

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, JUNE 3, 2013 TIME: 6:00PM

AGENDA

6:00PM – WORK SESSION REGARDING TRANSPORTATION POLICY COMMITTEE FINAL REPORT

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

PRESENTATIONS

1. Portsmouth Housing Authority Annual Report – Craig Welch, Director
2. Art-Speak State of the Arts Report
3. Update on Mosquito Control Program

V. ACCEPTANCE OF MINUTES – MAY 6, 2013

VI. PUBLIC COMMENT SESSION

VII. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Police Department Grant and Donation:
 - NH Department of Highway Safety Grant for “Join the NH Clique” seat belt campaign - \$4,680.00
 - Donation from Mr. & Mrs. David Brown to the Explorer Cadet Academy Program - \$250.00

(Sample motion – move to approve and accept the grant and donation to the Portsmouth Police Department, as listed)

VIII. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

(There are no items under this section of the agenda)

IX. CONSENT AGENDA

A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA

- A. Letter from Thomas Martin, Race Director, Portsmouth Criterium, regarding Cancellation of 2013 Portsmouth Criterium Race ***(Anticipated action – move to accept and place the letter on file)***

- B. Letter from Russell Osgood, Vice President, Portsmouth Fire Fighters Charitable Association, requesting permission to hold Sarah's Ride on September 7, 2013 ***(Anticipated action – move to refer to the City Manager with power)***
- C. Request for License from Ryan & Tyler McGill, owner of Summer Sessions Surf Shop for property located at 15 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 Ryan & Tyler McGill, owner of Summer Sessions Surf Shop for a projecting sign at property located at 15 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 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***

X. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Islington Creek Neighborhood Association regarding renewal extension of Boarding Housing at 21 Brewster Street

XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

City Manager's Items Which Require Action

1. Boarding House License Extension Re: 21 Brewster Street
2. Proposed Additional Study Areas Re: Form-Based Zoning
3. Art-Speak Annual State of the Art Report and Memorandum of Understanding Renewal Request
4. Acceptance of Easement and Quitclaim of Abandoned Line Re: Lincoln 3B Sewer Separation Project

Informational Items

1. Events Listing
2. News Release Re: Form-Based Zoning Public Meetings

B. MAYOR SPEAR

1. Appointment to be Considered:
 - Ronald Poulin – Cable Television Advisory Board
2. Appointments to be Voted:
 - Daniel Rawling – Reappointment to the Historic District Commission (*postponed from May 20, 2013 meeting*)
 - Jonathan Wyckoff – Reappointment to the Historic District Commission (*withdrawn for action at May 20, 2013 meeting*)
 - Joseph Almeida – Reappointment to the Historic District Commission
 - Tracy Kozak – Reappointment to the Historic District Commission
3. Request for Funds for HDC tools

C. COUNCILOR KENNEDY

1. Maximum Structure Height Dimensions in the Central Business District A and B District to be 35 feet

D. COUNCILOR LOWN

1. Proposed Work Session to Review Report of the Operational Efficiencies Committee for Police and Fire Departments (***Sample motion – move to establish a Work Session for July 15, 2013 at 6:30 p.m. to Review the Operational Efficiencies Committee Report***)

E. COUNCILOR DWYER

1. Ideas Related to HDC

F. COUNCILOR SMITH

1. Parking and Traffic Safety Committee Action Sheet and Minutes of the May 9, 2013 meeting

XII. MISCELLANEOUS/UNFINISHED BUSINESS

XIII. ADJOURNMENT [AT 10:00PM OR EARLIER]

KELLI L. BARNABY, CMC/CNHMC
CITY CLERK

INFORMATIONAL ITEMS

1. Notification that the Board of Adjustment Minutes of the April 23, 2013 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.

BLUE RIBBON COMMITTEE ON TRANSPORTATION POLICY

REPORT TO THE CITY COUNCIL



Blue Ribbon Committee on Transportation Policy

Kenneth E. Smith, City Council, Chair

Brad Lown, City Council

Paige Roberts, Planning Board

Eric Gregg, Economic Development Commission

Cliff Sinnott, Rockingham Planning Commission

Bill Lyons, Transportation Professional

Rick Chellman, Transportation Professional

April 10, 2013

TABLE OF CONTENTS

BACKGROUND AND COMMITTEE CHARGE	1
KEY TOPICS DISCUSSED.....	1
<i>Master Plan Transportation Policies and Strategies.....</i>	<i>2</i>
<i>Complete Streets.....</i>	<i>3</i>
<i>Bicycle/Pedestrian Planning.....</i>	<i>3</i>
<i>Sustainable Transportation</i>	<i>4</i>
<i>Street Classifications and Design Standards.....</i>	<i>4</i>
<i>Green Streets</i>	<i>6</i>
<i>Traffic Calming.....</i>	<i>6</i>
<i>Land Use Policies.....</i>	<i>7</i>
<i>Transportation Data / Indicators</i>	<i>7</i>
<i>Public Transportation</i>	<i>8</i>
<i>Regional Coordination.....</i>	<i>9</i>
COMMITTEE RECOMMENDATIONS.....	11
<i>Goals.....</i>	<i>11</i>
<i>Guiding Principles and Strategies</i>	<i>11</i>
APPENDIX A: RECOMMENDED POLICIES AND STANDARDS	A-1
<i>Draft Complete Streets Policy.....</i>	<i>A-2</i>
<i>Action Plan for Bicycle Friendly Communities.....</i>	<i>A-6</i>
<i>Action Plan for Walk Friendly Communities.....</i>	<i>A-8</i>
<i>Guiding Parking Principles for Central Business Districts</i>	<i>A-10</i>
APPENDIX B: MEETING MINUTES.....	B-1
APPENDIX C: PRESENTATIONS AND HANDOUTS.....	C-1

BACKGROUND AND COMMITTEE CHARGE

The Blue Ribbon Committee on Transportation Policy was re-established by Mayor Spear in August 2012 with a sunset date of April 15, 2013. At that time, the Committee was charged to develop policies, principles and positions for the City's approach to transportation, including but not limited to:

- Public transportation options
- Access for bicycle and pedestrian travel
- Parking availability and access
- Control/management of traffic
- Travel routes through the City
- "Complete Streets" / Sustainable Design

The committee was comprised of the following members: Councilor Ken Smith (Chair), Councilor Brad Lown, Bill Lyons, Rick Chellman, Paige Roberts, Cliff Sinnott and Eric Gregg.

The Committee held its first meeting in September 2012 and met monthly through April 2013.

KEY TOPICS DISCUSSED

Over the course of six meetings, the Committee heard presentations from staff and others on the following topics, and discussed how these topics might be included in transportation policies for the City of Portsmouth:

- Transportation policies and strategies contained in the 2005 Master Plan, and considerations for the 2015 Master Plan (in progress)
- "Complete Streets" policies
- Planning for bicyclists and pedestrians
- Sustainable transportation
- Street classifications and design standards
- "Green Streets" and Low Impact Development (LID)
- Traffic calming
- The interaction between land use policies and transportation
- Public transportation
- Regional coordination in transportation planning and funding

The following sections summarize the information presented and discussed, and identify the related policy recommendations presented later in this report.

MASTER PLAN TRANSPORTATION POLICIES AND STRATEGIES¹

Under NH state law, the Planning Board is required to prepare and periodically amend and update a Master Plan – a set of goals, objectives and strategies that together guide development in the City. The City updates its Master Plan every 10 years, and the Planning Board and City Council adopted the last Master Plan update in 2005. In February 2013 the Planning Department began the process of developing the next update, which will be under way for the next two years. The City’s Master Planning process begins with the completion of an Existing Conditions and Trends report that compiles current available data on the topics covered in the Master Plan; presents growth projections; and identifies key issues that the City should address in the coming decade. The Master Plan then presents a Vision statement, Goals and Objectives, and an Implementation Program. The Plan is organized around topical areas that include: Land Use, Housing, Economic Development, Transportation, Community Facilities and Services, Natural Resources and Open Space, Natural Hazards and Emergency Management, Recreation, and Cultural and Historic Resources. As with the rest of the Master Plan, the Transportation goals, objectives, and strategies overlap with other topical areas. The Master Plan demonstrates how transportation systems both shape and are shaped by the City’s historical and future growth and development.

Transportation priorities identified in the 2005 Plan focused on increasing walkability, providing a range of transportation options, and resolving parking issues. Transportation-related policies and strategies addressed four key areas: infrastructure, regulations and standards, public transit, bicycle and pedestrian systems, and parking.

The Committee reviewed the 2005 Master Plan Implementation Program, which included 56 transportation-related strategies, and discussed the status or progress made on each strategy. The Committee discussed how the Committee’s recommendations can support and inform the Master Plan update. The Committee also considered whether priorities have shifted since 2005 and discussed the benefits of providing performance measures or other indicators to gauge whether a strategy has been successfully implemented.

Many of the topics covered in subsequent meetings of the Committee were included in the 2005 Master Plan recommendations.

Related Recommendations (see Committee Recommendations section)

1. Integrate transportation goals into land use planning and management by updating the Master Plan, which will include an update of transportation data and baseline information and a revision of transportation goals, objectives, and strategies.
8. Track progress and measure effectiveness of strategies to support transportation goals.

¹ Appendix C: Item 1

COMPLETE STREETS²

Complete Streets are streets that are safe, comfortable, and convenient for travel for everyone – motorists, pedestrians, bicyclists, and public transportation riders. They incorporate safe and accessible pathways. They are designed to be context appropriate.

The transportation-related objectives in the 2005 Master Plan included a Complete Streets statement, and the Planning Board's site plan review regulations were revised in January 2012 to incorporate a Complete Streets policy statement.

The Committee discussed Complete Streets concepts and principles and considered the relationship to other transportation policies, such as improving bicycle and pedestrian accommodations, calming traffic, implementing street design standards, and supporting sustainability.

The Committee reviewed a Complete Streets Policy drafted by the Planning Department for the City. In adopting this policy, the City would commit to following nationally recognized street design standards and reference best practices in street management.

Related Recommendation (see Committee Recommendations section)

2. Support creation of Complete Streets through adoption of a Complete Streets Policy.

BICYCLE/PEDESTRIAN PLANNING³

In addition to the Master Plan, bicycle and pedestrian recommendations are included in the City's Safe Routes to School Action Plan (2010), which focuses on strategies to encourage students in grades K through 8 to walk or bicycle to school. Bicycle and pedestrian planning is also supported in the Transportation Vision report produced by Sustainable Portsmouth in 2011.

The Committee considered the benefits of completing a Bicycle/Pedestrian Master Plan which would:

- Take a comprehensive inventory of all of the City's bicycle and pedestrian accommodations;
- Evaluate how well the City is serving bicyclist and pedestrian needs;
- Prioritize and schedule improvements on a system-wide basis.

A Bicycle/Pedestrian Master Plan can help to guide capital investments and identify additional funding options. The Plan would be a tool for coordinating city-wide projects, policies, and programs related to active transportation. This Plan would also provide a way for the City to evaluate and measure progress towards improving bicycle/pedestrian amenities.

Related Recommendation (see Committee Recommendations section)

3. Improve the City's walkability and bikability and expand bicycling and pedestrian infrastructure connections throughout the City and the region by creating a bicycle/pedestrian master plan, ongoing participation in Safe Routes to School programs, Bicycle Friendly and Walk Friendly Community Designations.

² Appendix C: Item 2

³ Appendix C: Item 3

SUSTAINABLE TRANSPORTATION⁴

The grassroots Sustainable Portsmouth group has produced a five-year plan that outlines strategies to help the City achieve sustainability goals (balancing economy, environment, and equity) by supporting sustainable transportation policies and positions. The plan acknowledges that achieving sustainable transportation requires partnerships with the public sector that plans and invests in transportation as well as private sector businesses either operating transportation or directly involved in transportation. The plan envisions a future where public transit, walking, and biking play significant roles in the Portsmouth's transportation system.

Sustainable transportation was also the focus of the report, *Bridging Our Communities*, which was produced as an outcome of the Regional Transportation Dialogue in 2012 organized by Portsmouth Listens and Sustainable Portsmouth.

