempts the first 4 parking spaces required in the Downtown Overlay District: thus, single-family and two-family uses would not be required to provide any off-street parking.

- Eliminate the option to make a payment in lieu of providing required off-street parking.

Property owners currently have the option to make a payment in lieu of providing off-street parking spaces. The current payment amount is \$2,200 per parking space not provided. The Planning Board recommends that residential development be required to provide parking on site. With the elimination of off-street parking requirements for nonresidential uses, there will be no need to maintain the current in-lieu payment system.

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# MEMORANDUM

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TO: John P. Bohenko, City Manager  
FROM: Rick Taintor, Planning Director *RT.*  
DATE: June 18, 2012  
RE: City Council Referral – Projecting Sign  
Address: 103 Vaughan Mall  
Business Name: Bobbles and Lace  
Business Owner: Valerie White

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Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 42" x 32"  
Sign area: 7.3 sq. ft.  
Height from sidewalk to bottom of sign: 12'0"  
Maximum protrusion from building: 48 in.

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

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





**Request for Projecting Sign License**  
**103 Vaughan Mall**



Bobbles and Lace  
103 Vaughan Mall  
1 Projecting Sign





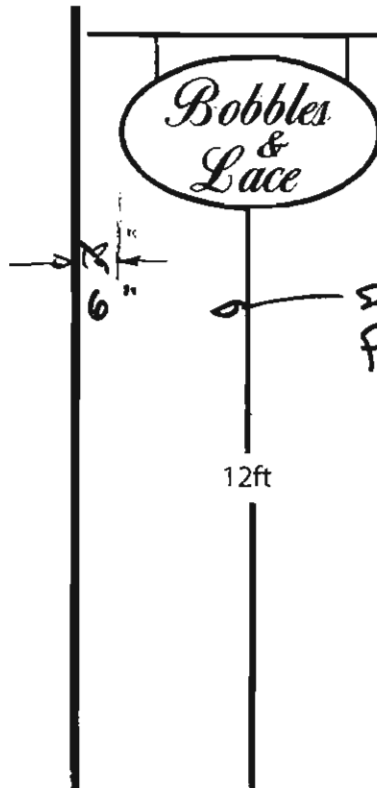


32in by 48in  
PLYWOOD  
VINYL

new sign



old sign



Projection = 48"

see e-mail  
from sign contractor



5in by 43in

One on each side 2 Signs on each end of Vaughan Mall  
040 ALUMINUM



old sign




new sign

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## M E M O R A N D U M

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**TO:** John P. Bohenko, City Manager  
**FROM:** Rick Taintor, Planning Director   
**DATE:** June 18, 2012  
**RE:** City Council Referral – Projecting Sign  
Address: 90 Fleet Street  
Business Name: Georgia's Spa Boutique  
Business Owner: Georgia Hughes

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Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 36" x 24"  
Sign area: 6.0 sq. ft.  
Height from sidewalk to bottom of sign: 15'5"  
Maximum protrusion from building: 42 in.

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

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



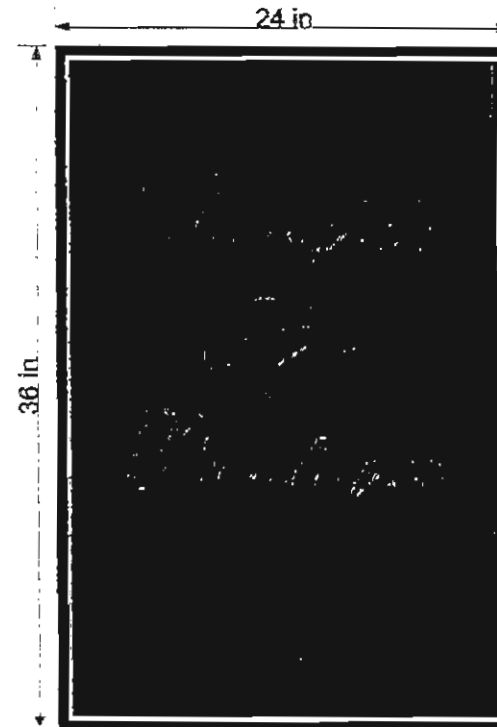


# Request for Projecting Sign License 90 Fleet Street



Georgia's Spa  
90 Fleet Street  
1 Projecting Sign





Sidewalk  
 width =  
 7.6 ft  
 $\frac{7.6 \text{ ft}}{3} = 30.4''$   
 sign projects  
 $24 + 6 = 30''$   
 OK ✓

Qty:                      SS/DS:                      Materials:                      Background Color:                      Vinyl Color: HP  Int  Other:

**PORTSMOUTH**  
**SIGN**  
**COMPANY**

Phone: 603-436-0047

email: [service@portsmouthsignco.com](mailto:service@portsmouthsignco.com)

**All designs and custom artwork remain the property of Portsmouth Sign Company until the order is complete and paid in full.**

NOTE: Designs are NOT actual size

**REVISION:**

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

5/30/12

I understand this Order Form is the final production order and replaces all previous drawings, notes and verbal instructions to this job. I have carefully reviewed this form and verify that it contains all necessary specifications and represents my order exactly. I authorize fabrication according to this approval.

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

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

[www.alz.org/MANH](http://www.alz.org/MANH)

**New Hampshire**

Five Bedford Farms Drive  
Suite 101  
Bedford, NH 03110

603 606 6590 p  
603 606 6803 f

**Massachusetts/  
New Hampshire Chapter**

311 Arsenal Street  
Watertown, MA 02472

617 868 6718 p  
617 868 6720 f

**Southeastern Mass  
Cape Cod & the Islands**

Village South Plaza  
473 South Street West  
Rayham, MA 02767

508 880 0055 p  
508 880 0056 f

**Central Mass**  
128 Providence Street  
Worcester, MA 01694

508 799 2386 p  
508 799 2653 f

**Western Mass**  
264 Cottage Street  
Springfield, MA 01104

413 787 1113 p  
413 787 1109 f



June 19, 2012

The Honorable Eric Spear, Mayor of Portsmouth  
and Members of the Portsmouth City Council  
1 Junkins Avenue  
Portsmouth, NH 03801

Dear Mayor Spear and Members of the City Council,

On September 22, 2012 the Alzheimer's Association MA / NH Chapter, would like to host our annual Walk to End Alzheimer's at Strawberry Banke. We are expecting approximately 400 participants at this, our premier fundraiser and awareness event for the Alzheimer's Association in the Seacoast area. In addition, approximately 40 combined volunteers and staff.

The timeline for the day is as follows: Set up would begin at approximately 6:00 AM, registration for walkers would begin at 8:30 AM and the Walk would begin at 10:00 AM. Post-Walk clean up should be complete at approximately 2:00 pm.

We offer 2 routes (outlined on the submitted maps). The 2.74 mile route and the 1.34 mile route that we have proposed both leave and return to Strawberry Banke. The route heads up Congress Street in hopes of benefitting area businesses as well as providing visibility to our cause. We would be interested in putting in a "water stop" table for our Walkers, perhaps at the top of Congress Street at the intersection of Middle Street.

I welcome any suggestions, as this is a new site for us this year. We look forward to working with you and hosting a successful event!

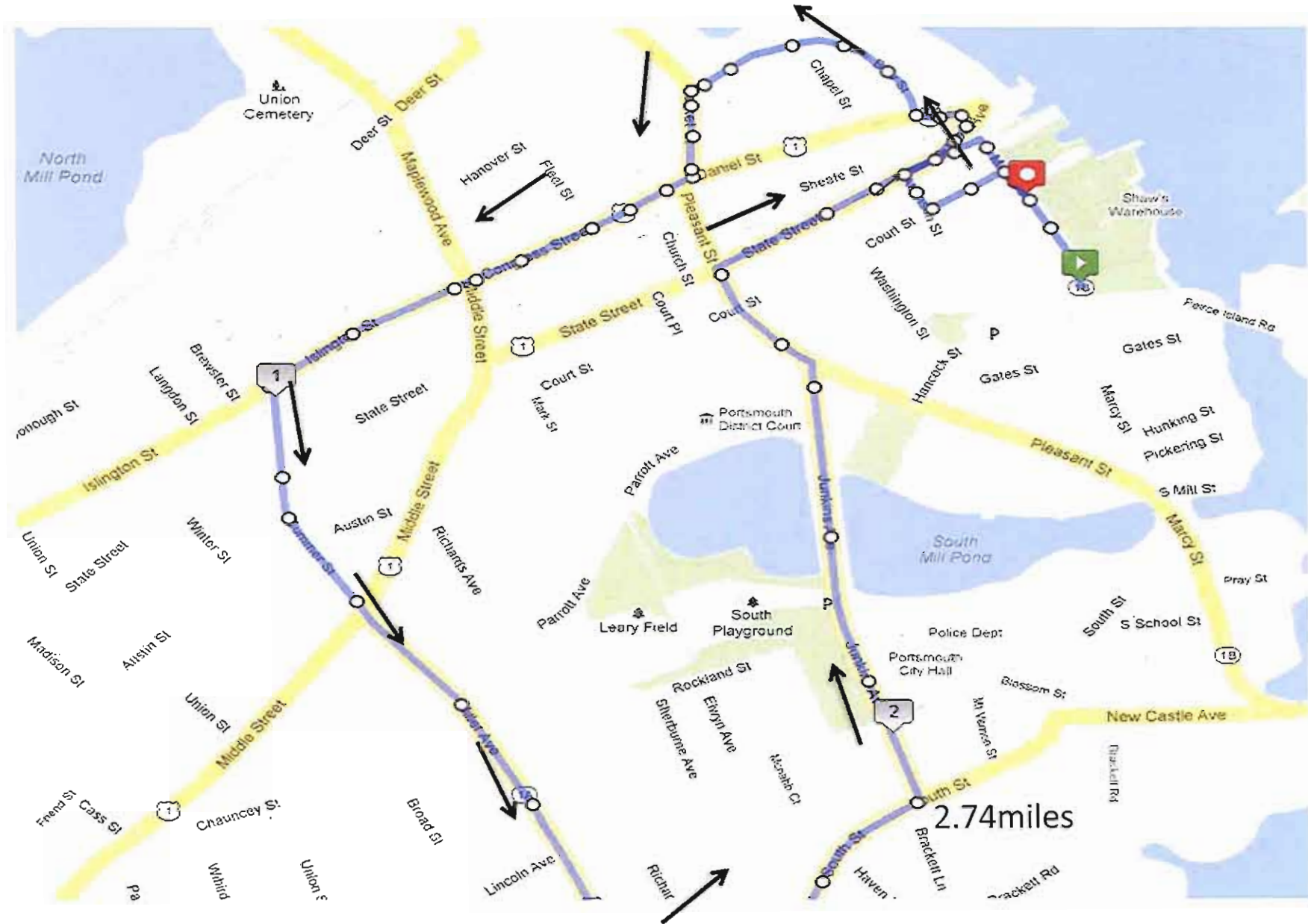
Please feel free to reach out with any questions.

Sincerely,

Caitlyn Mosher Ellis  
(603) 606-6590  
Caitlyn.MosherEllis@alz.org



# Walk to End Alzheimer's - Proposed Route 2.74 mile



# Walk to End Alzheimer's September 29<sup>th</sup> Route




1.34miles



**CITY OF PORTSMOUTH  
PORTSMOUTH, NH 03801**

**Office of the City Manager**

**Date:** June 21, 2012  
**To:** Honorable Mayor Eric Spear and City Council Members  
**From:** John P. Bohenko, City Manager   
**Re:** City Manager's Comments on June 25, 2012 City Council Agenda

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***5:45 p.m. – Non-meeting with counsel.***

For details on this matter, please refer to the confidential envelope inserted in the inside pocket of your binder.