Adopting a system-based approach to transportation is a way to incorporate sustainable principles into transportation planning and management. A systems-approach envisions individual transportation components as part of a regional, inter-connected, and balanced system that includes facilities for driving, public transit, walking, biking, and parking.

The Committee discussed the use of indicators and baseline measurements presented in the plans as a means of gauging whether or not specific actions are effective and have the desired impact. The Committee also discussed the importance of regional collaboration to achieve shared transportation goals.

Related Recommendations (see Committee Recommendations section)

2. Support creation of Complete Streets that are designed to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a street.
3. Improve the City's walkability and bikability and expand bicycling and pedestrian infrastructure connections throughout the City and the region.
5. Improve the efficiency, convenience, and affordability of regional public transportation facilities and services.
7. Provide sufficient parking to support a balanced multi-modal transportation system.
8. Track progress and measure effectiveness of strategies to support transportation goals.

STREET CLASSIFICATIONS AND DESIGN STANDARDS⁵

Functional street classification systems use a hierarchy based on vehicle movement and property access. These systems are used to design roads that support different speeds, volumes, and types of traffic. Roads are classified as urban or rural first and then by whether they are a collector, arterial, or local. In addition, arterials are classified as minor or principal arterials. Arterial roads are those with highest speeds, longer trips and accommodate the greatest number of trips and all types of motorized vehicles. Collector roads provide a balance between access and mobility – speeds are a little slower, trips are a little shorter, and there are a moderate number of access points (side roads or driveways). Local streets provide easy access to individual properties (high number of access points) and generally have slow speeds and shorter travel distances.

⁴ Appendix C: Items 4-6

⁵ Appendix C: Item 7

In conventional classification systems, the functional street classes are used to recommend values for lane width, posted speeds, geometric design, and intersection design.

Currently, the City does not have a city-specific functional classification for its streets, other than what is defined by the New Hampshire Department of Transportation using the conventional (federal) system of classifying roads as arterials, collectors and local streets. As an example, Woodbury Avenue is classified as a minor arterial. Woodbury Avenue is interconnected with and provides access to principal arterials.

Within the local street network there is great variety of design due to historical development patterns. The Portsmouth Subdivision Regulations provide minimum standards for new streets based on land uses (residential, commercial, industrial).

The Committee discussed some of the shortcomings of the current street standards:

- Apply only to new streets;
- Provide no guidance for retrofits of existing streets and related improvements (e.g. street trees, street furniture, traffic controls, bike and pedestrian facilities);
- May not reflect current related City practices such as the Public Works Department's roadway and sidewalk construction design standards and the City Council's policy related to sidewalk materials.

“Complete Streets” standards add additional criteria beyond the traditional classifications, considering the character of the street and street frontage, accommodations for all types of users (both vehicular and non-vehicular), in addition to adjacent land uses and traffic volumes (see section on Traffic Calming below).

Various cities including Charlotte, San Francisco, Seattle and New York City, have adopted their own local street design standards. Some of the standards give guidelines on movement, context and land use. Others stress right-of-way improvements and travel-way guidance.

The Committee discussed the benefits of providing street design standards that are appropriate to the local context and that incorporate traffic calming (see section on Traffic Calming below).

Related Recommendations (see Committee Recommendations section)

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| <ol style="list-style-type: none">2. Support creation of Complete Streets that are designed to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a street.4. Provide context-sensitive guidance on street design and management including development of a local street classification system and updating of street design standards. |
|--|

GREEN STREETS⁶

“Green Streets” is an approach to street design that serves environmental sustainability goals. It often refers to Low Impact Design (LID) techniques which address drainage and stormwater runoff issues.

Optimal stormwater management looks beyond simply removing rainfall as quickly as possible (which risks negative environmental impacts associated with both stormwater quality and quantity). Instead it focuses on efforts to retain and treat – or even eliminate – runoff at the source through cost-effective green infrastructure.

Sustainable features of Green Street design include reducing the amount of pavement by narrowing the road width or incorporating pervious surfaces, maximizing pavement reflectivity, incorporating landscaping that helps treat stormwater at the source, accommodating low-emission travel modes.

The Committee discussed recent and existing development projects and recent street improvement projects in the City that have incorporated low impact design techniques and that this can also have the added benefit of reducing infrastructure costs in some cases.

Related Recommendation (see Committee Recommendations section)

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| 4. Provide context-sensitive guidance on design of streets that consider environmental impacts and include standards for landscaping and managing stormwater quality and quantity. |
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TRAFFIC CALMING⁷

As defined by the Institute of Transportation Engineers, “traffic calming” involves implementing physical measures to control traffic speeds or volumes. It does not include non-structural measures such as speed limits, enforcement, and driver education.

Different types of traffic calming address volume control and speed control. Volume control is primarily related to restricting access such as with full street or partial (or one-way) closures, by constructing median barriers or forced-turn islands that prevent traffic from certain movements when approaching an intersection. Speed control may involve vertical deflection (e.g. speed humps), textured pavements, and horizontal deflection (e.g. roundabouts), and road or lane narrowing.

The Committee discussed the advantages and disadvantages of these different types of controls for pedestrians and bicyclists and the added challenges for street maintenance that some of these measures present. The Committee also considered the benefits of using these types of controls as opposed to relying on stricter traffic enforcement. The Committee also discussed the possibility of converting existing one-way streets in certain areas of the downtown and whether that had potential to improve circulation and calm traffic.

⁶ Appendix C: Item 8

⁷ Appendix C: Item 9

Related Recommendations (see Committee Recommendations section)

2. Support creation of Complete Streets that are designed to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a street.
4. Provide context-sensitive guidance on street design and management including development of a local street classification system and updating of street design standards.

LAND USE POLICIES⁸

Areas where land use and transportation interact include the road network and the area along the roadway. The adjacent land uses will influence the type of vehicle and non-vehicle travel and the design of the roadway. The manner and degree of pedestrian accommodations will be influenced by the types of adjacent land uses and the dimensional characteristics of the built environment. The manner and degree to which bicycle are accommodated are influenced by the type and capacity of the road network. The location and routing of public transit is influenced by the context of the land uses and populations they are intended to serve.

The Committee discussed how land use policies can influence which transportation modes people choose. For example, the proximity of employment centers to transportation networks will influence mode choice and demand. The design and siting of buildings can determine how pedestrians and/or bikes are accommodated. Parking requirements can influence how buildings are sited and where different types of land uses are located. In addition, the committee discussed how parking supply and demand is impacted by land uses and can also be a factor in transportation mode choices.

Related Recommendation (see Committee Recommendations section)

1. Integrate transportation goals into land use planning and management.
7. Provide sufficient parking in the downtown to support a balanced multi-modal transportation system.

TRANSPORTATION DATA / INDICATORS⁹

Transportation data includes information on transportation mode choices, traffic counts, accident locations, and planned infrastructure improvements. This data comes from a variety of local, state, and federal agencies as well as private sources.

The Committee discussed the challenges of gathering reliable and up-to-date data regarding transportation mode choices and preferences. Tracking data on a consistent and regular basis is important for determining the impact of transportation policies and projects.

Related Recommendation (see Committee Recommendations section)

8. Track progress and measure effectiveness of strategies to support transportation goals.

⁸ Appendix C: Item 10

⁹ Appendix C: Item 11

PUBLIC TRANSPORTATION¹⁰

Public transportation available in Portsmouth consists primarily of bus service. Bus routes include COAST and Wildcat regional fixed routes, COAST's seasonal downtown service, intercity service from C&J Trailways and Greyhound, senior/paratransit transportation provided by COAST, and a City partnership with the Mark Wentworth Home.

COAST (Cooperative Alliance for Seacoast Transportation) was established and incorporated as a non-profit in 1981 and was established as an independent public agency by the NH legislature in 1985. COAST is overseen by a Board of Directors that includes representatives from the City of Portsmouth and other communities in the service region. COAST services are funded through federal and local public funds as well as through farebox and advertising revenues.

Fixed-route service in Portsmouth includes COAST's regional Routes 2 and 7, COAST's local "trolley" service (Routes 40/41), and Wildcat Transit's regional Route 4. COAST Route 2 provides service between Portsmouth and Rochester and has an annual ridership of 169,000. COAST Route 7 provides service between the Portsmouth Transportation Center, the Fox Run Mall and Greenland, Newmarket, Stratham, and Exeter and has an annual ridership of about 9,000. COAST Routes 40 and 41 operate within Portsmouth city limits and provide service between the downtown, Pease Tradeport, and along Lafayette Road, with a combined annual ridership of about 121,900.

COAST recently started a pilot project (the Clipper Connection) that provides express service for the commuter population heading to and from the Portsmouth Naval Shipyard and the businesses of Pease Tradeport. These routes operate only during morning and afternoon peak hours.

Paratransit (ADA) services provided by COAST include a reduced fare on fixed routes as well as reservation-based service for eligible riders within $\frac{3}{4}$ a mile of a fixed bus route.

Senior transportation is provided through a City partnership with the Mark Wentworth Home. The service is reservation based and operates 4 days a week.

Wildcat Transit's Route 4 connects from downtown Portsmouth to UNH and is free for students and faculty.

The communities served by COAST provide a local annual funding contribution that helps to support the fixed route and paratransit services. Each community's share of local funding is calculated using a blended average of four factors: population residing within one-half mile of bus routes, employment within one-half mile of bus routes, weekly service miles provided within the community, and number of riders boarding within the community.

In addition to the local match for the regional fixed route and paratransit services, Portsmouth also shares the costs for the Downtown Trolley (which operates in the summer months) as well as the Vintage Christmas Trolley (which operates during the month of December). The cost of Routes 40 and 41 are shared between the City and the Pease Development Authority.

¹⁰ Appendix C: Item 12

The Portsmouth Transportation Center is owned by the NHDOT and operated by C&J Trailways. COAST buses stop at this location as well. Greyhound provides intercity service out of downtown Portsmouth with a stop at the High Hanover Parking Garage.

The Committee discussed the rising costs of public transportation as well as the opportunities for increasing revenues and ridership. It is important for the City and regional transportation providers to continue to collaborate to provide multi-modal transportation alternatives. The Committee also considered how public transportation facilities are integral components of a sustainable transportation system, which also includes parking, bicycle lanes and paths, pedestrian areas, rail, as well as bridges and roads.

Related Recommendations (see Committee Recommendations section)

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| <ol style="list-style-type: none">5. Provide efficient, convenient, affordable, and accessible local and regional public transportation facilities and services.6. Provide leadership for regional collaboration to improve connections between local and regional transportation systems. |
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REGIONAL COORDINATION¹¹

Regional transportation infrastructure includes the federal and state highway systems, rail, and airports. Within Portsmouth at present, active rail is exclusively used for freight and there are no immediate plans to add passenger rail service. Amtrak provides passenger service out of Dover and Exeter, and C&J Trailways buses provide connections from Portsmouth to those locations. Passenger airlines do not currently operate out of Portsmouth, although the Pease Airport terminal is equipped for passenger service.

Portsmouth is part of an Urbanized Area (UZA) as defined by the Census Bureau following the conclusion of each decennial census. UZAs are Census-designated areas consisting of a central core and adjacent densely settled territory that together contain at least 50,000 residents. Within UZAs, transportation projects that utilize federal funding are coordinated through a “metropolitan transportation planning” process that involves participation from the community level to the state level to determine transportation priorities. Designated Metropolitan Planning Organizations (MPOs) carry out the metropolitan planning process. The Portsmouth region’s designated MPO is the Rockingham Planning Commission. Key elements of the region’s metropolitan planning process include development of a Long Range Transportation Plan (LRTP), updating of a Unified Planning Work Program (UPWP), implementation of the Transportation Improvement Program (TIP), planning for congestion management, monitoring of air quality, and Travel Demand Modeling.

The criteria currently used by the MPO to evaluate regional transportation priorities consist of:

- | | |
|-------------------------------------|--------------------------------|
| Project Feasibility & Readiness | Mobility (multimodal) |
| Accessibility (multimodal) | Congestion |
| Safety | Preservation of Infrastructure |
| Land Use/Transportation Integration | |

¹¹ Appendix C: Item 13

The Committee discussed the importance for ongoing regional collaboration as well as the challenges presented by decreasing state and federal funding for transportation infrastructure.