.....  
***Work Session:***

6:00 p.m.

1. **Sale or Ground Lease Re: Connie Bean Center.** On Monday evening at 6:00 p.m., the City Council will conduct a work session, regarding the sale or ground lease of the Connie Bean Center. As you may recall, the City Council voted at the June 6, 2011 meeting to dispose of the Connie Bean Center by sale or long-term lease. The Council held a work session on March 12, 2012 to review the Connie Bean Center building history and existing conditions; redevelopment challenges, opportunities and goals; and proposed schedule and next steps.

Nick Cracknell, Principal Planner and Suzanne Woodland, Assistant City Attorney will make a presentation regarding this matter. Alec Jones from Freneau Appraisal, INC will also make a presentation.

## ***Presentation:***

1. **Art-Speak State of the Arts Report.** In accordance with Art-Speak's Memorandum of Understanding, on Monday evening, Robin Albert and Liz Wright, Co-Chairs of Art-Speak, will present the State of the Arts Report to the City Council.

## ***Acceptance of Grants/Donations:***

1. **Acceptance of Donation Re: Bench in Memory of Marian Marangelli.** The City of Portsmouth has received a donation in the amount of \$1,400.00 for a bench in memory of Marian Marangelli. This memorial bench will be placed in the Market Square area.

*I would recommend the City Council move to approve and accept the donation, as presented. Action on this matter should take place under Section VIII of the Agenda.*

## ***Items Which Require Action Under Other Sections of the Agenda:***

1. **Public Hearing/Second Reading of Proposed Resolution and Ordinance Amendments:**

- 1.1 **Public Hearing/Second Reading of Proposed Amendments to Chapter 10 - Zoning Ordinance, Article 11, Section 10.1115 - Off-Street Parking Provisions in the Downtown Overlay District.** As a result of the June 11, 2012 City Council meeting, under Section VII of the Agenda, I am bringing back for public hearing and second reading the proposed amendments to the Zoning Ordinance for off-street parking provisions in the Downtown Overlay District. Attached is the proposed Ordinance. Also, attached is a memorandum from Rick Taintor, Planning Director, outlining the proposed amendments to the Zoning Ordinance, Section 10.1115 – Off-Street Parking Provisions in the Downtown Overlay District. The recommended amendments would make the following changes to the Zoning Ordinance:

- Eliminate off-street parking requirements for all nonresidential uses.
- Change the residential parking requirement to 1.5 parking spaces per dwelling unit.
- Eliminate the option to make a payment in lieu of providing required off-street parking.

During the June 18th City Council Work Session on downtown parking strategies, a concern was expressed about exempting hotels from all requirements to provide off-street parking spaces. National studies indicate that average peak parking demands for hotels range from 0.6 to 0.9 parking spaces per guest room. Should the City Council desire to incorporate a moderate requirement for hotels to

provide some on-site parking, it is recommended that the table in Section 10.1115.21 as presented at the public hearing be replaced with the following table:

Use	Required Parking Spaces
Restaurant	1 space per 100 square feet GFA
Other ground floor uses	No requirement
Other upper floor uses (residential and nonresidential)	1 space per 1,000 square feet GFA
Residential use (dwelling)	1.5 space per dwelling unit
Hotel or motel	0.75 space per guest room
Other nonresidential use	No requirement

*The City Council has the following two options:*

- 1) *Move to pass second reading of the proposed Ordinance, as presented, and schedule third and final reading for the July 16<sup>th</sup> City Council meeting; or,*
- 2) *Move to amend the Ordinance as reflected in the above table in Section 10.1115.21. In the event, the City Council amends the Ordinance, it will be necessary to schedule a public hearing and second reading at the July 16<sup>th</sup> City Council meeting to reflect the amendment.*

*Action on this matter should take place under Section IX of the Agenda.*

### ***Consent Agenda:***

1. **Acceptance of Donations Re: Welcome Home, Iraq Veterans Parade.** The City has received the following donations totaling \$3,508.25 to support the Welcome Home, Iraq Veterans Parade:

➤	Georgene E. & Jonathan W. Damon	\$ 25.00
➤	Thomas H. Kyle	\$ 25.00
➤	Kelly C. Decourcy	\$ 25.00
➤	Brian E. Engel	\$ 25.00
➤	Sharon Nichols	\$ 50.00
➤	AJ Muste Chapter (#62) Veterans for Peace	\$100.00
➤	Judith E. & Francis H. Breen	\$100.00
➤	CVMA-NH Chapter 5-1	\$100.00
➤	Jennifer L. Zorn	\$100.00
➤	Veterans for Peace Chapter 9	
	General Smedley D. Butler Brigade	\$100.00

➤ Alfred J. Arcici	\$100.00
➤ Geno's Chowder & Sandwich Shop, Inc.	\$100.00
➤ Petersen Engineering, Inc.	\$100.00
➤ Northeast Credit Union	\$250.00
➤ Service Credit Union	\$250.00
➤ 106 Grill, LLC d/b/a Moxy	\$300.00
➤ Dos Amigos Burritos, LLC	\$350.00
➤ JJFC, Inc. dba Jumpin' Jay's Fish Café	\$350.00
➤ Piscataqua Savings Bank	\$500.00
➤ Flatbread Portsmouth	\$558.25

For your information, as of this moment, the donations total \$4,383.25.

*I would recommend the City Council move to accept the donations for the Welcome Home, Iraq Veterans Parade, as presented. Action on this matter should take place under Section X of the Agenda.*

2. **Request for Licenses to install Projecting Signs.** Attached under Section IX of the Agenda are the following requests for projecting sign licenses (see memorandums from Rick Taintor, Planning Director):

- Valerie White, owner of Bobbles and Lace for property located at 103 Vaughan Mall
- Georgia Hughes, owner of Georgia's Spa Boutique for property located at 90 Fleet Street.

*I would recommend the City Council move to approve the aforementioned Projecting Sign Licenses as recommended by the Planning Director and, further, authorize the City Manager to execute License Agreements for these requests. Action on this matter should take place under Section X of the Agenda.*

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

1. **Conveyance from Service Credit Union to the City of Land for a Connector Road between Lang and Longmeadow Roads, and Reciprocal Drainage Easement.** The site plan approval for Service Credit Union's new corporate headquarters building on Lafayette Road included a stipulation that the Credit Union convey to the City two strips of land for a new connector road between Lang Road and Longmeadow Road. The connector road will provide an improved route between Ocean Road and Lang Road, reducing the number of left-turn movements on Lafayette Road and thereby improving traffic flow and safety. The location of the proposed land conveyance is shown on the attached exhibit titled "Service Credit Union – Proposed Conveyance to City for Connector Road."

In connection with the land conveyance, a reciprocal drainage easement is required for stormwater drain lines serving the Credit Union property and the future connector road. The reciprocal drainage easement will allow both the City and Service Credit Union to

install, maintain and repair stormwater drainage facilities on each other's land, in accordance with the approved site plan. The general location of the proposed easement is shown on the attached exhibit titled "Service Credit Union – Proposed Reciprocal Drainage Easement." As noted on the exhibit, the precise boundaries of the easement will be defined in consultation with the Department of Public Works.

Acceptance of the land conveyance and execution of the easement deed are necessary first steps for this important transportation improvement. Actual construction of the connector road will be scheduled in the future through the Capital Improvement Plan process.

Staff of the Planning and Legal Departments are working with Service Credit Union's attorney to prepare the legal descriptions and deeds for the conveyance and easement. Action by the City Council is required at this time to authorize the execution of these documents prior to completion of the Service Credit Union development project.

*I would recommend that the City Council vote to accept the land for the connector road and to authorize the City Manager to execute the necessary deeds for the conveyance and easement.*

2. **Sale or Ground Lease Re: Connie Bean Center.** As you know the City Council voted at the June 6, 2011 meeting to dispose of the Connie Bean Center by sale or long-term lease. On March 12, 2012, the Council held a work session on sale or lease of the Connie Bean Center to review building history and existing conditions; redevelopment challenges, opportunities and goals; and proposed schedule and next steps. Although there was no vote, it was the consensus of the Council at the March 12<sup>th</sup> work session that long-term lease would be the best option.

At this evening's work session regarding this matter, additional information will be presented and discussed regarding the pros and cons of the long-term lease versus sale option based on input received through the appraisal process. The City Council should take action to formalize which approach -- sale or long-term lease -- it will take with regard to the Connie Bean Center.

*I would recommend the City Council move to authorize the City Manager to negotiate and execute the sale or long-term ground lease of the Connie Bean Center.*

3. **Renewal of Transportation Agreement Re: Mark Wentworth Home d/b/a Wentworth Connections.** I am requesting that the City Council approve the renewal of the aforementioned Agreement. As you may recall, in September 2011 the City Council authorized the City Manager to enter into an Agreement with the Mark Wentworth Home d/b/a Wentworth Connections to provide transportation for senior citizens. Attached is a copy of the Transportation Agreement.

*I would recommend the City Council move to renew the Transportation Agreement, as presented.*

4. **Art-Speak Annual State of the Art Report and Memorandum of Understanding Renewal Request.** At the June 25, 2012 City Council meeting under Presentations, Art-Speak will give its annual report on arts and culture in the City and request renewal of the attached Memorandum of Understanding (MOU) between the City and Art-Speak for the period July 1, 2012 through June 30, 2013. In addition to information on the City's cultural community, the report will address Art-Speak's activity in the past year with respect to the requirements outlined in the MOU such as:

- 1) Assist in implementation of Cultural Plan for promotion appreciation, awareness, participation, and dialogue in the support of arts and culture in the City of Portsmouth;
- 2) Convene an annual arts and cultural forum;
- 3) Provide business and cultural exchanges; and
- 4) Support regional and state cultural collaboration opportunities.

In 2011/12 Art-Speak raised \$6,000 through donations and other grants for Art-Speak operations and programs and provided over 100 hours of in-kind service to organize and survey the non-profit cultural organizations and their patrons for the American for the Arts Economic Prosperity Study which will be rolled out in September. The FY 11/12 UDAG Budget includes \$15,000 for Art-Speak to continue the work outlined in the annual report.

By supporting the activities of Art-Speak, the City of Portsmouth advocates and leverages the power of the local creative economy and continues to be a model for other communities. I have included a copy of the MOU extension for your information.

*I recommend that the City Council authorize the City Manager to extend the agreement from July 1, 2012 through June 30, 2013.*

5. **Request to Establish City Council Retreat.** I am requesting that the City Council schedule a City Council Retreat on either Saturday, September 15, 2012 or Saturday, September 22, 2012. The retreat will be held in the Levenson Room, and it will start at 8:30 a.m. and end at 3:00 p.m.

*I would recommend the City Council move to establish a City Council Retreat, as requested.*

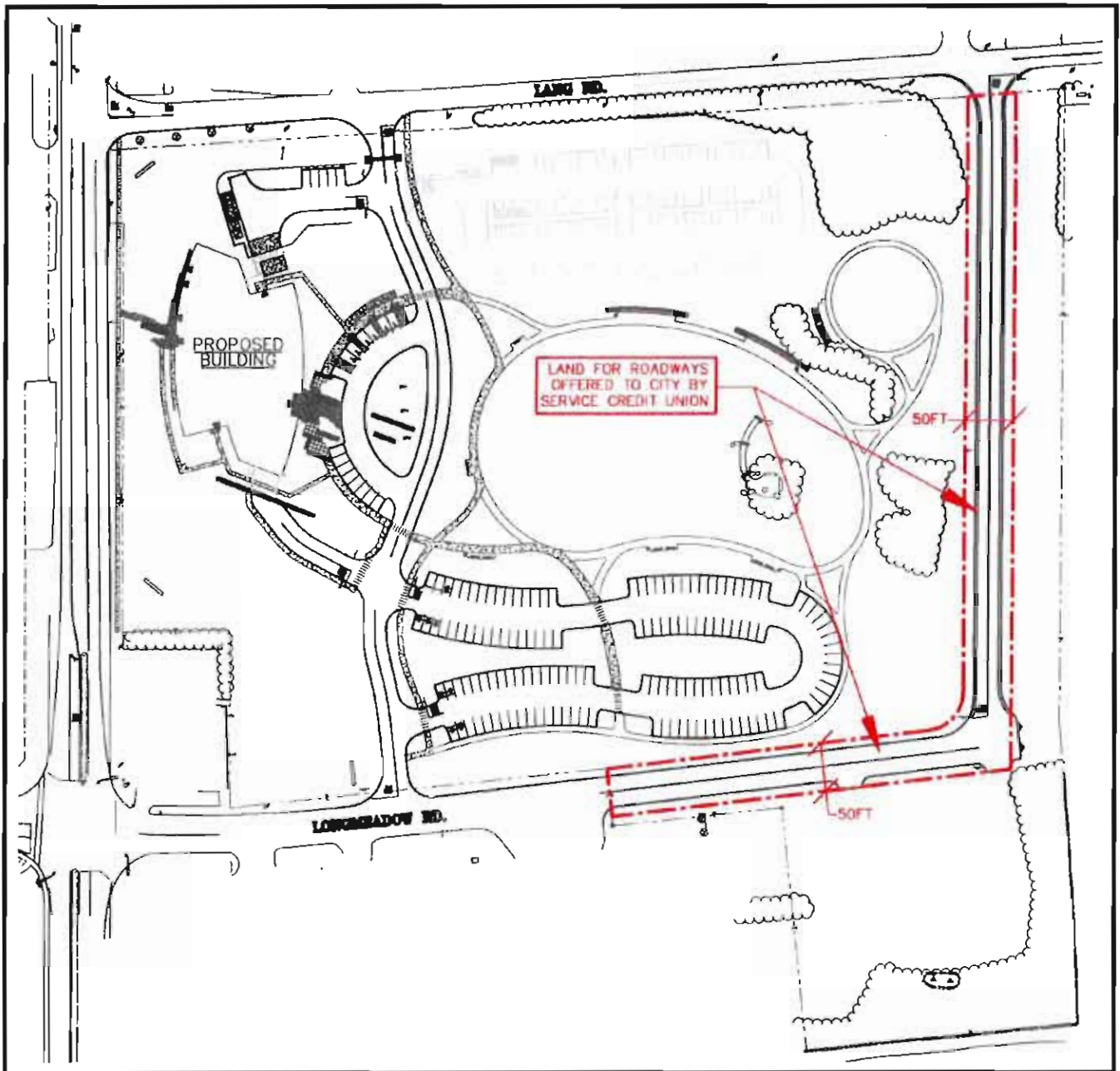
6. **Report Back Re: Dennett Street.** As you will recall, at its June 11, 2012 meeting, the City Council referred the attached letter from Petra and Christopher Barstow requesting permission to replace front steps and retaining walls in front of their property located at 528 Dennett Street to the Planning Board for a report back. This item is on the Planning Board's agenda for their Thursday, June 21, 2012 meeting. In that the Barstows would like to move forward with the work at their home, the report back from the Planning Board regarding this matter will be verbal at the City Council's June 25, 2012 meeting.

*I would recommend the City Council move to accept the report back from the Planning Board and, further, authorize the City Manager to execute any appropriate agreements.*

### ***Informational Items:***

1. **Events Listing.** For your information, attached is a copy of the Events Listing updated after the last City Council meeting on June 11, 2012. In addition, this now can be found on the City's website.
2. **Report Back Re: 1283 Woodbury Avenue.** As you will recall, at the May 7<sup>th</sup> City Council meeting, the Council referred a request from Eric G. Mart and Kathryn A McCallion to rezone property located at 1283 Woodbury Avenue to the Planning Board for report back to the City Council. For your information, the request has been withdrawn (see attached letter).
3. **News Release Re: City Hall Hours.** For your information, attached is a news release announcing the change of City Hall hours effective Monday, June 25, 2012 as part of a pilot project extending through the end of August. City Hall will now be open from 8:00 a.m. until 6:00 p.m. on Mondays. Regular business hours of 8:00 a.m. to 4:30 p.m. will continue Tuesday through Thursday, but City Hall will close at 1:00 p.m. on Fridays.

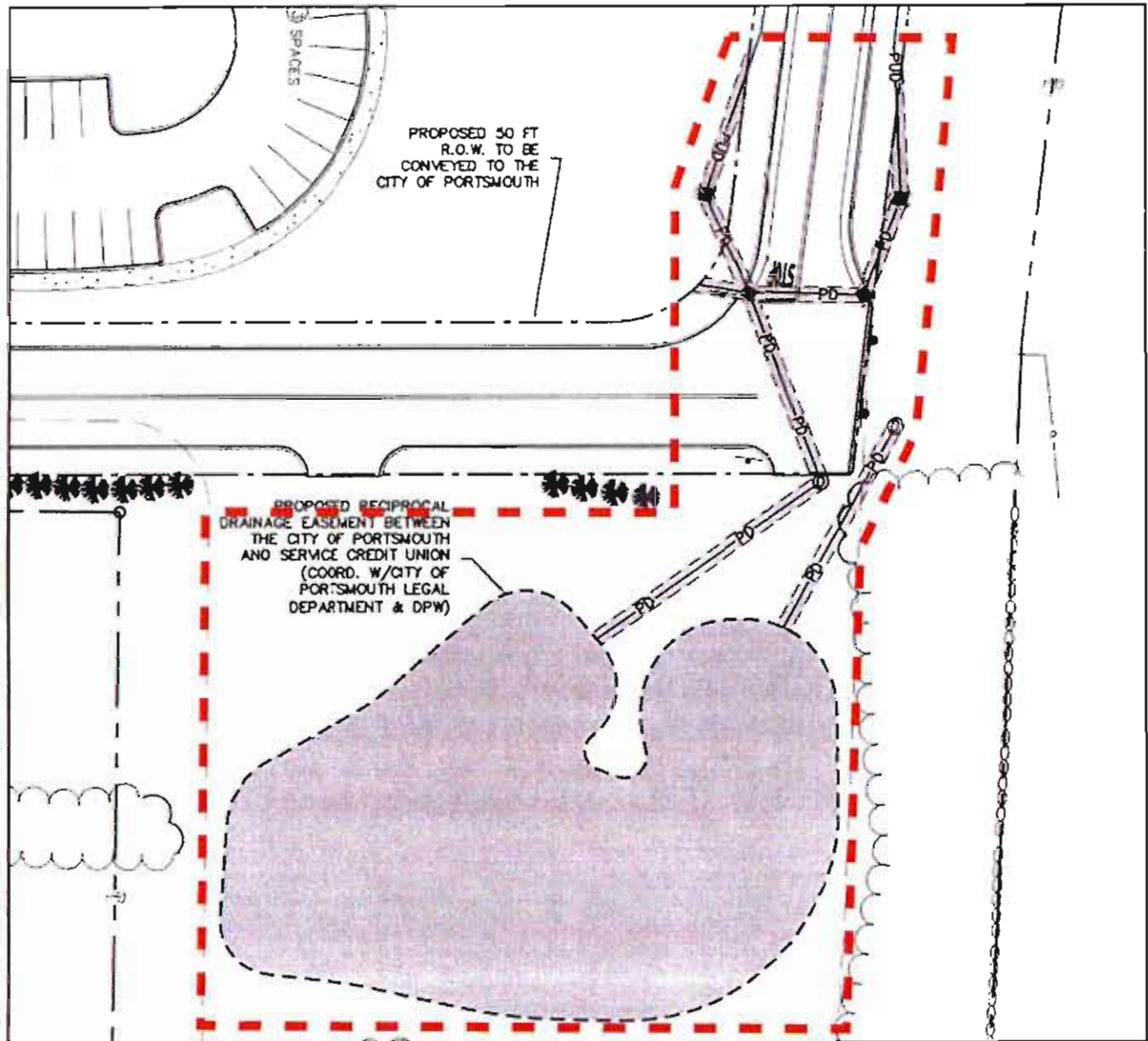
# Service Credit Union Proposed Conveyance to City for Connector Road



Planning Department - June 20, 2012



# Service Credit Union Proposed Reciprocal Drainage Easement



Planning Department - June 20, 2012

Note: The approximate area of the proposed reciprocal drainage easement is outlined above, based on the site plan approved by the Planning Board. The final easement limits will be approved by the Department of Public Works and included in the easement deed.

## TRANSPORTATION AGREEMENT

The City of Portsmouth a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire (hereinafter "City") and the Mark Wentworth Home d/b/a Wentworth Connections a charitable entity with a principal place of business at 346 Pleasant Street, Portsmouth, County of Rockingham and State of New Hampshire (hereinafter "Wentworth") hereby enter this following agreement:

1. On or about July 1, 2012, the City shall grant to Wentworth the sum of \$125,000.00.
2. In exchange for the receipt of said funds for the term commencing on July 1, 2012 and continuing until June 30, 2013 Wentworth agrees to operate a transportation program available to Senior Citizens residing in the City of Portsmouth in accordance with the following terms and conditions:
  - a. The program shall be open to any person in the City of Portsmouth who is either sixty (60) years of age or older or is disabled.
  - b. The cost for transportation to eligible riders shall be \$30.00 for a twenty ride pass if the passenger has an income of under \$1,116.00 per month and \$50.00 for a twenty (20) ride pass if the passenger receives more than \$1,116.00 per month.
  - c. Transportation service shall be offered Monday, Wednesday and Friday from 7:00 a.m. to 4:00 p.m.
  - d. Transportation shall be provided for medical appointments, grocery or pharmacy shopping and for serving in volunteer positions anywhere within the City of Portsmouth.
  - e. Wentworth shall offer wheelchair accessible transportation.
  - f. Passengers shall be allowed to schedule appointments for transportation by calling the transportation program at 603-431-8677 during the day prior to the scheduled transportation between the hours of 8:00 a.m. and noon.

- g. Wentworth will not provide transportation services to persons able to use Cooperative Alliance for Seacoast Transportation (COAST) public transportation service.
- h. On or about the first day of every month commencing August 1, 2012 Wentworth will provide the City with a summary report identifying the times and dates when Portsmouth residents were provided with transportation for the previous month.

**CITY OF PORTSMOUTH**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
John P. Bohenko, City Manager

Pursuant to vote of the City Council on  
\_\_\_\_\_

**MARK WENTWORTH HOME  
d/b/a WENTWORTH CONNECTIONS**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Duly Authorized Agent

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and between the City of Portsmouth, a municipal corporation with a principal place of business at 1 Junkins Avenue, Portsmouth New Hampshire 03801 (hereinafter the City) and The City Cultural Commission d/b/a Art-Speak, a New Hampshire corporation with offices in City Hall at 1 Junkins Avenue, Portsmouth New Hampshire 03801.

This memorandum shall confirm that the Agreements between the City and Art-Speak which defines the relationship between the two entities shall be extended for one year and shall expire June 30, 2013. It is further understood that Art-Speak is a New Hampshire non-profit corporation; the City and Art-Speak have established a Arts and Cultural Trust to serve as a repository of funds raised by Art-Speak and the City; and that Art-Speak has received federal tax-exempt status, under Section 501 (c)(3) of the Internal Revenue Tax Code.