Related Recommendation (see Committee Recommendations section)

6. Provide leadership for regional collaboration to improve connections between local and regional transportation systems.

COMMITTEE RECOMMENDATIONS

GOALS

- Provide a transportation network that is safe and accessible for all people and all transportation modes.
- Design transportation infrastructure that supports economic vitality and is sensitive to community and environmental context.
- Provide affordable and convenient options for all transportation modes.

GUIDING PRINCIPLES AND STRATEGIES

1. Integrate transportation goals into land use planning and management.

Strategies

- Incorporate the recommendations of this report into city-wide land use planning in order to maximize the opportunities presented by redevelopment to achieve the City's transportation goals
- Update the Master Plan to address the recommendations of this report:
 - Update transportation data and baseline information to address issues identified in this report.
 - Revise transportation goals, objectives, and strategies to reflect relevant recommendations of this report.
- Revise site plan review and subdivision regulations to implement relevant recommendations of this report including improvements to access management, connectivity and circulation.

2. Support creation of Complete Streets that are designed to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across a street.

Strategies

- Adopt a Complete Streets policy (see recommended resolution in Appendix A, item 1).
- Ensure that the design of transportation projects on public streets within the City, including those funded and managed by NHDOT and private parties as well as by the City, are consistent with the Complete Streets policy.
- Consider designation of key transportation corridors leading into the downtown in which to focus investments in pedestrian, bicycle, and transit components.
- Evaluate the feasibility, potential benefits, and cost implications of converting one-way streets in the downtown core to two-way traffic.

3. Improve the City's walkability and bikability and expand bicycling and pedestrian infrastructure connections throughout the City and the region.

Strategies

- Develop a city-wide bicycle and pedestrian plan:
 - Identify bicycle and pedestrian needs and deficiencies;

- Identify and prioritize bicycle and pedestrian facility improvements, including sidewalks, crosswalks, on-road bike lanes, shared use paths and bicycle parking;
 - Develop standards and guidelines for bicycle and pedestrian facilities, including bicycle parking;
 - Develop standards for bicycle signage on roadways, such as Share the Road;
 - Estimate implementation costs and identify funding sources, responsibilities and phasing.
- Pursue designation as a Bicycle Friendly Community
 - Adopt a Bicycle Friendly Communities Action Plan (see Appendix A, item 2).
 - Submit application for Bicycle Friendly Communities Designation in 2014.
 - Pursue designation as a Walk Friendly Community
 - Adopt a Walk Friendly Communities Action Plan (see Appendix A, item 3).
 - Submit application for Walk Friendly Communities designation in 2014.
 - Continue active participation in Safe Routes to School Program to encourage and facilitate students to walk or bike to and from school.
 - Work with Rockingham Planning Commission / Metropolitan Planning Organization to develop appropriate connections between bicycle routes in the City and regional bicycle and recreational trail routes, including the New Hampshire Seacoast Greenway and future Hampton Branch rail-to-trail.
4. Provide context-sensitive guidance on design of streets that considers abutting land uses, neighborhood character, and environmental impacts.

Strategies

- Develop a local classification system for City streets.
 - Develop design standards for each street class including street and travel lane widths, accommodations for bicycles and transit, sidewalks, intersections and landscaping.
 - Continue to develop and implement innovative standards for managing stormwater quality and quantity.
5. Provide efficient, convenient, and affordable regional public transportation facilities and services.

Strategies

- Work with public transit providers to eliminate service redundancies and increase efficiencies, increase public transit ridership, and improve public transit infrastructure.
- Continue ongoing collaboration with COAST including exploring opportunities for new services.
- Work with COAST to ensure acceptable access to and from transit stops and the adjacent sidewalk networks for passengers that are mobility impaired.

6. Provide leadership for regional collaboration to improve connections between local and regional transportation systems.

Strategies

- Continue active representation and participation in Rockingham Planning Commission metropolitan transportation planning process including priority-setting for State and Federal investments in the regional transportation system.
- Continue active representation and participation in inter-community and inter-state transportation projects.
- Provide opportunities to inform and engage community members in planning for regional transportation projects.

7. Provide sufficient parking in the downtown area to support a balanced multi-modal transportation system.

Strategies

- Ensure that development and redevelopment projects implemented in the Central Business District are consistent with the City Council's Guiding Principles for Parking in the CBD (see Appendix A, item 4).
- Identify opportunities for building and/or expanding public parking structures in the downtown core.

8. Track progress and measure effectiveness of strategies to support transportation goals.

Strategies

- Work with regional and state partners including Rockingham Planning Commission, Seacoast Commuter Options Transportation Management Association, NHDOT, COAST and Commute Green NH to collect and analysis data on transportation choices and practices.
- Develop a set of indicators related to transportation initiatives to measure success.

APPENDIX A: RECOMMENDED POLICIES AND STANDARDS

1. Draft Complete Streets Policy
2. Bicycle Friendly Communities Action Plan
3. Walk Friendly Communities Action Plan
4. City Council Guiding Principles for Parking in the Central Business District (Approved March 19, 2012)

DRAFT COMPLETE STREETS POLICY

I. Vision

Streets and roadways in the City of Portsmouth will be convenient, safe and accessible for all transportation users, including pedestrians, bicyclists, transit vehicles and riders, children, the elderly, and people with disabilities.

II. Core Commitment

Definition

“Complete Streets” means streets that are designed and operated to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across the street.

All Users and Modes

The City of Portsmouth will plan for, design, construct, operate and maintain appropriate facilities for pedestrians, bicyclists, transit vehicles and riders, children, the elderly, and people with disabilities in all new construction and retrofit or reconstruction projects subject to the exceptions contained herein.

Planning

The City will incorporate Complete Streets principles into the City’s Master Plan, area plans, transportation plans, the Zoning Ordinance and Site Plan Review Regulations, standards and specifications documents, and other plans, manuals, rules, regulations and programs as appropriate. Implementation of projects supported by adopted plans shall be a priority under this policy.

Projects and Phases

The City of Portsmouth will approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction engineering, construction, reconstruction, operation and maintenance.

Complete Streets principles will be applied on all new City projects and privately funded developments, and incrementally on existing streets through a series of small improvements and activities over time.

Maximum financial flexibility is important to implement Complete Streets principles. All sources of transportation funding, public and private, should be drawn upon to implement Complete Streets within the City of Portsmouth.

It is understood that maintenance activities do not necessarily trigger requirements for major street improvements and should not be expected to do so. However, maintenance activities do present some opportunities that can improve the environment for other roadway users.

Exceptions

Complete Streets principles will be applied in all street construction, retrofit, and reconstruction projects except in unusual or extraordinary circumstances contained below. Even under the conditions outlined below, a project’s impact will be evaluated for the effect it would have on the usefulness of the street for all users, now and in the future, and the ability to implement other adopted plans in the future.

- 1 Where pedestrians and bicyclists are prohibited by law from using the facility. In this case, alternative facilities and accommodations shall be provided within the same transportation corridor, and the ability to reasonably and conveniently cross the facility will be part of the facility design and construction.
- 2 Where existing right-of-way does not allow for the accommodation of all users. In this case, alternatives shall be explored such as obtaining additional right-of-way, use of revised travel lane configurations, paved shoulders, signage, traffic calming, education or enforcement to accommodate pedestrians, cyclists, transit vehicles and riders and persons with disabilities.
- 3 Where the cost of establishing walkways or bikeways or other accommodations would be disproportionate to the need, particularly if alternative facilities are available within a reasonable walking and/or bicycling distance.
- 4 Where application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety and increase risk of injury or death.
- 5 Where the construction is not practically feasible or cost effective because of unreasonable adverse impacts on the environment or on neighboring land uses, including impact from right-of-way acquisition.
- 6 Ordinary maintenance activities designed to keep street and other transportation assets in serviceable condition or when interim measures are implemented on temporary detour or haul routes. However, all temporary detours shall comply with temporary traffic control requirements of the Manual of Uniform Traffic Control Devices.
- 7 Ordinary public works or utility maintenance activities, including but not limited to: water, sewer and storm sewer main repairs; installation of new or removal of existing water or sewer service lines, installation or repair of fire hydrants, installation or repair of private utility fixtures.

Exclusive of exceptions 6 and 7 above, any determination that a project that will not meet Complete Streets principles based on the above exceptions will have said determination reviewed and confirmed by City Council.

III. Best Practices

Design Guidance and Flexibility

The City shall follow accepted or adopted design standards and use the best and latest design standards available, including:

- American Association of State Highway and Transportation Officials (AASHTO)
 - *Guide for the Development of Bicycle Facilities* (4th Edition, 2012)
 - *Guide for the Planning, Design and Operations of Pedestrian Facilities* (2004)
- American Planning Association (APA)
 - *Complete Streets: Best Policy and Implementation Practices* (2010)
- American Planning Association (APA) & American Society of Civil Engineers (ASCE)
 - *U.S. Traffic Calming Manual* (2009)

- Federal Highway Administration (FHWA)
 - Manual of Uniform Traffic Control Devices (MUTCD)
 - PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System
- Institution of Transportation Engineers (ITE)
 - *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach* (2010)
 - *Neighborhood Street Design Guidelines* (2010)
- National Association of City Transportation Officials (NACTO)
 - *Urban Bikeway Design Guide* (2nd Edition, 2012)
- U.S. Architectural and Transportation Barriers Compliance Board (the Access Board)
 - *Accessible Rights-of-Way: A Design Guide*
- Active Transportation Alliance
 - *Complete Streets Complete Networks: A Manual for the Design of Active Transportation*

Context Sensitivity

The implementation of this Policy shall reflect the context and character of the surrounding built and natural environments, and enhance the appearance of such.

Performance Measures

Complete Streets should be continuously evaluated for success and opportunities for improvement. This policy encourages the regular evaluation and reporting of progress through the following performance measures:

- User data – bike, pedestrian, transit and traffic
- Crash data
- Use of new projects by mode
- Compliments and complaints
- Linear feet of pedestrian accommodations built
- Number of ADA accommodations built
- Miles of bike lanes/trails built or striped
- Number of transit accessibility accommodations built
- Number of street trees planted
- Number of exemptions from this policy approved

IV. Implementation

The City views Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

1. The Planning Department, Department of Public Works, and other relevant departments, agencies or committees shall incorporate Complete Streets principles into the City’s Master Plan, the Pedestrian and Bicycle Master Plans, and other appropriate plans, and other manuals, checklists, decision trees, rules, regulations, and programs as appropriate.
2. The Planning Department and Department of Public Works shall review current design standards, including subdivision and site plan review regulations, to ensure that they reflect the best available design guidelines, and effectively implement Complete Streets.

3. When available, the City shall encourage staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.
4. City staff shall identify current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete Streets projects.
5. The City shall promote project coordination among City departments and agencies with an interest in the activities that occur within the public right-of-way in order to better use fiscal resources.
6. The Planning Department shall make an annual report to the City Council showing progress made in implementing this policy.

ACTION PLAN FOR BICYCLE FRIENDLY COMMUNITIES

We, the undersigned municipal elected officials, make decisions every day affecting the health and safety of our residents, the efficient conduct of commerce and delivery of government services, and the long term quality of life in our communities.

Cities across the globe are managing diverse issues such as pollution, congestion, traffic safety, accessibility, social inclusion, and economic growth. Increasing urbanization and sprawl is generating extra demand for quality public spaces and recreation opportunities. A renewed emphasis on security and the costs of dealing with the emerging epidemics of obesity and physical inactivity are stretching limited resources even further.

Solutions to these many challenges are equally diverse and complex. This Action Plan recognizes one policy initiative that addresses these challenges and contributes to many of the solutions necessary to improve the quality of life in cities: increasing the percentage of trips made by bicycle by making communities more bicycle-friendly.