**Signed**

**City of Portsmouth**

**By:**

---

**John P. Bohenko**  
**City Manager**

**City Cultural Commission d/b/a/Art-Speak**

**By:**

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**Robin Albert, Co-Chair**

---

**Liz Wright, Co-Chair**

**Christopher L. Barstow  
Petra J. Barstow  
528 Dennett Street  
Portsmouth, NH 03801  
(603) 436-3282**

June 6, 2012

City of Portsmouth  
Honorable Mayor Spears  
Planning Department/  
Members Of The City Council

Honorable Mayor Spears and  
Members of the City Council:

A recent inquiry regarding replacement of the front steps and retaining walls in the front of our home located at 528 Dennett Street indicated that a tax survey of our property eliminates the front entrance and steps from our property lines. While we would argue that this issue has never been raised as a concern in the multiple times we have sought a permit for work on our premises we wish to comply with the requirements noted as necessary to complete the work requested and to bring our home status up to date for the option of potential sale in the future.

Attached is the required permit form, photo's of the existing steps, a survey map provided by the planning office and a sketch of proposed upgrade. As is noted in the permit request we will not be making any changes to size or design of the current entry. We will be upgrading the current steps and retaining wall with granite steps that will have life time longevity and will eliminate the need to for replacement in the future. Thank you for your consideration of this matter and we look forward to your response.

Sincerely

A handwritten signature in black ink, appearing to read 'Petra & Christopher Barstow'. The signature is written in a cursive, flowing style with a large initial 'P' and 'C'.

Petra & Christopher Barstow

Received

# City of Portsmouth, NH

1 Junkins Ave, (603) 610-7243  
www.cityofportsmouth.com

BOA \_\_\_\_\_  
SPR \_\_\_\_\_  
HDC \_\_\_\_\_  
CC \_\_\_\_\_  
OTHER \_\_\_\_\_

## Building Permit Application ADDITIONS / RENOVATIONS -- Commercial or Residential

Office Use: Cost of All Construction: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Chk #: \_\_\_\_\_ Cash: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ HD: \_\_\_\_\_ DOD: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

*Print in Ink or Type. Complete all blanks or indicate "N/A" if not applicable.*

PROPERTY OWNER			
Name:	CHRISTOPHER & PETER BARSTOW		
Address:	528 DENNETT ST.		
City:	PORTSMOUTH	State:	NH Zip: 03801
Phone:	603-436-3282	Cell Phone:	603-819-7529
E-mail:	cbarb0224@comcast.net		

PERMIT APPLICANT			
Name:	SAME		
Address:			
City:		State:	
Phone:		Cell Phone:	
E-mail:			

Address of Construction: 528 DENNETT ST Unit #: \_\_\_\_\_  
Contractor Name: SELF Phone: 436-3282

Brief Description of Existing Use(s): \_\_\_\_\_

Brief Description of Proposed Work: REPLACE EXISTING PRECAST CONCRETE FRONT STAIRS W/ GRANITE STAIRS (SAME DIMENSIONS). REPLACE EXISTING RAILROAD TIE WALL W/ BLOCK WALL.

*All of the information below shall be shown on site plans submitted with this application.*

Lot Area (sq. feet): \_\_\_\_\_

Existing Buildings / Structures				Proposed Buildings / Structures			
Building Components / Structures	Size* (length / width)	Area of Footprint (sq ft)	Height	Building Components / Structures	Size* (length / width)	Area of Footprint (sq ft)	Height
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
_____	X	_____	_____	_____	X	_____	_____
SUM =		_____	_____	SUM =		_____	_____
Total Non-Residential Gross Floor Area _____				Total New Non-Residential Gross Floor Area _____			
# of Residential Units _____				# of New Residential Units _____			
Total Paved Area (exclude building / structures) _____				Total New Paved area: _____			
Total Parking (# of spaces) _____				Total New Parking: _____			

\* If structures are irregular in size, write "irregular" and fill the foundation square foot area under "Area".

**ADDITIONS / RENOVATIONS (cont.)**

?? STAIRS END AT 6.5' OFF OF SIDEWALK. RETAINING WALL IS 2' OFF OF SIDEWALK.

Existing Conditions	Proposed Conditions
<b>Setbacks</b> (distance from closest point to lot line) Front ?? ft. Side 48' ft. Side 7' ft. Rear ___ ft.	<b>Setbacks</b> (distance from closest point to lot line) Front ___ ft. Side ___ ft. Side ___ ft. Rear ___ ft.
<b>Distance from Wetlands</b> (distance from closest point) Inland n/a ft. Coastal n/a ft.	<b>Distance from Wetlands</b> (distance from closest point) Inland n/a ft. Coastal n/a ft.

**Expanded description of work:** LOOKING TO REPLACE EXISTING PRECAST CONCRETE FRONT STAIRS W/ GRANITE STAIRS OF SAME DIMENSIONS (6' WIDE X 14' DEEP X 56" H).  
REPLACE EXISTING RAILROAD TIE RETAINING WALL W/ STONE WALL MADE FROM 3" BLOCKS. EXTEND EXISTING WALL ON RIGHT BY AN ADDITIONAL 8 FT.

**Exterior Signs**

Exterior signs require a separate permit – please complete the sign permit application form.

**Special Note for Food Service Establishments**

Food service occupancies require the review of several city departments. The Portsmouth web site contains submittal information for applicants wanting to establish new food service uses or doing modifications to existing food service uses. Such modifications may include kitchen or dining area work, or changes to the cook line equipment layout. It is vital, that supporting documents be submitted with this application explaining the scope of work or modifications to be undertaken. Usually such supporting information is in the form of accurately drawn plans or sketches and equipment cut sheets. Without detailed documentation, this application cannot be processed expeditiously. Refer to: [www.cityofportsmouth.com/inspection/permitappforms](http://www.cityofportsmouth.com/inspection/permitappforms) for the food service guidelines.

**Construction Information**

*A full set of construction plans must be submitted with this application. The plans must show a dimensioned layout of all rooms and spaces in enough detail to determine building code compliance with the proposed construction. The following is a list of specific items to be included with the plans and specifications. Some of this information may not be applicable.*

- | <b>Commercial</b>  | <b>Residential</b>   |
|--|--|
| <input type="checkbox"/> IBC plan review check sheet. (For all Types 1 and 2 Buildings)  | <input type="checkbox"/> Foundation plan including anchor bolt / strap information   |
| <input type="checkbox"/> Drawings showing existing and new structures/additions.   | <input type="checkbox"/> Floor plan of each story (show attic access locations).   |
| <input type="checkbox"/> Life Safety Plan, showing all Occupancy Classifications, Occupant Loads and Means of Egress components. | <input type="checkbox"/> Framing plan of each story including sizes and spacings of joists and beams.                            |
| <input type="checkbox"/> All interior and exterior stair details showing tread depth, riser height, and handrail and guardrails. | <input type="checkbox"/> Roof framing plan including sizes and spacings of rafters and roofing materials.                        |
| <input type="checkbox"/> Sections and details showing all construction materials.  | <input type="checkbox"/> If cathedral ceiling design, provide supporting ridge details.  |
| <input type="checkbox"/> Fire rated assemblies with UL design numbers.   | <input type="checkbox"/> Framing cross sections where applicable.  |
| <input type="checkbox"/> Accessibility design details.   | <input type="checkbox"/> Accessibility design details.   |
| <input type="checkbox"/> Insulation amounts on all exterior walls, ceilings and roofs.   | <input type="checkbox"/> Wall sections, showing all wall materials, including headers sizes.                                     |
| <input type="checkbox"/> Structural loads including: live, snow, wind and seismic.   | <input type="checkbox"/> Bedroom window sizes and if "tilt-clean" style.   |
| <input type="checkbox"/> Foundation, floor, and framing plans of each story plus roof.   | <input type="checkbox"/> Insulation amounts on all exterior walls and ceilings (including basement)                              |
| <input type="checkbox"/> Special Inspection Program documents.   | <input type="checkbox"/> All interior and exterior stair details showing tread depth, riser height, and handrail and guardrails. |
| <input type="checkbox"/> Any features unique to the project.   | <input type="checkbox"/> Location of hard wired smoke and carbon monoxide detectors.   |

ADDITIONS / RENOVATIONS (cont.)

Additional Construction Information

Provide information on various additional trades or features listed below:

Sewerage System: City Sewer?  Y / N Subsurface? Y / N State Septic Permit Number \_\_\_\_\_

City Water?  Y / N State Well Permit Number: \_\_\_\_\_

Plumbing Contractor: (Separate Permit/Plans Required) N/A

Mechanical Contractor: (Separate Permit/Plans Required) N/A

Electrical Contractor: (Separate Permit/Plans Required) N/A

Fire Sprinkler System?: Y / N (Separate Permit/Plans Required) N/A

Fire Alarm System?: Y / N (Separate Permit/Plans Required) N/A

Is this a RESIDENTIAL dwelling built before 1978?  Y / N

Is this a COMMERCIAL structure built before 1978 that will be used for CHILD CARE OCCUPANCY? Y  N

If yes to either of the above, are you an EPA certified RRP contractor? Y / N

Note: Painting and remodeling in dwellings and commercial child care occupancies built before 1978 require all work to be in conformance with Federal EPA rules concerning lead paint. All contractors shall be certified as required by these rules.

National Flood Insurance Program Data: Flood Insurance Rate Map (FIRM) Community Number: 330139  
Map Panel Number: 661-10 FIRM Zone \*: \_\_\_\_\_ Base Flood Elevation (BFE): 9 feet (NGVD)  
Elevation of lowest floor (including basement): \_\_\_\_\_ feet (NGVD) Elevation Certificate Submitted (Y/N): \_\_\_\_\_

\* If addition is NOT located in a Special Flood Hazard Area (SFHA) check here: \_\_\_\_\_

\* If addition IS located in a SFHA based on the FIRM, but a land survey shows the property is either outside the floodplain or the actual elevation of the lowest floor level is above the BFE, then a Letter of Map Amendment (LOMA) should be completed by the owner and/or design professional.

NOTE: If the building addition is within the SFHA, an Elevation Certificate and a Floodproofing Certificate are required to be completed by a licensed design professional.

Cost of All Construction: \$ 5,000 -

I certify that the information given is true and correct to the best of my knowledge. No change from the information in this application will be made without approval of the Building Inspector. Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility and not part of the City's Trash/Recycling Program.

[Signature]  
Signature of Applicant

6-5-12  
Date

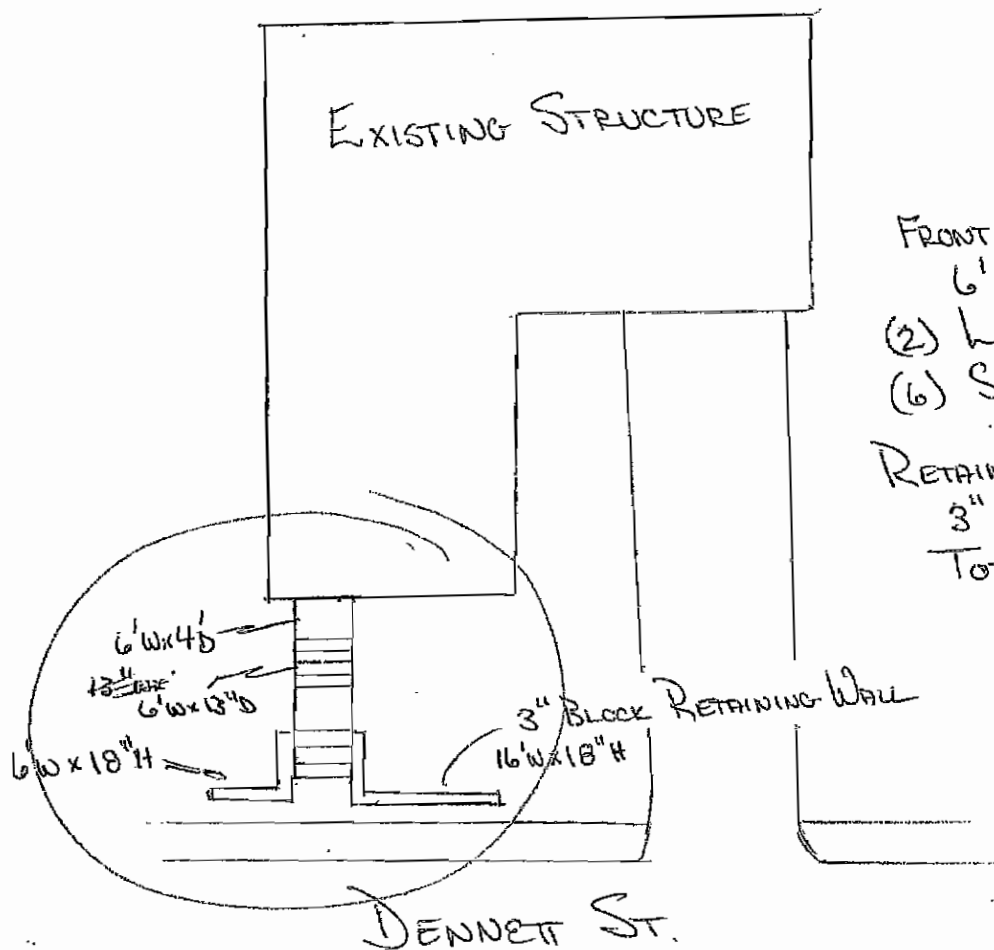
\_\_\_\_\_  
If Not Owner, State Relationship

Plans Submitted: Site \_\_\_ Floor \_\_\_ Framing \_\_\_ Electrical \_\_\_ Plumbing \_\_\_ Mechanical \_\_\_ Rolled \_\_\_ Other \_\_\_\_\_



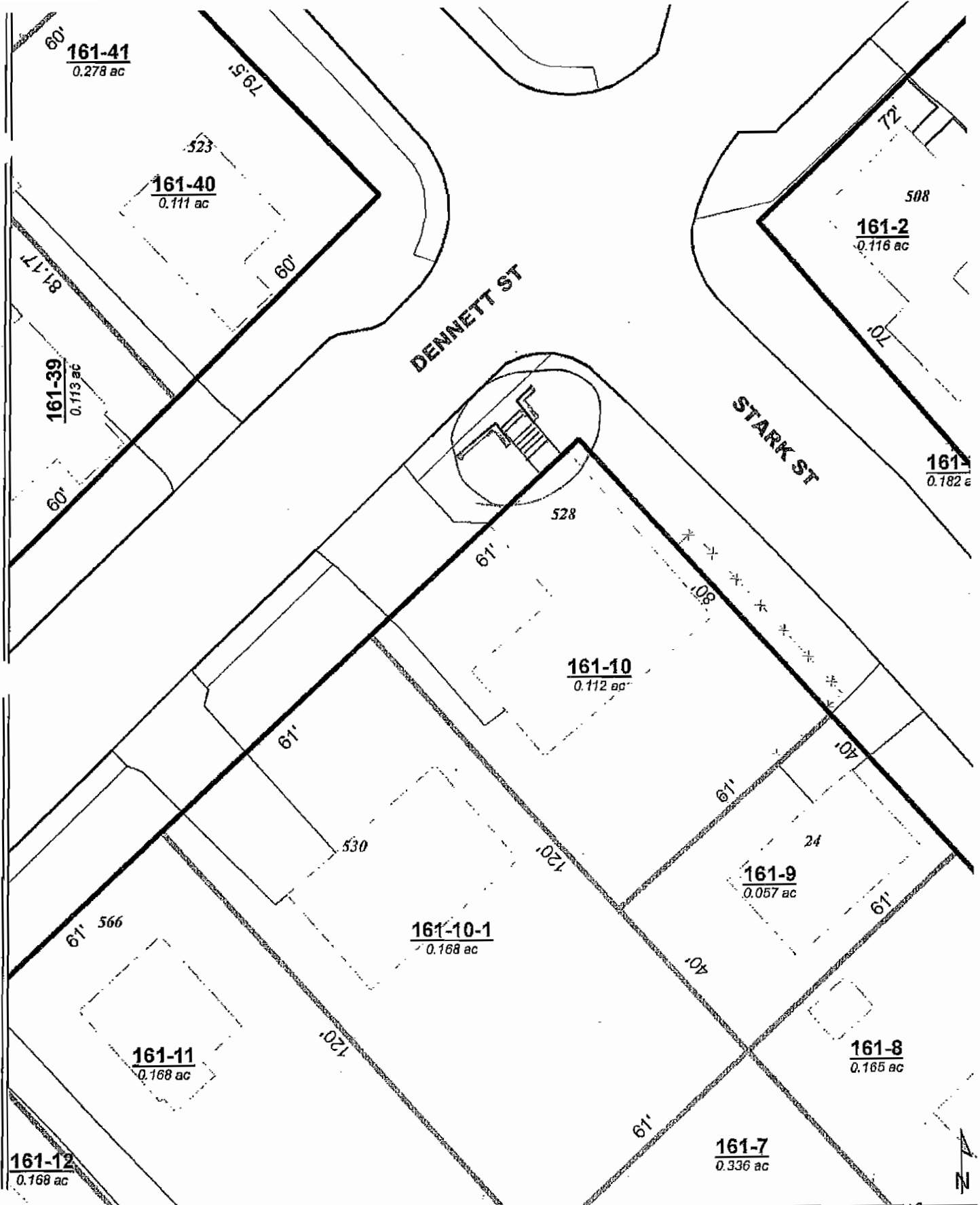
BARSTOW  
528 DENNETT ST., PORTSMOUTH,  
161-10

STARKE STREET



FRONT ENTRY STAIRS:  
6' WIDE GRANITE (7" HIG#)  
(2) LANDINGS - 6' x 4'  
(6) STAIRS 6' x 13"

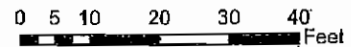
RETAINING WALL -  
3" BLOCK WALL.  
TOTAL OF 32 LINEAR FT



### Property Sketch

This map shows only the approximate locations of property lines, wetlands, and other features.

**This is not a survey.** To determine actual property line and wetland locations, contact a surveyor.











Run: 6/21/12  
9:40AM

## Event Listing by Date

Page: 1

Starting Date: 1/ 1/2012

Ending Date: 12/31/2012

Start End	Type Description	Location	Requestor	Vote Date
1/ 1/2012 1/ 1/2012	ROAD RACE	Little Harbour School Stu Simon is the contact for this event - 436-2014. This event begins at 11:00 a.m.	Great Bay Services	4/ 4/2011
2/13/2012 2/13/2012	CONCERT	Chestnut Street Vernis Jackson is the contact for this event.	African Burying Ground Committ	12/19/2011
3/11/2012 3/11/2012	ROAD RACE	Pease Tradeport Todd Hanson is the contact for this event. He can be reached at 436-2551. This event starts at 10:30 a.m.	St. Paddy's 5 Miler	3/15/2012
3/25/2012 3/25/2012	ROAD RACE	Portsmouth High School Donald Allison is the contact for this event. This event begins at Portsmouth High School to Route 1A South. The event begins at 11:00 a.m.	Eastern States 20 Mile	1/17/2012
4/14/2012 4/14/2012	ROAD RACE	Baptist Church - Miller Avenue Robert Sutherland, Jr. is the contact for this event. This event begins and ends at the Baptist Church on Miller Avenue. Race starts at 9:00 a.m.	St. John's Lodge - Out of Hibe	2/ 6/2012
4/14/2012 4/14/2012	WALK	Little Harbour School Heidi R. Roy, Development Manager is the contact for this event. This event begins and ends at Little Harbour School, from 10:00 a.m. to 2:00 p.m.	National Multiple Sclerosis So	12/19/2011
4/15/2012 4/15/2012	ROAD RACE	Pease Tradeport Olivia Kopri is the contact for this event. This event begins at approximately 11:00 a.m. This event starts and finishes at Martin's Point Health Care.	Sexual Assault Support Service	2/ 6/2012
4/15/2012 4/15/2012	WALK	City Hall Randy Eaton is the contact of this event. The event beings at City Hall and ends at Prescott Park, starting at 1:00 p.m.	Walk for Faith	12/19/2011
5/ 6/2012 1/ 3/2012	BIKE TOUR	Little Harbour School Kathryn M. Libby is the contact for this event. This event begins at 7:00 a.m. and ends at approximately 4:00 p.m.	American Lung Association	12/19/2011
5/ 6/2012 5/ 6/2012	FESTIVAL	Downtown Portsmouth Barbara Massar is the contact for this event. This event begins at Noon until 4:00 p.m.	Pro Portsmouth - Children's Da	1/18/2012
5/ 6/2012 5/ 6/2012	WALK	Lower Parking Lot of City Hall Barbara Kautz is the contact for this event (207-363-5833). This event begins at 10:00 a.m. and the walk starts at 2:00 p.m. and ends around 5:00 p.m.	AIDS Response Seacoast	1/17/2012
5/12/2012 5/12/2012	ROAD RACE	Pease Tradeport Kimberly McGlinchey and Deirdre Barrett are the ECO Club Advisors and they are the contacts for this event. The time of this event is 1:00 p.m. to 3:00 p.m.	Portsmouth High School ECO Clu	2/21/2012

## Event Listing by Date

Starting Date: 1/ 1/2012

Ending Date: 12/31/2012

Start End	Type Description	Location	Requestor	Vote Date
5/12/2012 5/12/2012	ROAD RACE Deborah Peretz is the contact for this event. This event begins at 9:00 a.m.	Strawberry Banke	Susan G. Komen for the Cure	10/ 3/2011
5/19/2012 5/20/2012	BIKE TOUR Kelly Sicard is the contact for this event. Tel. (603)669-2411 ex. 120	Pease International Tradeport	Breathe New Hampshire	3/ 5/2012
5/19/2012 5/19/2012	ROAD RACE Doug Bates is the contact for this event. This event is part of the Greater Portsmouth Chamber of Commerce Road Race series. This event begins and ends at the YMCA on Peverly Hill Road.  **This event has been canceled.	YMCA - Peverly Hill Road	GPCC - YMCA - CANCELED	12/19/2011
5/20/2012 5/20/2012	MARCH Contact Mylene Hollick. Starting and Finishing at Little Harbour Elementary School from 9:00 a.m. to 1:00 p.m.	Little Harbour School	Seacoast March for Babies	5/ 7/2012
5/27/2012 5/27/2012	ROAD RACE Jeanine Sylvester is the contact for this event. This event begins at 11:00 a.m.	Redhook Ale Brewery	Runner's Alley	2/ 6/2012
6/ 9/2012 6/ 9/2012	FESTIVAL Barbara Massar is the contact for this event. This event begins at 9:00 a.m. to 4:00 p.m.	Downtown Portsmouth	Pro Portsmouth - Market Square	1/17/2012
6/ 9/2012 6/ 9/2012	ROAD RACE Barbara Massar is the contact for this event. This is the Market Square Day Road Race that starts at 9:00 a.m. in Market Square.	Starts in Market Square	Pro Portsmouth - Market Square	2/17/2012
6/23/2012 6/23/2012	FESTIVAL This is a Summer in the Street Music Series. It begins at 5:00 p.m. to 9:30 p.m.	Downtown - Pleasant Street/State and Square	Pro Portsmouth - summer in the	1/17/2012
6/24/2012 6/24/2012	MARCH This event begins at 8:30 a.m. - the route from the William Pitt Tavern on Court Street to Atkinson Street down State Street then up Chapel Street to the Church.  Robert Sutherland, Jr. is the contact for this event - 436-1095.	Masonic Lodge - Miller Avenue	St. John's Lodge	6/11/2012
6/30/2012 6/30/2012	FESTIVAL Barbara Massar is the contact for this event. This is Summer in the Streets event beginning at 5:00 p.m. to 9:00 p.m.	Downtown - Pleasant Street/State and Square	Pro Portsmouth - Summer in the	1/17/2012
7/ 7/2012 7/ 7/2012	FESTIVAL Barbara Massar is the contact for this event. This is a part of the Summer in the Streets series that begins at 5:00 p.m. and ends at 9:30 p.m.	Downtown - Pleasant Street/State and Square	Pro Portsmouth - Summer in the	1/17/2012