We recognize that increasing bicycle use can:

- Improve the environment by reducing the impact on residents of pollution and noise, limiting greenhouse gases, and improving the quality of public spaces.
- Reduce congestion by shifting short trips (the majority of trips in cities) out of cars. This will also make cities more accessible for public transport, walking, essential car travel, emergency services, and deliveries.
- Save lives by creating safer conditions for bicyclists and as a direct consequence improve the safety of all other road users. Research shows that increasing the number of bicyclists on the street improves bicycle safety.
- Increase opportunities for residents of all ages to participate socially and economically in the community, regardless income or ability. Greater choice of travel modes also increases independence, especially among seniors and children.
- Boost the economy by creating a community that is an attractive destination for new residents, tourists and businesses.
- Enhance recreational opportunities, especially for children, and further contribute to the quality of life in the community.
- Save city funds by increasing the efficient use of public space, reducing the need for costly new road infrastructure, preventing crashes, improving the health of the community, and increasing the use of public transport.
- Enhance public safety and security by increasing the number of “eyes on the street” and providing more options for movement in the event of emergencies, natural disasters, and major public events.
- Improve the health and well being of the population by promoting routine physical activity.

Therefore we, the undersigned municipal elected officials, are committed to taking the following steps to improve conditions for bicycling and thus to realizing the significant potential benefits of bicycling in our community. We hereby adopt the following Action Plan for Bicycle Friendly Communities:

1. Adopt a target level of bicycle use (e.g. percent of trips) and safety to be achieved within a specific timeframe, and improve data collection necessary to monitor progress.
2. Provide safe and convenient bicycle access to all parts of the community through a signed network of on-and off-street facilities, low-speed streets, and secure parking. Local cyclists should be involved in identifying maintenance needs and ongoing improvements.
3. Establish information programs to promote bicycling for all purposes, and to communicate the many benefits of bicycling to residents and businesses (e.g. with bicycle maps, public relations campaigns, neighborhood rides, a ride with the Mayor).
4. Make the City a model employer by encouraging bicycle use among its employees (e.g. by providing parking, showers and lockers, and establishing a city bicycle fleet).
5. Ensure all city policies, plans, codes, and programs are updated and implemented to take advantage of every opportunity to create a more bicycle-friendly community. Staff in all departments should be offered training to better enable them to complete this task.
6. Educate all road users to share the road and interact safely. Road design and education programs should combine to increase the confidence of bicyclists.
7. Enforce traffic laws to improve the safety and comfort of all road users, with a particular focus on behaviors and attitudes that cause motor vehicle/bicycle crashes.
8. Develop special programs to encourage bicycle use in communities where significant segments of the population do not drive (e.g. through Safe Routes to Schools programs) and where short trips are most common.
9. Promote intermodal travel between public transport and bicycles, e.g. by putting bike racks on buses, improving parking at transit, and improving access to rail and public transport vehicles.
10. Establish a citywide, multi-disciplinary committee for nonmotorized mobility to submit to the City Council a regular evaluation and action plan for completing the items in this Action Plan.

ACTION PLAN FOR WALK FRIENDLY COMMUNITIES

We, the undersigned municipal elected officials recognize the benefits of walking as a key indicator of healthy, efficient, socially inclusive and sustainable communities and acknowledge the universal rights of people to be able to walk safely and to enjoy high quality public spaces anywhere and at anytime. We are committed to reducing the physical, social and institutional barriers that limit walking activity. We will work with others to help create a culture where people choose to walk through our commitment to this Action Plan and its strategic principles:

- Increased inclusive mobility
- Well designed and managed spaces and places for people
- Improved integration of networks
- Supportive land-use and spatial planning
- Reduced road danger
- Less crime and fear of crime
- More supportive authorities
- A culture of walking

Therefore we, the undersigned municipal elected officials, are committed to taking the following steps to improve conditions for walking and thus to realizing the significant potential benefits of walking in our community. We hereby adopt the following Action Plan for Walk Friendly Communities:

- Provide clean, well-lit sidewalks free from obstruction, and with sufficient opportunities to cross roads safely and directly;
- Ensure seating is provided in outdoor public spaces in quantities and locations that meet the needs of all users;
- Provide protection for pedestrians from weather and climate elements with landscaping and facilities as appropriate (for example shade (trees) or shelter);
- Provide coherent and consistent information and signage systems to support exploration and discovery on foot including links to public transportation;
- Build and maintain high-quality networks of connected, functional and safe walking routes between residential areas and local destinations;
- Provide an integrated, extensive and well-equipped public transportation service with vehicles which are fully accessible to all potential users;
- Design public transport stops and interchanges with easy, safe and convenient pedestrian access and supportive information;
- Encourage a pedestrian-friendly driving culture with targeted campaigns and enforcement of road traffic laws;
- Maintain reduced traffic speeds in residential districts, shopping streets and around schools;
- Reduce the impact of busy roads by installing sufficient safe crossing points, ensuring minimal waiting times and enough time to cross for the slowest pedestrians;

- Ensure that facilities designed for cyclists and other non-motorized modes do not compromise pedestrian safety or convenience;
- Conduct pedestrian audits by day and after dark to identify concerns for personal security and then target areas for improvements (for example, with brighter lighting and clearer sightlines);
- Provide training and information for transport professionals to increase awareness of the concerns of pedestrians for their personal security and the impact of such concerns on their decisions to walk;
- Involve all relevant agencies (especially transport, planning, health, education and police), at all levels, to recognize the importance of supporting and encouraging walking and to encourage complementary policies and actions;
- Consult on a regular basis with local organizations representing people on foot and other relevant groups including young people, the elderly and those with limited ability;
- Collect quantitative and qualitative data about walking (including the motivations and purpose of trips, the number of trips, trip stages, time and distance walked, time spent in public spaces and levels of satisfaction);
- Actively encourage all members of the community to walk whenever and wherever they can as a part of their daily lives by developing regular creative, targeted information, in a way that responds to their personal needs and engages personal support;
- Create a positive image of walking by celebrating walking as part of cultural heritage and as a cultural event, for example, in architecture, art-exhibitions, theatres, literature readings, photography and street animation.

GUIDING PARKING PRINCIPLES FOR CENTRAL BUSINESS DISTRICTS

(Approved by the Portsmouth City Council on March 19, 2012)

Overall Principles: A balanced mix of retail/restaurant, office, and residential uses is key to downtown vitality.

A downtown parking supply that is convenient, viable and central to downtown destinations is key to the short-term and long-term health of the City's retail, restaurant and office economy.

1. Insuring an adequate supply of parking for retail/restaurant and office users in the downtown is primarily a City responsibility.
2. Parking for new downtown residential development is primarily a private responsibility with residents wanting convenient parking right where they live.
3. We need to plan for future reuse, redevelopment and full occupancy of buildings in the Central Business Districts. If it is too difficult, expensive or unpleasant to find parking, retail/restaurant/cultural destination customers may prefer to visit elsewhere and offices may prefer to locate elsewhere.
4. The City should strive to play a lead role in developing and managing parking facilities:
 - Parking management and supply decisions are interconnected and a comprehensive, unified approach to decision-making is needed.
 - The value of private parking facilities should be recognized as a resource. These resources are not part of the public parking supply under the City's long-term control and opportunities to manage private lots are limited.
5. Address peak parking demand needs in order to avoid perfect Friday/Saturday night storm when residents/customers can't find parking:
 - Manage parking at the garage (for example, flat rate pricing for special events).
 - Increase the supply of convenient parking.
6. Parking should support economic development including businesses (office, retail, restaurant) and visitors/customers.
7. The parking garage should be priced and managed so that it has high occupancy more frequently (improve utilization of what we've got).
8. The primary reason for parking revenues is to be able to provide an adequate supply of safe, convenient parking. Pricing structures should be simple and easy for customers to understand.
9. Parking management strategies should recognize that there is a difference between the needs of long-term parkers who may be more likely to use the garage or use parking immediately adjacent to downtown, and short-term parkers running a quick errand.
10. Price and manage more desirable on street parking spaces to favor users who are highly motivated to use them. Give customers and residents the option to stay and pay.

11. Information on parking options should be easily accessible to parking users, including through technology options.
12. Parking planning should take a comprehensive, sustainable and big picture approach by taking a broad range of costs and benefits into account when making decisions.
13. All parking resources should place value on aesthetics, security, accessibility and user information.
14. Consider ways to incentivize use of “remote parking”.
15. Surface parking lots should be located at the periphery of the downtown and should not be allowed to create a “dead zone” barrier to comfortable pedestrian movement.
16. Parking management programs should take into consideration hospitality industry workers.
17. Incentives for residents should be provided at the parking garage, but shouldn’t compromise best practices.
18. Parking resources should be provided to support downtown activity (streets are for people as well as cars) and should therefore be designed and located in such a manner that recognizes the following:
 - Parking resources should enhance – not detract from – downtown vitality, walkability and the pedestrian experience;
 - Parking resources should accommodate pedestrians (bump-outs, plazas), bicycles (bike parking) and transit (space to pull over);
 - Parking structures should be incorporated into the commercial streetscape; and
 - The needs of an aging population should be taken into account when it comes to parking.
19. Parking strategies should be revenue neutral.
20. Parking management plans should recognize the short-term parking needs of retail and hospitality industry for loading zones.
21. Encourage public transit and other transportation modes, but recognize strong customer/resident preference for personal vehicle use as well as very limited regional public transit infrastructure.

APPENDIX B: MEETING MINUTES

[Available on the City's Planning Department web site www.cityofportsmouth.com/planning]

September 11, 2012
October 9, 2012
November 13, 2012
December 12, 2012
January 15, 2013
February 12, 2013
March 13, 2013
April 2, 2013
April 10, 2013

APPENDIX C: PRESENTATIONS AND HANDOUTS

[Available on the City's Planning Department web site www.cityofportsmouth.com/planning]

1. Status of Transportation Strategies included in 2005 Master Plan
2. Complete Streets
3. Bicycle / Pedestrian Planning
4. Sustainable Transportation Presentation
5. Sustainable Portsmouth Five Year Sustainability Plan: Transportation Final Report
6. Bridging our Communities: Summary and Final Group Reports
7. Street Classification and Street Design Standards Presentation
8. Green Streets Presentation
9. Traffic Calming
10. Land Use and Transportation
11. Transportation Data / Resources List
12. Public Transportation
13. Regional Coordination

CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, MAY 6, 2013

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

At 6:30 p.m., an Anticipated “Non-Meeting” – Consultation with Legal Counsel was held – RSA 91-A:2 I (b).

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

Mayor Spear called the meeting to order at 7:40 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

Councilor Smith led the Pledge of Allegiance to the Flag.

PROCLAMATIONS

1. Earth Day

Councilor Lown read the Proclamation declaring April 22, 2013 as Earth Day and encouraged residents, businesses and institutions to use the occasion to celebrate the Earth and commit to building a sustainable and green economy, and urged others to undertake similar actions to participate in various Service Projects in our City.

2. Police Week in Portsmouth – Peace Officers’ Memorial Day

Councilor Smith read the Proclamation declaring May 12, 2013 – May 18, 2013 as Police Week in the City of Portsmouth and May 15th as Peace Officers’ Memorial Day. Mayor Spear presented the Proclamation to Police Chief Dubois who accepted it with thanks and appreciation.

Councilor Smith thanked the Portsmouth SWAT team for their assistance in Watertown, MA in the apprehension of the marathon bombing suspect.

3. SMART Sustainably Made Art (not on agenda)

Diane Stradling invited the City Council to attend the opening for SMART-Sustainably Made Art to “Meet the Artists” on Wednesday, May 8, 2013 from 7:00 p.m. – 8:30 p.m. at the Portsmouth Public Library. She announced that the show will be displayed throughout the first floor of the library during the month of May.

PRESENTATION

1. Report Back Re: New Adventure Entertainment, LLC d/b/a The Page Restaurant

Police Chief Dubois reviewed his report for “Calls for Service Involving The Page Restaurant”. He stated that the summary is for calls commencing on July 28, 2007 and continuing through April 6, 2013 for which there are 102 entries. City Attorney Sullivan outlined the options available to the City Council in regards to The Page Restaurant.