## Event Listing by Date

Starting Date: 1/ 1/2012

Ending Date: 12/31/2012

Start End	Type Description	Location	Requestor	Vote Date
7/ 7/2012 7/ 7/2012	ROAD RACE Doug Bates is the contact for this event. This event is part of the Road Race Series. It begins and ends at Little Harbour School at 9:00 a.m.	Little Harbour School	GPCC - Harbour Trail	12/19/2011
7/ 8/2012 7/ 8/2012	PARADE Contacts: Peter Somssich and Josh Denton Begins from City Hall lower lot area at 2:00 p.m. and proceed through downtown.	Begins at City Hall lower lot area and proceeds th	Welcome Home, Iraq Veterans Pa	3/19/2012
7/14/2012 7/14/2012	FESTIVAL Barbara Massar is the contact for this event. This event is part of the Summer in Street Series. It begins at 5:00 to 9:30 p.m.	Downtown - Pleasant Street/State and Square	Pro Portsmouth - Summer in the	1/18/2012
7/14/2012 7/14/2012	FUND Contact:: Mark Herrholz, Secretary, Portsmouth Professional Fire Fighters	Market Square	Portsmouth Professional Firefi Boot Drive for MDA 8:00 a.m. to 5:00 p.m.	5/21/2012
7/15/2012 7/15/2012	ROAD RACE Brenda M. Blonigen is the contact of this event. Her cell number is (603) 475-4080	Pease Tradeport - Great Bay Community College	The Minuteman Fund	3/ 5/2012
7/21/2012 7/21/2012	FESTIVAL Barbara Massar is the contact for this event. This event is part of the Summer in the Streets begins at 5:00 p.m. to 9:30 p.m.	Downtown - Pleasant Street - between State Street	Pro Portsmouth - Summer in the	1/17/2012
7/28/2012 7/28/2012	FESTIVAL Barbara Massar is the contact for this event. This event is part of the Summer in the Streets series that begins at 5:00 p.m. and ends at 9:30 p.m.	Downtown - Pleasant Street - between State Street	Pro Portsmouth - Summer in the	1/17/2012
7/28/2012 7/28/2012	RACE Contact Alyssa Aldrich Close Chestnut Street on Saturday, July 28, 2012 from 4:00 p.m. to 6:00 p.m. (Rain date of Saturday, August 4, 2012)	Chestnut Street	Big Brothers Big Sisters of th	5/ 7/2012
8/ 2/2012 8/ 2/2012	ROAD RACE Doug Bates is the contact for this event. This event is part of the Road Race series. It begins and ends at Peirce Island at 6:00 p.m.	Peirce Island	GPCC - Portsmouth Rotary Club	12/19/2011
8/ 4/2012 8/ 4/2012	FESTIVAL Barbara Massar is the contact for this event. This event is part of the Summer in the Street series which begins at 5:00 p.m. and ends at 9:30 p.m.	(Raindate)Downtown - Pleasant Street/State and Squ	Pro Portsmouth - Summer in the	1/17/2012
8/ 8/2012 8/ 8/2012	FESTIVAL Doug Bates is the contact for this event. This is the 2012 Greater Portsmouth Chamber of Commerce Annual Dinner "Celebrating Portsmouth Business".	Pleasant Street from State to Congress Street	Greater Portsmouth Chamber of	2/17/2012
8/11/2012 8/11/2012	BIKE TOUR Heidi R. Roy, Development Manager is the contact for this event. Her contact number: 623-3502. This is a use of roads from Strawberry Banke onto Marcy Street, onto Route 1B south to Odiorne State Park (Route 1A) for a rest stop.	Thru South End	National Multiple Sclerosis So	4/ 2/2012

## Event Listing by Date

Starting Date: 1/ 1/2012

Ending Date: 12/31/2012

Start End	Type Description	Location	Requestor	Vote Date
8/18/2012 8/18/2012	FUND Contact: Mark Herrholz, Secretary, Portsmouth Professional Firefighters - Boot Drive for MDA 8:00 a.m. to 5:00 p.m.	Market Square	Portsmouth Professional Firefi	5/21/2012
9/ 9/2012 9/ 9/2012	BIKE TOUR Susanne Delaney or Catherine Keenan are the contacts for this event. This event begins and ends at Market Square.	Downtown	Portsmouth Criterium	12/ 6/2011
9/15/2012 9/15/2012	ROAD RACE Doug Bates is the contact for this event. This event is part of the Road Race series - it begins at 9:00 a.m.	Little Harbour School	GPCC - BreastCancerStories.org	12/19/2011
9/15/2012 9/16/2012	TOUR Caroline Amport (686-4338) and Nancy Pollard are the contacts for this event. This event begins on Saturday, September 15th from 9:00 a.m. to 1:00 p.m. and Sunday, September 16th - 11:00 a.m. to 3:00 p.m.	South End	Friends of the South End	2/ 6/2012
9/29/2012 9/30/2012	FESTIVAL Maritime Folk Festival on September 29th and September 30th - On September 29th.	Portsmouth - downtown area - Pending Approval	Maritime Folk Festival	6/11/2012
9/29/2012 9/29/2012	ROAD RACE Karen Butz Webb is the contact for this event. This event begins and ends at Portsmouth High School. the course starts at Portsmouth High School, left onto South Street, right onto Middle Street, bear right to Court Street, right onto Marcy Street back to South and finishing at the PHS.	Portsmouth High School	Project Safety	2/21/2012
9/29/2012 9/29/2012	WALK Ken La Valley is the contact for this event - 603-862-4343. Registration for this event begins at 8:00 a.m. and the walk duration is 10:00 a.m. to Noon. The walk would begin and end on Peirce Island near the outdoor pool. Walkers would make a 2.6 mile loop starting from Peirce Island to Marcy Street, continuing onto South Street, Miller Avenue, Middle Street, State Street and finishing at Peirce Island.	Peirce Island	American Foundation for Suicid	4/ 2/2012
10/13/2012 10/13/2012	ROAD RACE Doug Bates is the contact for this event. This event is the for the Community Child Care and it is part of the Road Race series. This event begins at 9:00 a.m.	Little Harbour School	GPCC - Community Child Care	12/19/2011
11/11/2012 11/11/2012	ROAD RACE Jay Diener, Co-Race Director is the contact for this event. This race begins and ends at Portsmouth High School.	Portsmouth High School	Seacoast Half Maranthon	3/20/2012
11/22/2012 11/22/2012	ROAD RACE Doug Bates is the contact for this event. This event is part of the Road Race Series. The event begins at 8:30 a.m.	Prescott Park	GPCC - Seacoast Rotary Club -	12/19/2011



ERIC G. MART & KATHRYN A. MCCALLION  
380 OCEAN RD. UNIT 15, PORTSMOUTH, NH 03801  
(603) 626-0966 / (603) 501-0441  
EMART@COMCAST.NET / KMCCALLION@COMCAST.NET

June 18, 2012

Honorable Mayor Eric Spear and City Council  
Rick Taintor, Planning Director  
Municipal Complex  
One Junkins Ave.  
Portsmouth, NH 03801

RE: Withdrawal of 1283 Woodbury Ave. rezoning request

Dear Mayor Spear, City Council Members and Mr. Taintor,

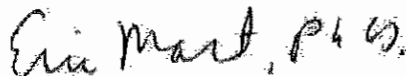
On May 7, 2012, the City Council considered our request dated May 2, 2012 to change the zoning of the property at 1283 Woodbury Avenue from SRB to MRB. The matter was referred to the Planning Board, and at the May 17 Planning Board meeting it was scheduled for a public hearing at the June 21 Planning Board meeting.

Unfortunately, inspections during the past week raised concerns regarding the condition of the property, and we were not able to resolve this issue with the seller. As a result, we have withdrawn our offer to purchase the property and we are no longer in a position to act on behalf of the owner, Jonathan Smith.

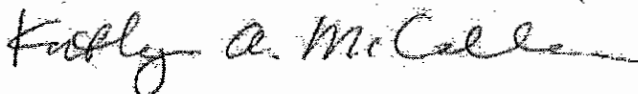
Therefore, we are writing to withdraw our request to change the zoning of the 1283 Woodbury property. We are requesting that the City Council and the Planning Board drop this matter from their agendas and cancel the scheduled public hearing.

We apologize for any inconvenience this has caused the Planning Board, the City Council, Rick Taintor and Mayor Spear. Thank you for your assistance, consideration and courtesy in pursuing this matter. Please contact us if you require clarification or further information.

Sincerely,



Eric G. Mart, Ph.D., ABPP



Kathryn A. McCallion

KAM/

CITY OF PORTSMOUTH



## *City Hall Hours Change Effective Monday*

June 19, 2012

Contact: Dianna Fogarty, Human Resources Director  
610-7270

**PORTSMOUTH** — City Hall will now be open from 8 a.m. until 6 p.m. on Mondays for the convenience of Portsmouth citizens as part of a pilot project extending through the end of August.

Regular business hours of 8 a.m. to 4:30 p.m. will continue Tuesday through Thursday, but City Hall will close at 1 p.m. on Fridays. These new hours will apply to all offices at City Hall, including the City Clerk and Tax offices, through Aug. 31.

City Manager John Bohenko said the decision to alter the hours on a trial basis resulted from feedback from Portsmouth residents and City Council members.

“We hope that City residents will find the later Monday hours helpful,” the City Manager said. “It can be difficult for people who work outside Portsmouth to get to City Hall between 8 a.m. and 4:30 p.m.”

“If there is a positive response to this initiative by the end of summer, we will reevaluate whether to continue the new schedule or adjust it,” he said. “We’re very hopeful that our citizens will find these new hours more convenient.”

# # #

# CONSERVATION COMMISSION APPLICATIONS

## TO BE CONSIDERED:

- Paul Ambrose as an Alternate member
- Shelley Saunders as an Alternate member

## INFORMATIONAL:

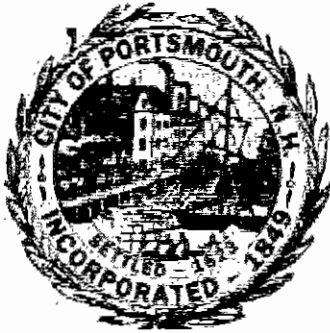
- Kristen Campbell
- Kimberly Meuse

<b>CONSERVATION COMMISSION</b>			
Blanchard, MaryAnn (Vice Chair)	34 Harrison Avenue	R	4/10/2015
DiPentima, Rich	16 Dunlin Way	R	4/1/2015
McMillan, Barbara	84 Hillside Dr.	R	4/1/2014
Miller, Steven, Chair	38 Thornton St.	R	4/1/2014
Stone, Elissa Hill	595 F.W. Hartford Dr.		4/1/2014
Tanner, Allison Jean	380 Greenleaf Ave.	R	4/1/2014
Vandermark, Peter	86 Ridges Ct.	R	4/1/2015
Vacancy (Alt)			4/1/2013
Vacancy (Alt)			4/1/2011

PETER BRITZ

610-7215

SEP 16 2011



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*ead*

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

Committee: CONSERVATION COMMISSION

Initial applicant

Name: PAUL J. AMBROSE Telephone: 603.677.2769

Could you be contacted at work? YES/NO If so, telephone # 603.677.2769

Street address: 133 SWINGTON ST. #4

Mailing address (if different): \_\_\_\_\_

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

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

Occupational background:

PRESIDENT OF AMBROSE MARINE CONST  
MARINE CONST. PROJECTS ; ENV. CONSULTING  
IN THE LAKES REGION. EDUCATIONAL ;  
PROFESSIONAL EXPERIENCE IN ACCOUNTING, MGMT,  
; TAX

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: TO GET INVOLVED WITH LOCAL GOVERNMENT

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

Please list two character references not related to you or city staff members:

1) LEE MATTSON P.O. BOX 1596 MEREDITH, NH 03253  
Name, address, telephone number 603.279.9956

2) ERIC BEADLEY 242 STATE ST. PORTSMOUTH, NH 03801  
Name, address, telephone number 603.591.8582

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: [Signature] Date: 7-25-11

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

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



**received**

5/17/2009

**CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS**

**APPOINTMENT APPLICATION** *ea*

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

Committee: Land Conservation Board **Initial applicant** ✓

Name: Shelley Saunders Telephone: 603-812-3335

Could you be contacted at work? YES/NO If so, telephone # yes 812-3335

Street address: 15 Oak St Portsmouth NH 03801

Mailing address (if different): \_\_\_\_\_

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

How long have you been a resident of Portsmouth? 17 years

Occupational background:  
Sales-See Resume

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

**OVER** →

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

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

Reasons for wishing to serve: Get involved in Land Conservation  
and preservation in the city of Portsmouth NH

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

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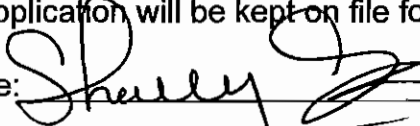
Please list two character references not related to you or city staff members:

1) Alyson Mahler Portsmouth NH 603-969-6963  
Name, address, telephone number

2) Brenna Cavanaugh Portsmouth NH 603-501-9920  
Name, address, telephone number

**BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:**

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Signature:  Date: 5-15-12

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

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

*Shelley Saunders*

15 Oak Street, Portsmouth, New Hampshire 03801  
603-957-8880 ssaunders11@myfairpoint.net

Dedicated, enthusiastic, and goal-oriented professional, interested in pursuing advancement within the consumer products industry, to continue the promotion of skills, knowledge, and leadership in consumer product sales and marketing. Demonstrate strong record of success in meeting and exceeding sales objectives by applying effective professional sales techniques; as well as by developing strategies and solutions that generate revenue growth.

**Core competencies include:**

- ♦ Relationship-building skills with customers, team members, and high-level personnel; with established reputation in successful account dealings through persuasive communication and strong deal-closing abilities
- ♦ Excellent verbal and interpersonal skills; works well as individual producer or team member to achieve sales objectives
- ♦ High motivation with dynamic background, wine supplier and key account manager, as well as in-depth negotiating experience across multiple channels.

<i>Key Account Management</i>	<i>Budget Development and Management</i>	<i>National Accounts, ad activity</i>
<i>Inventory Control</i>	<i>Communication and Interpersonal Skills</i>	<i>Chain Grocery Buyer calls</i>
<i>Control and Sales Analysis</i>	<i>Pricing and Incentive writing</i>	<i>Technically proficient</i>

**PROFESSIONAL EXPERIENCE-NEW**

***Snyders-Lance Inc-July 2011 to Current***

Field Sales Manager, Mass Accounts NH ME VT

Wal-Mart/Target's/Military

-Manage Michaud Distributors and their 7 District Manager

-Manager all Wal-Mart/Target/Military business, from promotions, maintaining pricing and helping Michaud sales force sell in secondary and mandatory displays

7/12/11 to Present

NEWMAN WINE & SPIRITS ▪ West Conshohocken, PA

**Regional Sales Manager-New England and NY**

- 2010-2011

- ♦ Assumed full responsibility in defining strategies and developing business plans for New England and New York
- ♦ Demonstrated exceptional performance in exceeding company objectives with an average of more than 500 cases of wine sold per month (from a previous cold territory)
- ♦ Executed expertise in developing, initiating, and managing key account programs, resulting to profit increases
- ♦ Vastly contributed in producing the first-ever sale of Newman Wines in Maine through a partnership with Hannaford Grocery

FOSTERS WINE ESTATES ▪ Napa, CA

**Regional Sales Manager—NH, ME, VT**

2006-2010

- ♦ Utilized outstanding managerial skills in overseeing 3 states and 6 distributors with more than 125,000 cases of wine generated per year
- ♦ Acquired 2,100 cases of wine sold into Whole Foods in Portland, Maine in 12 month time frame, that established new revenue streams
- ♦ Produced and increased 45% sales in the chain grocery sector by partnering with Hannaford Grocery, Shaw's Grocery, Price Choppers and Market Basket NH grocery stores.

BAREFOOT WINERY ▪ Santa Rosa, CA

**New England Regional Sales Manager**

2000-2005

- ♦ Gained recognition as the top-selling salesperson of Barefoot Reserve wines for five years in a row



MAR 3 2011



# 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: CONSERVATION COMMISSION

Initial applicant

Name: KRISTEN CAMPBELL Telephone: 603-205-2568

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

Street address: 142 CABOT ST, UNIT #4 PORTSMOUTH

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): KJC44KJC@GMAIL.COM

How long have you been a resident of Portsmouth? 1-YEAR

Occupational background:

- CURRENT: REGIONAL HSE MANAGER, SPRAGUE ENERGY CORP.
- 2001-2006: PLANT ENGINEER, SARANAC POWER PARTNERS, PLATTSBURGH, NY 12901
- 2006-2010: ENVIRONMENTAL SUPPORT MANAGER, CALENERGY OP. CORP, CALIPATRIA, CA
- 2001 - GRADUATE OF ELECTRICAL ENGINEERING, RPI, TROY, NY

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

- VARIOUS EXPERIENCE IN NUMEROUS ENVIRONMENTAL SUBJECTS (STORMWATER, WETLANDS, SPCL, TANKS, AIR, WASTE...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OVER  
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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: \_\_\_\_\_

- STRONG INTREST IN CONSERVING NATURAL RESOURCES WHILE PROMOTING GROWTH IN OUR CITY.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

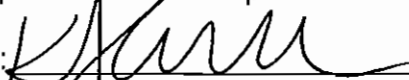
Please list two character references not related to you or city staff members:

1) TIFFANY EVING, 603-766-7485, 2 INTERNATIONAL DR, 03801  
Name, address, telephone number

2) DEANNA SWALLOW, 207-608-5598  
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
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5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 3/2/11

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

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



NOV 30 2011

1102 0 8 AON

# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.

Committee: CONSERVATION Initial applicant

Name: KIMBERLY MEUSE Telephone: 603-373-8709

Could you be contacted at work?  YES  NO If so, telephone # SAME AS ABOVE

Street address: 579 SAGAMORE AVE UNIT 97

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): KIMBERLY MEUSE @ YAHOO.COM

How long have you been a resident of Portsmouth? 1 MO. (PARTIAL RESIDENT FOR 1YR)

Occupational background (attach resume if there is not enough space provided):

ARTIST (VISUAL)

COMPUTER GRAPHICS ILLUSTRATOR

TOWN COUNCILWOMAN - VOLUNTEER POSITION  
ELECTED

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

2 YRS. ON TOWN COUNCIL IN STRATFORD, CT

WORKED WITH CONSERVATION OFFICER FOR STRATFORD REGARDING  
KEY ISSUE: ASBESTOS CONTAMINATION THROUGHOUT TOWN &

ENVIRONMENTAL CONCERNS WITH TIDAL BASIN & CONIG BEACH WEST

2 YRS AS CHAIR OF BEAUTIFICATION COMM. FOR STRATFORD, INCLUDING  
LITTER CONTROL & KEEP AMERICA BEAUTIFUL

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

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

Reasons for wishing to serve: I ENJOYED MY SERVICE TO THE TOWN OF STRATFORD. THE RESULTS OF INVOLVEMENT & PERSONAL BENEFITS THAT CAME WITH GIVING BACK TO MY FORMER COMMUNITY ARE SOMETHING I'D LOVE TO PURSUE IN OUR NEW HOME IN PORTSMOUTH. SERVING THE COMMUNITY WAS A HIGHLIGHT FOR ME - I THOROUGHLY ENJOYED WORKING WITH OTHERS FOR THE BETTERMENT OF OUR COMMUNITY  
Please list any organizations, groups, or other committees you are involved in:

- BEAUTIFICATION COMMITTEE - TOWN OF STRATFORD
- TOWN COUNCIL " "
- ARTS COMMISSION " "
- SHAKESPEARE THEATER COMMITTEE " "
- KEEP AMERICA BEAUTIFUL " "

Please list two character references not related to you or city staff members:

- 1) DAVID KILLEEN - 203-260-9050  
Name, address, telephone number
- 2) BRIAN CAREY - 203-385-4080 - 2725 MAIN ST, STRATFORD  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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Signature: Kimberly Mause Date: 11/8/11 (1b 9/26/06)

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

# TAXI COMMISSION APPLICATIONS

## TO BE CONSIDERED:

- Aaron Lawson – Regular Member

## INFORMATIONAL:

- NONE

<b>TAXI COMMISSION</b>			
Bresciano, Peter, Chair	101 O'Leary Pl.	R	12/31/2013
Feehley, James	102 Pine St.		12/31/2013
Lown, Brad, Council Rep. Police Chief (or designee)	45 Brackett Rd.		12/31/2013
Ford, Paul, Taxi Company Rep.	816 Middle St.		12/31/2013
Vacancy			12/31/2011
Vacancy			12/31/2011

Eal



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

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

**APR 3 0 2012**

Initial applicant ✓

Committee: Taxi Commission

Name: Aaron Lawson Telephone: 914-319-9546

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

Street address: 37 Franklin Street, Portsmouth, NH 03801

Mailing address (if different): P.O. Box 71, Portsmouth, NH 03802

Email address (for clerk's office communication): aaron.m.lawson@gmail.com

How long have you been a resident of Portsmouth? May 2011

Occupational background:

When I moved to the Seacoast in August of 2009 I began employment at The Provident Bank as a Teller until August of 2010. During the Summer of 2010 I began working at The Portsmouth Brewery as Office Manager where I am currently employed.

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

As office manager at the Brewery, part of my job is to act as a human resources liaison; allowing me to maintain company, state, and federal policy for employees.

As part of the Taxi Commission's task is to ensure all rules and regulations are enforced, I think that my experience in problem solving through understanding all the given circumstances can also be applied in accomplishing this task.

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

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

Reasons for wishing to serve: I love Portsmouth, and I have always seen service as gratitude in action. In addition, I personally believe in carrying out the responsibility of participating in local government. Finally, I would like to see Portsmouth continue to be safe and accessible for residents, local workers, and seasonal visitors to participate in local business and community activities through our taxi services.