Assistant Mayor Lister moved to authorize the City Manager to petition the State of New Hampshire Liquor Commission to revoke the liquor license for The Page Restaurant. Seconded by Councilor Dwyer.

Councilor Dwyer said she agrees with the motion. She said there is a pattern with the number of warnings and actions with no evidence that the warnings were taken seriously.

Councilor Smith asked City Attorney Sullivan what would stop the owners from creating a new corporation and apply for a license under the new establishment. City Attorney Sullivan said nothing could stop it but the licensing process is vigorous and the City would step in and request a hearing by the State Liquor Commission before a decision is made on the issuance of a new license.

Councilor Lown spoke to the number of concerning complaints. Police Chief Dubois spoke to the complaints and operations at The Page.

Motion passed.

V. ACCEPTANCE OF MINUTES – APRIL 10, 2013 AND APRIL 15, 2013

Councilor Smith moved to approve and accept the minutes of the April 10, 2013 and April 15, 2013 City Council meetings. Seconded by Councilor Novelline Clayburgh and voted.

VI. PUBLIC COMMENT SESSION

Mayor Spear announced due to the number of speakers each person would have 1 ½ minutes to speak.

Councilor Smith moved to suspend the rules in order to allow each speaker the full 3 minutes. Seconded by Councilor Novelline Clayburgh and voted.

Cathy Baker asked the City Council to exclude Parrott Avenue from any discussions for a parking structure. She stated the developments without parking allocation are the reason for the parking problems.

Tom Carroll thanked the Councilors that have assisted him with his complaints regarding the scrap metal operations at The Port. He also thanked City Manager Bohenko for speaking at the PDA meetings regarding this matter. Mr. Carroll requested that a magnet man be hired to pick up the metal materials being left on Market Street. He stated that this is a formal complaint that needs to be addressed.

Robert Padian said he would like to see rail services restored in the City.

Dick Bagley spoke opposed to a parking garage at Parrott Avenue. He said that the lot is a historical location in the City and suggested the Council visit with neighbors to discuss parking in the City.

Patricia Bagley spoke opposed to developing the Parrott Avenue lot property. She said a parking structure should not be put in place near the Library and the Middle School.

Harold Clemmens spoke opposed to a parking structure at Parrott Avenue and expressed concern with the amount of development in the City.

Shaun Rafferty spoke opposed to a parking structure at Parrott Avenue. He said the area is too congested and would create traffic that could have an affect on response times of the Police and Fire Departments. He said the Master Plan was to limit the number of cars in the downtown and this would go against that plan.

Zelita Morgan said that the City should be livable and walkable. She spoke to the historic significance of the City and expressed her opposition to a parking garage being constructed at Parrott Avenue.

Barbara DeStefano thanked the City Council for their vote on The Page. She spoke to the need for a parking garage but does not feel that Parrott Avenue is the right location.

Irja Cilluffo spoke opposed to a parking structure on Parrott Avenue. She said residents in the south end have worked hard to restore their homes and we must protect the historic character of the City.

Kathleen Logan agreed Parrott Avenue should not be a parking garage. She said she is opposed to the development in the downtown. She said the City should have a moratorium on commercial development.

Frank Cilluffo spoke to the historic nature of the City and that there has been too much development. He stated that the City is being destroyed for future generations.

Erica Dodge agreed Parrott Avenue is not a place for the parking garage. She spoke to stacker lots that are used in Europe for parking. She said that these lots are built inexpensively and there is currently a structure in Hoboken, New Jersey.

Mary Krempels spoke to a moratorium on building being put into effect. She feels the beauty of the City is being sacrificed to developers. She spoke opposed to the large building which was approved on Islington Street and the City needs to examine size and building developments.

Claire Kittredge spoke to the fragile state of this historic City and would like a one year moratorium on the building of commercial units and limit the size. She stated that there is a petition on-line regarding this matter, which can be located at www.portsmouthnow.com.

Liane Gigis spoke in support of a one year moratorium on commercial development in the City. She urged the City Council to not allow for a parking garage at the Parrott Avenue and urged the Council to think about preserving the quality of life in the City.

Duncan MacCallum spoke opposed to a parking garage at Parrott Avenue and said he would support a moratorium on development.

Mark Brighton spoke regarding the cost of overtime for the Fire and Police Departments. He said that the City needs to reduce spending.

Arthur Clough spoke opposed to further development in the City. He said over growth has blocked the North Church steeple. He also said people can no longer afford to live in the City and the middle class is being phased out.

Mary Maurer spoke regarding renovating her home on Rogers Street from a duplex to a single family home. She addressed the increase in parking with the building of the Library and stated that the Parrott Avenue lot was never built to have a parking garage constructed at that site.

Bob Shouse spoke opposed to the Parking and Traffic Safety Committee recommendation for a parking deck at the Parrott Avenue Lot. He stated that the City needs to address the parking issues and solve them. Mr. Shouse also said no one wants to ride a trolley to get to downtown, people want convenience.

Susan Denenberg said the population in the City is not just made up of wealthy people. She stated that 25% of the students in school are eligible to receive reduced lunch. She urged the Council to think twice with an increase in the budget. She asked the Council to look at the big picture and the cost of creating a new parking garage and stated her support for creating a building moratorium.

Ralph DiBernardo thanked the public for coming out to speak opposed to the Parrott Avenue parking garage proposal. He urged the Council to not reduce the Fire or Police Departments budgets.

Peter Somssich thanked the City Council and staff for the work they're doing. He said he supports the budget as proposed and said people need to remember the value they receive from services in the City. He feels the Association of Portsmouth Taxpayers is out of touch with the residents.

Wilburn Miller spoke opposed to capital costs in the budget. He stated his opposition to a parking garage and any future commercial development.

Ruth Griffin said she does not support constructing a parking garage at the Parrott Avenue lot. She also expressed her opposition to reducing the Fire and Police Departments overtime budget. She said overtime is needed in the Police and Fire Departments budgets.

Doug Roberts said he is concerned with the recent development in the City. He said many people are concerned with the development and said he supports a moratorium on development.

Paul Mannle stated that the parking debacle is a concern and reminds him of the Middle School study circles. He said that the City Council needs vision to see another option.

Andrew Bagley spoke opposed to a parking garage being built. He said the ability to walk downtown is what people of his age are looking for.

Neill DePaoli said the City being walkable is what attracted him here and expressed concern with commercial development. He also said he supports a moratorium on building.

At 9:15 p.m., Mayor Spear declared a brief recess. At 9:20 p.m., Mayor Spear called the meeting back to order.

Councilor Kennedy moved to suspend the rules in order to bring forth a motion. Seconded by Councilor Smith and voted.

Councilor Kennedy moved to have an immediate one-year moratorium on all commercial and residential development larger than 5,000 square feet. Seconded by Councilor Thorsen.

Mayor Spear ruled the motion out of order because this matter was not on the agenda and people were not notified. He said it is worthy of discussion but feels we should have a work session to discuss the laws surrounding a moratorium. Councilor Kennedy stated she brought forward a written motion, which has been allowed in the past.

City Attorney Sullivan stated that moratoriums are permitted by State law but are allowed under specific requirements. He said the City Council needs to move in a cautious manner. He stated the Planning Board makes the recommendation for a moratorium, it is clear the Council cannot act alone or first.

Councilor Lown said he would not support a work session without this going to the Planning Board for their thoughts.

Councilor Dwyer suggested holding a joint work session with the Planning Board and Council.

Councilor Smith said the Council is here to listen to the residents and suggested holding the work session on a Saturday and allow for public discussion.

Councilor Novelline Clayburgh said she does not want to have any more projects approved before a decision is made on form-based zoning.

Councilor Kennedy moved to amend the motion to conduct a Work Session on this topic with the Planning Board at the earliest convenience and allow public discussion. Seconded by Councilor Thorsen and voted.

VII. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Grant from the Our New Hampshire Heritage – a fund of Northeast Auctions, an advised fund within the New Hampshire Charitable Foundation for Restoration of the Kearsarge Fire Pumper - \$15,000.00

Councilor Coviello moved to approve and accept the grant from Our New Hampshire Heritage – a fund of Northeast Auctions, an advised fund within the New Hampshire Charitable Foundations, as submitted. Seconded by Councilor Novelline Clayburgh and voted.

- B. Acceptance of Police Department Grant from Seacoast CrimeStoppers to fund the purchase of a fume hood - \$3,595.00

Councilor Novelline Clayburgh moved to approve and accept the grant to the Portsmouth Police Department, as listed. Seconded by Councilor Smith and voted.

VIII. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. Adoption of Proposed Budget Resolutions for Fiscal Year July 1, 2013 through June 30, 2014 (FY2014)
- Resolution #5-2013 – General Fund Expenditures

City Manager Bohenko reviewed the General Fund Expenditures Budget Resolution. He said that the budget would begin July 1, 2013 through June 30, 2014. The amount being recommended is \$92,838,137.00, which will result in an increase of \$.36 or 2.05% from FY13.

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

Councilor Lown moved to amend the motion by reducing the Fire Department and Police Department by 1%. Seconded by Councilor Coviello.

Councilor Lown stated that he raised this motion last year and nothing has changed in the last 12 years with overtime. He said he wants to reduce each budget by 1% and stated the majority of the overtime is to cover shifts. Councilor Lown said this is a small reduction and does not feel it would affect public safety in a negative way.

Councilor Kennedy asked City Manager Bohenko and City Attorney Sullivan if this is the City Manager's budget. City Manager Bohenko stated that the budget on March 28th is the City Manager's budget. She indicated she will be making a motion to reduce the budget by \$470,744.00 to lower the budget to an increase of only 2%. City Manager Bohenko stated the budget is increasing by 2.5% over FY13.

Councilor Coviello said that he struggles with the motion to amend the Police and Fire Departments budgets. He understands we can't cut the overtime and said this is more of a protest vote. Councilor Coviello said there is a fundamentally structural flaw with the way the compensation works and changes need to happen at the state and national levels for insurances.

Assistant Mayor Lister said we heard residents speak to why they moved here and they want quality services. He spoke to the Efficiencies Committee and advised the Council that they will be making a recommendation to increase staffing in the Fire Department.

Councilor Dwyer said the difference is recoiling of hours being representative as overtime and the only solution is to have more staffing.

Councilor Smith spoke to overtime being shifted from the state to the municipalities. He stated he would oppose the motion and if the Fire Department budget is reduced the department would close Fire Station 3.

Councilor Thorsen said he agrees with Councilor Coviello's concerns with the structure of overtime. He said we were given a list of employees with overtime and expressed concern regarding some of the numbers.

Councilor Novelline Clayburgh said she would oppose the motion. She said the City Council came down from 4% to 2.5%. She thanked the City Manager for working with the Police Department to get below 4%. She said she would like to see a different tier for employees with the new contracts.

Councilor Smith stated that the Matrix Report is 8 years old and maybe the City should look at it again and how overtime is handled. Councilor Thorsen said Councilor Smith's suggestion to redo the Matrix Overtime Study is a good idea.

Mayor Spear passed the gavel to Assistant Mayor Lister.

Councilor Smith moved to suspend the rules to allow Fire Chief LeClaire to come forward and answer questions of the Council. Seconded by Councilor Novelline Clayburgh and voted.

Mayor Spear said that this is the same discussion from one year ago. He asked Fire Chief LeClaire if an outside firm came in to look at the overtime would the Fire Department be cooperative. Fire Chief LeClaire said the Fire Department would welcome a study and it comes at an expense. He said the study needs to be someone with Fire Department expertise. He spoke to the \$700,000.00 in revenue the Fire Department has brought in from the ambulance and that revenue does off set the overtime.

Assistant Mayor Lister returned the gavel to Mayor Spear.

On a roll call vote 3-6, motion to amend by reducing the Fire Department and Police Department by 1% failed to pass. Councilors Coviello, Lown and Thorsen voted in favor. Assistant Mayor Lister, Councilors Kennedy, Novelline Clayburgh, Dwyer, Smith and Mayor Spear voted opposed.

Councilor Kennedy moved to amend the bottom line of the General Fund Expenditures Resolution to \$92,367,393.00. Seconded by Councilor Thorsen.

Councilor Lown said he would like to know what reductions would need to be made by this motion before it is adopted.

Councilor Thorsen said he would not support any budget that would increase the taxes.

Mayor Spear passed the gavel to Assistant Mayor Lister and stepped out of the room. Assistant Mayor Lister returned the gavel back to Mayor Spear.

Councilor Dwyer said we need to be stable. She said we are prized on stability overall and have worked in our favor with interest rates. She said we should not spend our rainy day fund, which is not conservative.

Councilor Dwyer moved to suspend the rules to allow Superintendent of Schools McDonough to speak. Seconded by Councilor Coviello and voted.

Councilor Kennedy asked if Superintendent of Schools McDonough could make cuts to the School Department budget. Superintendent McDonough said he could make recommended cuts but it is ultimately the School Boards decision.

On a roll call vote 2-7, motion to amend the bottom line of the General Fund Expenditures Resolution to \$92,367,393.00 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 Dwyer moved to amend the motion to add \$50,000.00 to include the Islington Street Charette to the budget. Seconded by Councilor Kennedy for discussion.

City Manager Bohenko said there are funds available and that is why we keep capital contingencies.

Mayor Spear asked Councilor Dwyer to withdraw the motion because we have the amount to fund a Charette for Islington Street and a work session should be held on this matter.

Councilor Dwyer withdrew the motion.

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

Department	Appropriation
General Government	\$16,536,628
Police	\$9,174,659
Fire	\$7,434,078
School	\$39,820,958
Transfer to Indoor Pool	\$150,000
Non-Operating	\$19,721,814
Total	\$92,838,137

Mayor Spear asked City Manager Bohenko to review the increase to parking garage rates. City Manager Bohenko said the fee schedule could be amended to change the garage hourly rate from \$.75 to \$1.00, which would bring in an additional \$274,000.00.

Councilor Coviello moved to amend the garage hourly rate from \$.75 to \$1.00. Seconded by Councilor Novelline Clayburgh.

Councilor Thorsen said last year we talked about driving people into the garage and increased rates for outside that garage and now the garage is full.

Councilor Smith said the Council should look at overall parking issues. He said to come out at the last minute and increase the parking garage rate will impact downtown employees. He said this is poor timing and has not been brought to Parking and Traffic Safety Committee for consideration.

Councilor Dwyer said the garage needs to be full to see the problem. She said we were trying to maximize use, instead of having residents pay for the use.

Councilor Kennedy said we are having a parking work session on June 17, 2013 and all items should be placed on the table until then. She said she does not feel we have a parking problem.

Councilor Novelline Clayburgh said she would support the motion and feels it is a minimal increase. She said revenues would increase by \$274,000.00 and lower the tax rate by another \$.7 for a tax rate increase of \$.29.

Councilor Thorsen said he is confused how a reduction in the parking fees will change the budget. City Manager Bohenko stated the tax rate is not set until October in accordance with NH State law. He stated Finance Director Belanger would bring that to the DRA to set the tax rate with the additional \$274,000.00 in revenues and the rate would be adjusted.

Councilor Smith said the parking garage rates should be put off to another meeting. City Manager Bohenko said we should not put the vote off beyond June 30, 2013.

Councilor Coviello withdrew the motion.

Councilor Coviello stated he would list the item under his name for the first meeting in June.

- Resolution #6-2013 – Municipal Fees

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

- Resolution #7-2013 – Sewer Fund Expenditures

Councilor Novelline Clayburgh moved to adopt Resolution #7 – Sewer Fund Expenditures. Seconded by Assistant Mayor Lister and voted.

- Resolution #8-2013 – Water Fund Expenditures

Councilor Coviello moved to adopt Resolution #8 – Water Fund Expenditures. Seconded by Assistant Mayor Lister and voted.

- Resolution #9-2013 – Special Revenues and Committed Fund Balances for Necessary Expenditures

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

- Resolution #10-2013 – Investment Policy

Assistant Mayor Lister moved to adopt Resolution #10 – Investment Policy. Seconded by Councilor Coviello and voted.

Councilor Smith moved to suspend the rules to continue the meeting beyond 10:00 p.m. Seconded by Councilor Novelline Clayburgh and voted.

IX. CONSENT AGENDA

A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA

Councilor Coviello requested that Item A - Request for License from Carla Goodnight, owner of CJ Architect for property located at 4 Market Street for a projecting sign on an existing bracket, be removed from the Consent Agenda.

Councilor Novelline Clayburgh moved to adopt the remainder of the Consent Agenda – Item B. Seconded by Councilor Dwyer and voted.

- B. Request for License from Janice Morse, owner of Newburyport Five Cents Savings Bank for property located at 254 State Street for 2 projecting signs on a new bracket ***(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Janice Morse, owner of Newburyport Five Cents Savings Bank for 2 projecting signs at property located at 254 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***

- A. Request for License from Carla Goodnight, owner of CJ Architects for property located at 4 Market Street for a projecting sign on a existing bracket ***(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Carla Goodnight, owner of CJ Architects for a projecting sign at property located at 4 Market 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***

Councilor Novelline Clayburgh moved to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Carla Goodnight, owner of CJ Architects for a projecting sign at property located at 4 Market Street and, further, authorize the City Manager to execute License Agreements for this request. Seconded by Councilor Dwyer and voted. Councilor Coviello abstained from voting on this matter.

X. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

(There are no items under this section of the agenda)

XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

1. Request to Amend Seacoast Growers' Association License Agreement

Councilor Lown moved to approve an amendment to the Seacoast Growers' Association License Agreement, as presented. Seconded by Assistant Mayor Lister and voted. Councilor Novelline Clayburgh abstained from voting on this matter.

2. Request to Change Work Session Date Re: Report Back from Transportation Policy Committee

Assistant Mayor Lister moved to approve the change of date for the Work Session on Transportation Policy to Monday, June 3, 2013 at 6:00 p.m. Seconded by Councilor Kennedy and voted.

3. Request for Approval of Expenditure from the African Burying Ground Trust

City Manager Bohenko stated this is an accounting mechanism to return funds to the Music Hall.

Councilor Novelline Clayburgh moved to expend a total of \$2,818.50 from the African Burying Ground Trust pursuant to the fundraising partnership with the Music Hall. Seconded by Councilor Dwyer and voted.

4. Acceptance of Sidewalk Easement Re: 1190 Lafayette Road (Comfort Inn)

Councilor Novelline Clayburgh moved to authorize the City Manager to accept the sidewalk easement at 1190 Lafayette Road from MacLeod Enterprises, Inc. Seconded by Councilor Kennedy and voted.

5. Report Back Re: Letter from Aphrodite and Louis Georgopoulos – Zoning of Property at 1900 Lafayette Road

City Manager Bohenko requested Planning Director Taintor come forward to explain the request.

Planning Director Taintor explained this has been before the City Council in the past. He indicated the proposed Conditional Use Residential Development provision would allow up to about 70 dwelling units on the parcel at 1900 Lafayette Road. The provision requires between 1.3 and 1.8 off-street parking spaces per dwelling unit; therefore, a 70-unit development would include between 91 and 126 spaces.

Further, for an assisted living center, the draft ordinance requires 1,500 square feet of developable lot area per assisted living unit, which would allow up to about 120 units on the site. The Zoning Ordinance requires the provision of 1 parking space for every two assisted living units, so a 119-unit facility would require 60 parking spaces.

Councilor Novelline Clayburgh moved to accept the Planning Board's recommendation, and further, authorize the City Manager to bring back for first reading the attached proposed Ordinance amendment at the May 20, 2013 City Council meeting. Seconded by Councilor Dwyer.

Councilor Lown stated he would need to abstain due to a personal conflict.

Motion passed with Councilor Lown abstaining from voting on this matter.

6. Report Back Re: Request to Rezone Property at 3020 Lafayette Road from Mixed Residential Business (MRB) to Gateway

Planning Director Taintor stated this is a zoning change on Lafayette Road currently zoned Mixed Residential Business to Gateway at the owners request. Planning Director Taintor reviewed the zoning for the area. He stated that the Planning Board discussed this zoning change in a work session on March 28, 2013 and options presented for consideration included:

- Rezone to Gateway
- Rezone to Business
- Expand permitted uses in MRB
- Leave existing zoning in place

He indicated the consensus of the Board was the existing zoning is appropriate and no rezoning was recommended. In addition, Planning Director Taintor addressed the letter from Mr. Bursaw submitted on March 29, 2013 stating he had no specific alternative uses in mind for the property, but requested a rezoning to Gateway to open up a wider range of permitted uses. The particular uses that are identified in Mr. Bursaw's letter are gas stations and food service establishments. Planning Director Taintor stated that a gas station would not be allowable at this location even if the zoning were changed to Gateway, because the Zoning Ordinance requires that a lot containing a service station (a) be at least one acre in area, and (b) be at least 200 feet from a residential zoning district.

He further stated based on these considerations, the Planning Board voted unanimously at its meeting on April 18, 2013, to recommend that the zoning designation for this parcel **not** be changed.

Councilor Coviello moved to accept the Planning Board's recommendation that the zoning designation for this parcel may not be changed. Seconded by Councilor Lown and voted.

B. MAYOR SPEAR

1. Parking Revenues

Mayor Spear passed the gavel to Assistant Mayor Lister.

Mayor Spear stated we passed the Resolution on how much the City will spend in the FY14 budget and the only debate is who will pay; either to levy it on the taxpayers or the people that go to the downtown. He said he would not bring forward Item 4 – Meter Parrott Avenue lot @ \$0.50 per hour due to the construction in the area.

Item #3 – Increase meter enforcement hours from 7:00 p.m. to 9:00 p.m. would require an ordinance change and should be well vetted. He stated this would reduce the tax rate by \$.10.

Mayor Spear moved to reduce the December Holiday Parking from 18 to 10 days. Seconded by Councilor Novelline Clayburgh.

Councilor Lown said that these are all interesting, and in light of the late hour they should be tabled to allow the public to weigh in on this matter.

Mayor Spear indicated due to the late hour he would bring this matter back before the Council at the May 20, 2013 meeting.

Mayor Spear said the Parking and Transportation Department spends \$2,000,000.00, and meters bring in \$1,000,000.00. If you raise meter fees to go to Parking and Transportation Department, you still reduce the tax rate because there is less over flow.

Councilor Kennedy asked why this is not going to the Parking and Traffic Safety Committee. Mayor Spear stated because it is a revenue matter and is the decision of the City Council.

Councilor Smith said he would not be at the May 20, 2013 Council meeting and explained the Holiday Parking is based on the calendar and not days. He said this is a recommendation of the Parking and Traffic Safety Committee, and not a set policy by the City Council.

Councilor Novelline Clayburgh stepped out of the meeting at 11:25 p.m. and returned at 11:30 p.m.

2. Appointments Needed to the Public Access Financial Advisory Committee
 - City Council Representative (Presently Councilor Coviello)
 - Cable Commission Representative – John Gregg

City Manager Bohenko explained the Committee was established to review annually Portsmouth Public Media's (PPM's) budget and to authorize, or not, disbursements from the Trust. In summary, the Council should reappoint a Council member. Presently, Councilor Coviello serves in this role. The term could be for just one year or up to three. In addition, the Council should appoint John Gregg, who has previously served as Chair of the Cable Commission and is willing to serve in this capacity. The term could be for just one year or up to three.

Councilor Kennedy moved to appoint Councilor Coviello as the Council Representative to the Public Access Financial Advisory Committee. Seconded by Councilor Lown and voted. Councilor Thorsen abstained from voting on this matter. Councilor Coviello voted opposed.

Councilor Kennedy moved to appoint John Gregg as the Cable Commission Representative to the Public Access Financial Advisory Committee. Seconded by Assistant Mayor Lister and voted.

3. Appointments to be Considered:
 - Daniel Rawling – Reappointment to the Historic District Commission
 - Jonathan Wyckoff – Reappointment to the Historic District Commission
 - Kory Sirmaian – Reappointment to the Recreation Board

The City Council considered the above referenced appointments, which will be voted on at the May 20, 2013 City Council meeting.