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

While enrolled in college I pledged with the community service fraternity Alpha Phi Omega. Currently, I am taking the experience acquired there and applying it in spearheading a Brewery Philanthropy program that will serve as a venue for staff and patrons to work together in creating and participating in local community service activities.

Please list two character references not related to you or city staff members:

1) Anne Lapointe, Portsmouth, NH, 603-431-1144  
Name, address, telephone number

2) Crystal Paradis, Portsmouth, NH, 603-205-1561  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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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: 4/29/12

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

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

# ACTION SHEET

## PARKING and TRAFFIC SAFETY COMMITTEE

Councilor Ken Smith, Chairman

To: City Council Meeting of June 25, 2012

Re: Parking and Traffic Safety Committee Meeting held **June 14, 2012**

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### ACTIONS:

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee meeting held May 10, 2012.
- [2] **Financial Report – MOTION** made by Mr. Whitehouse to accept the report, seconded by Mr. Gray. **Motion passed.**
- [3] **Presentation – Industrial Traffic on Kearsarge Way** – Mr. Gregg Mikolaities, P.E., Tighe & Bond, gave an informational presentation regarding Industrial Traffic on Kearsarge Way and the potential costs associated. **No action required by the Parking and Traffic Safety Committee at this time.**
- [4] **Park Street – No Parking Here to Corner** – Resident Request - **MOTION** made by Mr. Cypher to place request on file and revisit the issue after the construction in this area has been completed, seconded by Mr. Gray. **Motion passed.**
- [5] **Bus Traffic – Middle School** – Principal John Stokel - **MOTION** made by Public Works Director Parkinson to table to the July 12, 2012 meeting, seconded by Deputy City Manager Hayden. **Motion passed.**
- [6] **Woodbury Avenue – Traffic Safety Concerns** – Resident Request – **MOTION** made by Public Works Director Parkinson to table to July 12, 2012 meeting to ensure requester has been notified, seconded by Mr. Gray. **Motion passed.**
- [7] **License Agreement Renewal – 100 Club Valet Service** – **MOTION** made by Chief LeClaire to approve the renewal of the License Agreement (with reminder to stack cars in the appropriate location), seconded by Deputy City Manager Hayden. **Motion passed.** (*Chairman Smith abstained due to his 100 Club membership.*)
- [8] **Downtown Parking Issues - Informational Item** – Chairman Smith explained that these issues will be discussed at the Council Work Session on Monday, June 18, 2012.



**MINUTES**  
**PARKING AND TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, June 14, 2012  
City Hall – Eileen Dondero Foley Council Chambers

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**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at 8:03 a.m.

**II. ROLL CALL:**

**Members Present:**

Councilor Ken Smith, Chair  
Cindy Hayden, Deputy City Manager  
Chris LeClaire, Fire Chief  
Steve Parkinson, Public Works Director  
Stephen Dubois, Deputy Police Chief  
Ron Cypher, Member  
Ted Gray, Member  
Harold Whitehouse, Member

**III. ACCEPTANCE OF THE MINUTES:**

**Mr. Gray moved to accept the minutes of the May 10, 2012 meeting as presented. Seconded by Mr. Cypher and voted.** *(Deputy City Manager Hayden abstained as she was not in attendance at the May 10<sup>th</sup> meeting.)*

**IV. FINANCIAL REPORT:**

Public Works Director Parkinson stated that the Parking Account is trending on target and although meter space rental and parking violations are down, meter fees are up.

**Mr. Whitehouse moved to accept the Financial Report and place on file, seconded by Mr. Gray.**

Mr. Whitehouse asked when we will begin to see the reports for FY13. Public Works Director Parkinson explained that the FY12 final report will be distributed at the July 12<sup>th</sup> meeting and the first FY13 report will be on the August 9<sup>th</sup> Agenda.

**V. PRESENTATION:**

o **Industrial Traffic on Kearsarge Way**

Public Works Director Parkinson stated that it is important to understand that this is just a presentation and no action will be taken at this time. He stated that this is a separate request from the Atlantic Heights Area Neighborhood Association to look at truck traffic routes in the area and is not connected with the emergency route study, other than the same Consultant is doing the analysis. He stated the staff is moving forward on the emergency route situation, but this is just a report regarding truck routes.

Gregg Mikolaities, P.E. of Tighe & Bond, gave a brief presentation on the analysis of steps required to construct a potential permanent industrial truck traffic road to separate the industrial truck traffic from the Atlantic Heights neighborhood traffic on Kearsarge Way. He stated they used the assumption that the industrial road would be paved, a minimum of 24 feet wide with 2 foot paved shoulders, within a 50 foot right of way and City owned. He explained that they were asked by the City for this analysis after residents of the Atlantic Heights Area Neighborhood Assoc. raised concerns about trucks and tankers utilizing Kearsarge Way and commingling with local neighborhood traffic. He stated they equate the presence of the large trucks and tankers with an increase risk of accidents or incidents that would necessitate an emergency access route. He further explained that in December of 2011, Tighe & Bond completed a report entitled "Emergency Ingress/Egress Routes for Atlantic Heights Neighborhood", which summarized 8 potential routes for construction of an emergency access drive from the Atlantic Heights neighborhood and that of those 8 potential only 2, Routes 5 and 6, were located to the east of Route 95, in the vicinity of the current industrial properties. He continued that Route 5 was ruled out by the Traffic and Safety Committee because of the steep slopes on Cutts Avenue. He then reviewed Exhibit 1 which outlines a further revision to Modified Route 5 from the Report to show a proposed 24 foot wide paved permanent industrial drive within a 50 foot right of way, stating the cost would range between \$1.7 Million to \$2.1 Million as outlined in Exhibit 2. He concluded by stating that this shows that yes, it is possible, but it will be expensive and time consuming.

Public Works Director Parkinson clarified that this is a "what if" scenario that still needs to be addressed by City staff with recommendations to the City Council, etc. He stated that this is separate from the emergency route issue.

#### **NEW BUSINESS:**

##### **A. Park Street - No Parking Here to Corner – Resident Request**

Mr. Cypher reported that a site review was held at Park Street explaining that there was a vehicle parked on the corner of the area which was causing the current problem. He stated that the area is due to undergo construction soon so they do not feel that any permanent solution should be decided at this time. He concluded by stating that someone was going to locate the owner of the jeep as well which should alleviate the problem.

**Mr. Cypher moved to place the request on file and revisit the issue after the construction in the area is completed, seconded by Mr. Gray. Motion passed.**

##### **B. Bus Traffic – Middle School– Principal John Stokel**

Public Works Director Parkinson explained that Principal Stokel asked to reschedule as this is the last day of school and he was unable to attend the meeting.

**Public Works Director Parkinson moved to table to the July 12, 2012 meeting, seconded by Deputy City Manager Hayden. Motion passed.**

**C. Woodbury Avenue – Traffic Safety Concerns – Resident Request**

Chairman Smith stated that the resident requester is not in attendance, and suggested the item be tabled to the July meeting.

Public Works Director Parkinson asked Deputy Chief Dubois for an update of the issue addressed in the letter.

Deputy Chief Dubois explained that it appears that a vehicle took a corner inappropriately and took out a stop sign. He stated the incident wasn't reported for several days and that although they do know the individual that was involved, he lives out-of-state and they have not yet been able to make contact with him. He stated the sign has since been restored.

Public Works Director Parkinson stated he is unsure if the resident was notified of the meeting today.

**Public Works Director Parkinson moved to table to the July 12, 2012 meeting, seconded by Mr. Gray.**

Mr. Whitehouse asked if some of the traffic and speeding problems have been addressed through the recent upgrades to Woodbury Avenue. Both Deputy Chief Dubois and Public Works Director Parkinson affirmed that there has been an improvement in the traffic and speeding concerns. Deputy Chief Dubois stated that the Police Department has acquired a new speed monitoring device and will put this area first on the list once it is put into use.

**Motion passed.**

**D. License Agreement Renewal – 100 Club Valet Service**

Chairman Smith excused himself from the discussion and vote on this matter as he is a member of the 100 Club.

Public Works Director Parkinson explained that this is a renewal of an agreement which has been ongoing for many years with them utilizing a loading zone area on Hanover Street for valet parking.

Deputy Chief Dubois stated that the police department has had no issues with this arrangement.

**Chief LeClaire moved to approve the renewal of the License Agreement, seconded by Deputy City Manager Hayden. Deputy City Manager Hayden asked that part of the approval include a reminder that they not stack the cars in adjacent parking spaces, but in the appropriate area as outlined in the agreement.**

**Motion passed with Chairman Smith abstaining.**

**VI. OLD BUSINESS:**

**A. Report Back from Public Works on “Drive Like you Kids Live Here” Signage**

Public Works Director Parkinson explained that he referred the request to the Federal Highway Administration asking if the signs were in compliance with federal regulations. He stated that these signs are not in compliance as the red background that is used is reserved for Stop Signs only and therefore, do not conform. He continued that he recently attended a conference where this issue was discussed and the research that has been conducted by the Federal Highway Association concludes that these signs serve no purpose as they are ignored like any other sign and add to a clutter problem. He stated that the conclusion is that people can put them on their own private property, but the city will not spend our limited funds on these signs.

Mr. Whitehouse stated he has seen these signs in various areas in people’s private yards.

**Chief LeClaire moved to accept the report and place it on file, seconded by Deputy City Manager Hayden. Motion passed.**

**VII. INFORMATIONAL:**

**A. Downtown Parking Issues**

Chairman Smith explained that these issues will be discussed at the Council Work Session on Monday, June 18, 2012.

**Chairman Smith asked if there was anyone in the audience wishing to address the Committee:**

Scott Campbell, resident of Raleigh Way, stated he missed the first part of the meeting with the presentation from Mr. Mikolaities regarding the truck route request, but wanted to give some background of the ongoing problem. He stated it is very apparent that the roads in that area were not built for the truck travel that occurs there and feels that alleviating this problem would directly affect the emergency access issue as well.

Chairman Smith stated that this has been an ongoing issue, but clarified that it is separate from the emergency access issue.

Public Works Director Parkinson reiterated that these are 2 separate issues.

**VIII. ADJOURNMENT**

**Deputy City Manager Hayden moved to adjourn at 8:27 a.m. Seconded and voted unanimously.**

## MEMORANDUM

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**TO:** John P. Bohenko, City Manager  
**FROM:** Liz Good, Planning Department  
**SUBJECT:** Historic District Commission Minutes  
**DATE:** June 7, 2012

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Please be advised that the approved minutes from the March 7, 2012 Historic District Commission meeting are now available on the City's website for your review.

## MEMORANDUM

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**TO:** John P. Bohenko, City Manager  
**FROM:** Liz Good, Planning Department  
**SUBJECT:** Historic District Commission Minutes  
**DATE:** June 7, 2012

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Please be advised that the approved minutes from the March 14, 2012 Historic District Commission meeting are now available on the City's website for your review.

## MEMORANDUM

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**TO:** John P. Bohenko, City Manager  
**FROM:** Liz Good, Planning Department  
**SUBJECT:** Historic District Commission Minutes  
**DATE:** June 7, 2012

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Please be advised that the approved minutes from the April 4, 2012 Historic District Commission meeting are now available on the City's website for your review.

## MEMORANDUM

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**TO:** City Council Members  
**FROM:** Liz Good, Planning Department  
**SUBJECT:** Conservation Commission Minutes  
**DATE:** June 14, 2012

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Please be advised that the approved minutes from the May 9, 2012 Conservation Commission meeting are now available on the City's website for your review.