4. Appointments to be Voted:
 - Jay Leduc – Appointment as an Alternate to the Planning Board
 - Todd Henley – Reappointment to the Recreation Board
 - Christine Lukacz – Reappointment to the Portsmouth Housing Endowment Fund

Councilor Coviello moved to appoint Jay Leduc as an Alternate to the Planning Board until December 31, 2014. Mr. Leduc is filling the unexpired term of Brian Groth; reappointment of Todd Henley to the Recreation Board until April 1, 2016; and reappointment of Christine Lukacz to the Portsmouth Housing Endowment Fund until June 1, 2015. Seconded by Assistant Mayor Lister and voted.

C. COUNCILOR DWYER

1. Update on Middle School Project

Councilor Dwyer provided a status update on the Middle School Project. She reported that the next phase of the building is beginning and that the construction manager has returned. She advised the City Council that DeStefano Architects are still part of the project.

D. COUNCILOR SMITH

1. Parking and Traffic Safety Committee Action Sheet and Minutes of the April 11, 2013 meeting

Councilor Smith moved to approve and accept the Action Sheet and Minutes of the April 11, 2013 Parking and Traffic Safety Committee meeting. Seconded by Assistant Mayor Lister.

Councilor Smith reported that there are no recommendations for ordinance changes.

Councilor Smith requested to remove Item #3 – section which recommended pursuing a distributed parking system to include a parking deck on the Parrott Avenue Lot.

Councilor Smith stated that the City would pursue the McIntyre Building and a public/private partnership in the Northern Tier.

Discussion followed regarding Item 3 of the action sheet.

Councilor Coviello asked if the Parking and Traffic Safety Committee members are in agreement with not pursuing the parking deck on the Parrott Avenue Lot.

City Manager Bohenko said the Parking and Traffic Safety Committee action sheet are consent agenda items and the PTS is an advisory committee which, the Council can accept or deny items.

Councilor Novelline Clayburgh asked if PTS voted to remove Parrott Avenue from the list of possible garage sites. Councilor Smith stated he is removing the item as the City Council Representative to the PTS. City Manager Bohenko said anything can be removed from Item 3.

Councilor Lown indicated he attended the PTS meeting and the motion was in favor. City Manager Bohenko said the intent was to get the report back to the City Council and stated this does not need to go back to the PTS Committee; it is a consent agenda item and can be removed.

Motion by Councilor Novelline Clayburgh to bring Item #3 back to the PTS Committee for a vote was withdrawn.

Councilor Kennedy moved to deny Item #3 of the PTS Committee action sheet. Seconded by Councilor Novelline Clayburgh.

Mayor Spear passed the gavel to Assistant Mayor Lister.

Mayor Spear said PTS Committee has reviewed this matter. He discussed the report that came out in November with 3 choices for a possible parking garage – Worth Lot, McIntyre Site and the Northern Tier. Mayor Spear stated all issues remain on the table for the June 17, 2013 Work Session.

Assistant Mayor Lister returned the gavel to Mayor Spear.

Councilor Kennedy asked if the Chambers would be adequate space for all the people that may attend the June 17, 2013 Work Session.

Councilor Smith said PTS never looked at the Parrott Avenue Lot in the same way the Site Selection Committee looked at the lot and things were looked at in a fundamentally different way.

Councilor Coviello stated that he does not want the work session held at Portsmouth High School due to issues with the quality of sound.

City Manager Bohenko suggested to not accept the recommendation from the Parking and Traffic Safety Committee to pursue a distributed parking system to include a parking deck on the Parrott Avenue Lot.

Councilor Kennedy moved to amend the motion to not accept the recommendation from the Parking and Traffic Safety Committee to pursue a distributed parking system to include a parking deck on the Parrott Avenue Lot. Seconded by Councilor Smith and voted. Councilor Novelline Clayburgh voted opposed.

Main motion passed as amended. Councilor Kennedy voted opposed.

XII. MISCELLANEOUS/UNFINISHED BUSINESS

City Attorney Sullivan advised the City Council that the Police Department is recommending the Council amend the motion previously passed regarding The Page Restaurant.

Councilor Lown moved to amend the motion that the petition to be filed on behalf of the City Council would be to seek non-renewal and/or revocation as appropriate of The Page Restaurant liquor license. Seconded by Councilor Coviello and voted.

XIII. ADJOURNMENT [AT 10:00PM OR EARLIER]

At 12:00 a.m. (midnight), Councilor Lown moved to adjourn. Seconded by Councilor Kennedy and voted.



Kelli L. Barnaby, CMC/CNHMC
City Clerk

RECEIVED

MAY 29 2013

CITY MANAGER
PORTSMOUTH, NH

PORTSMOUTH POLICE DEPARTMENT

MEMORANDUM

DATE: 22 MAY, 2013
TO: JOHN P. BOHENKO, CITY MANAGER
FROM: JOHN F. GOLUMB, CHAIRMAN, PORTSMOUTH POLICE COMMISSION
STEPHEN J. DUBOIS, CHIEF OF POLICE
RE: GRANTS & DONATIONS

At the May 22nd Police Commission meeting, the Board of Police Commissioners approved and accepted the following grant and donation:

1. A grant in the amount of \$4,680 from the NH Department of Highway Safety for the "Join the NH Clique" seat belt campaign.
2. A donation in the amount of \$250 from Mr. & Mrs. David Brown to the Explorer Cadet Academy program.

We submit the information to you pursuant to City Policy Memorandum #94-36, for the City Council's consideration and approval at their next meeting.

Respectfully submitted,



John F. Golumb, Chairman
Board of Police Commissioners



Stephen J. DuBois, Chief of Police

cc: Board of Police Commissioners
Finance Director Judie Belanger
Admin. Mgr. Karen Senecal
Business Assistant Tammie Perez

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301

Date Received	Project Number
April 5, 2013	#304-13A-034
Date Approved	PSP and Task #
April 5, 2013	13-01, 01

Part I

<p>1. Project Title</p> <p>Portsmouth "Join the NH Clique" Seat Belt Campaign</p>	<p>2. Type of Application (Check One)</p> <p><input checked="" type="checkbox"/> Initial</p> <p><input type="checkbox"/> Revision</p> <p><input type="checkbox"/> Continuation</p>
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3. Applicant	
<p>A. Name of Agency and Address</p> <p>Portsmouth Police Department 3 Junkins Avenue Portsmouth, NH 03801</p>	<p>B. Government Unit (Check One)</p> <p><input type="checkbox"/> State</p> <p><input checked="" type="checkbox"/> City/Town</p> <p><input type="checkbox"/> County</p> <p><input type="checkbox"/> Other (specify):</p>
<p>4. Contract Period</p> <p style="margin-left: 40px;">Start Date: May 1, 2013</p> <p style="margin-left: 40px;">Termination Date: June 30, 2013</p>	<p>5. Functional Area</p> <p>OP - Occupant Protection</p>

6. Description of Project (Describe in detail in Schedule A)

BUDGET AND PERSONNEL DATA		
Personnel Services OVERTIME SEAT BELT ENFORCEMENT CAMPAIGN		
JOIN THE NH CLIQUE" (May 20-June 2, 2013)		
Salary: 1 officer x 5 patrols x 6 hours/patrol x \$60.00/hour*	\$1,800.00	
SEAT BELT ENFORCEMENT (May 1-June 30, 2013)		
Salary: 1 officer x 5 patrols x 6 hours/patrol x \$60.00/hour*	1,800.00	
Payroll-related Deductions: \$3,600.00 x 30 percent	1,080.00	\$4,680.00
*See Proposed Solution (page 2) for exact patrol dates & explanation of pay rates		
Total		\$4,680.00

Part II

7. Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grants which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
<p>1) Name</p> <p>Stephen J. DuBois</p>	<p>2) Title</p> <p>Chief, Portsmouth Police Department</p>	<p>3) Address</p> <p>3 Junkins Avenue Portsmouth, NH 03801</p>
<p>4) Signature</p> <p>X </p>	<p>5) Telephone Number</p> <p>427-1500</p>	
B. Authorized Official		
<p>1) Name</p> <p>John Bohenko</p>	<p>2) Title</p> <p>Portsmouth City Manager</p>	<p>3) Address</p> <p>One Junkins Avenue Portsmouth, NH 03801</p>
<p>4) Signature</p> <p>X </p>	<p>5) Telephone Number</p> <p>431-2000</p>	

****IN THE INTEREST OF PERSONAL AND BUSINESS I.D. SECURITY, WE NO LONGER PHOTOCOPY PERSONAL AND BUSINESS CHECKS TO SHOW GRANTS, DONATIONS, ETC. RECEIVED BY THE DEPARTMENT.**

1. **DONATIONS:**
A DONATION IN THE AMOUNT OF \$250 FROM MR. & MRS. DAVID BROWN TO THE EXPLORER CADET ACADEMY PROGRAM.



PO Box 763 Portsmouth, NH 03802
www.PortsmouthCrit.com

May 24, 2013

City of Portsmouth
Att: Ann Sharpe
1 Junkins Avenue
Portsmouth, NH 03801

Distinguished Members of the Portsmouth City Council,

The Portsmouth Criterium that is scheduled to take place in downtown Portsmouth on September 8, 2013 is being postponed and will not be run this year. There have been a lot of changes that require additional time to appropriately plan and we are already working on coming back in 2014.

Thank you for your time.

Regards,

Thomas Martin
Race Director

Honorary Race Directors:

*Susanne Delaney
Catherine Keenan*

Kids Race:

Scott & Heidi Bogle

Volunteers:

*Aimee Lynch
Matt McNeil
Gillian Dahlke*

Lifestyle Expo:

JEM Events

Logistics:

*Drew Szeliga
Jennifer Stebbing*

Registration:

*Joy Page
Joan Walsh*

Graphic Designer:

Andrew Canniff

Special Events:

Diane Gibbins

John P. Bohenko

From: Russ Osgood [rfosgood@pffca.org]
Sent: Thursday, May 23, 2013 4:11 PM
To: John P. Bohenko
Cc: jgray@pffca.org
Subject: Sarahs Ride

John,

I am writing to request permission to have Sarah's Ride come through town on September 7th. The ride would enter Portsmouth from Maine around noon. Firefighter John Gray is organizing the route and reports that the plan is to come across the new Memorial Bridge (assuming it is open), down Daniel Street, through Market Square, out Middle Street, and up Lafayette ultimately ending at Seacoast Harley in North Hampton. We have spoken with the Police and they are set to assist. Lt. Russo asked that we contact you and get authorization to close the downtown area for the few mins that the ride will come through.

This is the 4th annual ride and now is a memorial for Firefighter Sarah Fox. We have been focusing on sending young women to Camp Fully Involved, a firefighting camp held here in New Hampshire each summer. This year we will be granting 6 scholarships making a total of 12 young ladies we have sponsored for this worthy camp.

We would appreciate your assistance with the ride. Please let me know if you require any additional information.

Truly

Russell Osgood
Vice President
Portsmouth Fire Fighters Charitable Association
170 Court Street
Portsmouth, NH 03801
207-451-3052
www.pffca.org
www.sarahsride.org

Never believe that a few caring people can't change the world. For, indeed, that's all who ever have.

Margaret Mead

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: May 24, 2013
RE: City Council Referral – Projecting Sign
Address: 15 Vaughan Mall
Business Name: Summer Sessions Surf Shop
Business Owners: Ryan & Tyler McGill

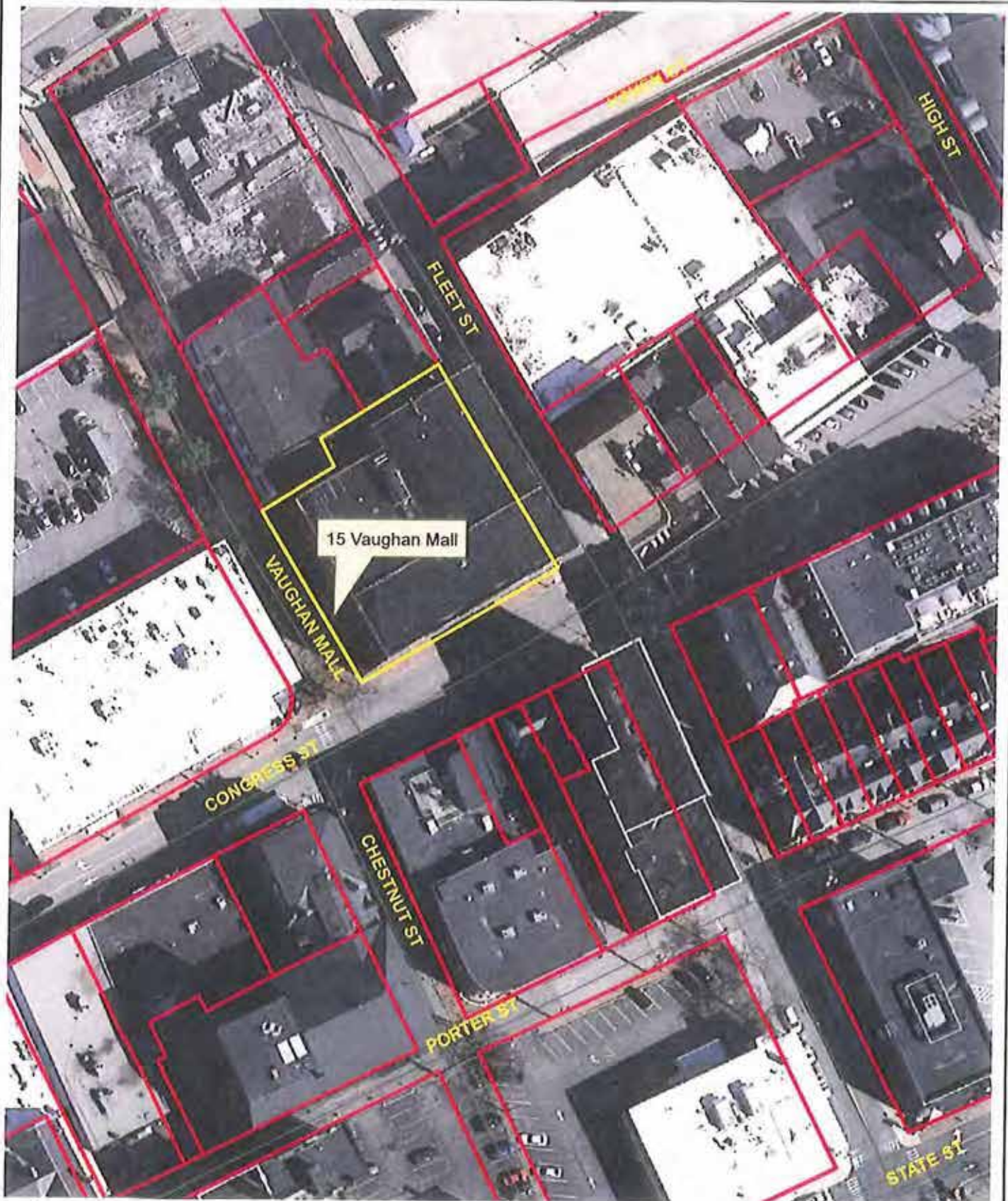


Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 34" x 48"
Sign area: 11.3 sq. ft.
Height from sidewalk to bottom of sign: 8'5"
Maximum protrusion from building: 40 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:

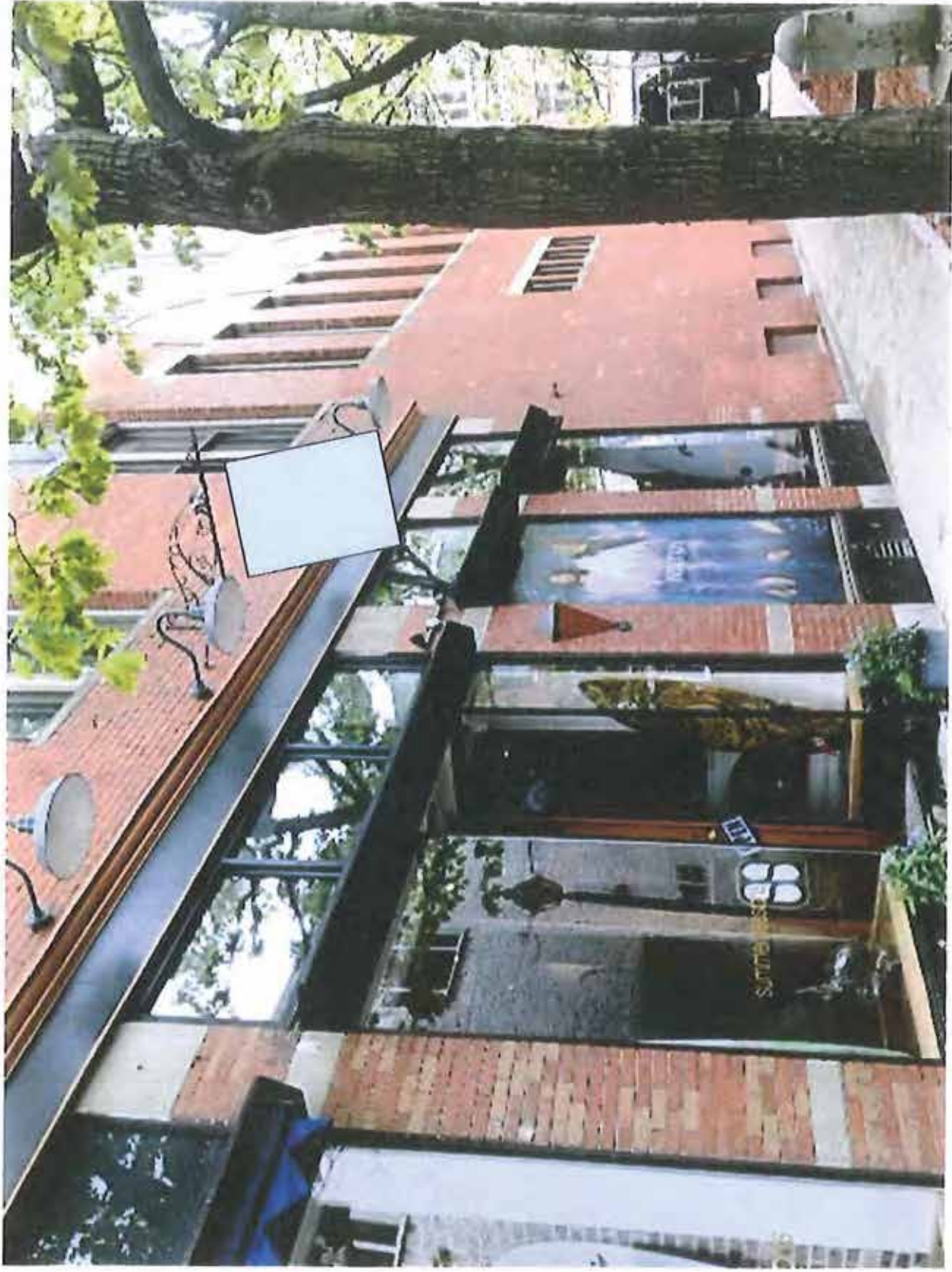
1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation 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 15 Vaughan Mall

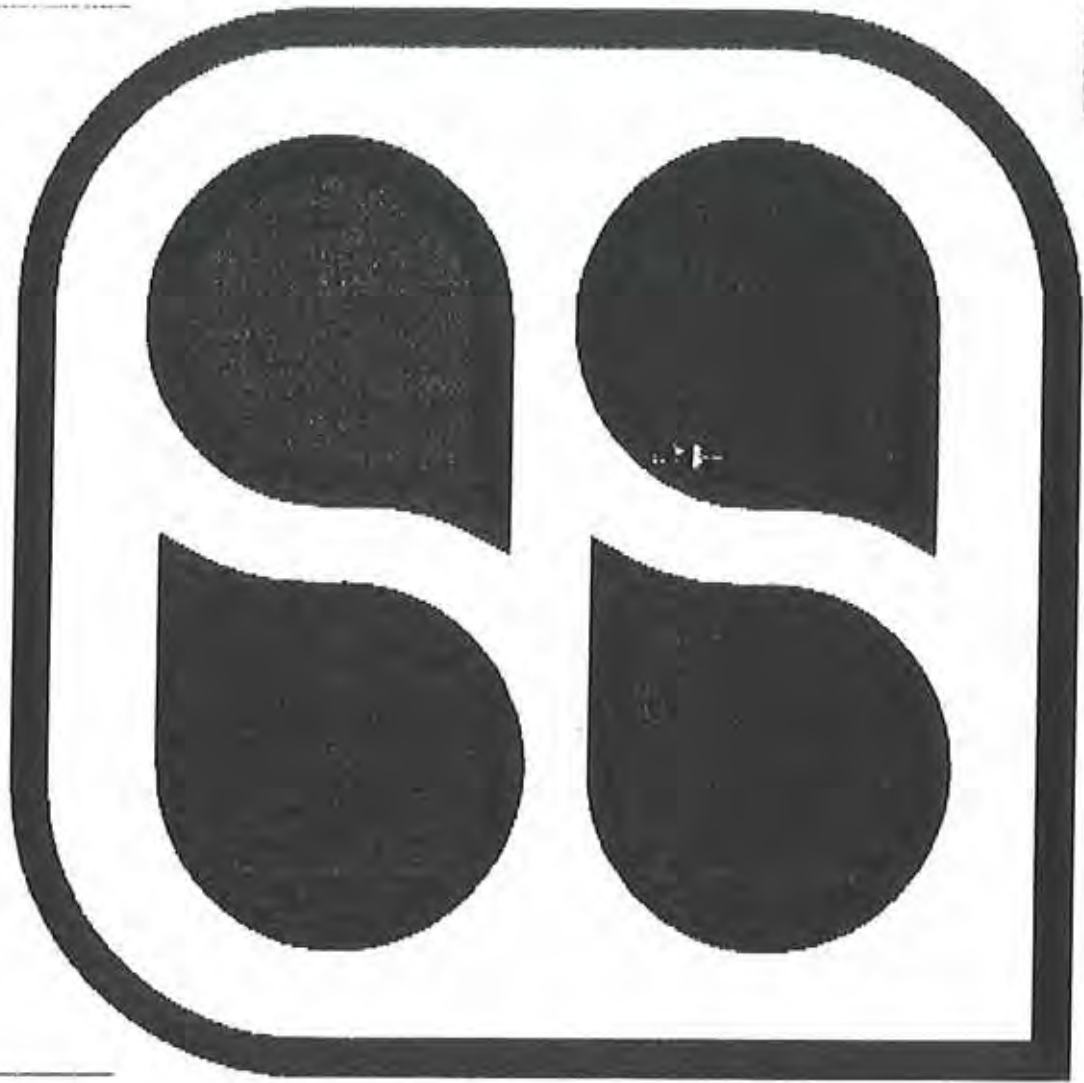
Map produced by Planning Department 5-28-2013

Summer Sessions Surf Shop
15 Vaughan Mall
1 Projecting Sign



34"

33.875



14

summer
sessions
S U R F S H O P

May 27, 2013

MAY 23 2013

Portsmouth City Council
1 Junkins Avenue
Portsmouth, NH 03801
Re: 21 Brewster Street license renewal

Dear Mayor Spear and Members of the Portsmouth City Council:

On behalf of the Islington Creek Neighborhood, we would like to offer recommendations for your consideration before extending or renewing the license for the 21 Brewster Street boarding house on June 3, 2013.

Per the Boarding House Permit dated March 4, 2013, Item 2 requires **FULL TIME PROFESSIONAL MANAGEMENT OF THE FACILITY**. During a meeting (with City Attorney Bob Sullivan, Deputy City Manager Dave Allen, and City Manager John Bohenko) on May 14, 2013, we were introduced to Mr. Rich Brabazon, retired Portsmouth police officer, who was referred by the City to the owner of 21 Brewster Street, Brian Hogan. Mr. Brabazon was hired by Brian Hogan to monitor the property several times per week; however Mr. Brabazon does not run a professional property management company and is not managing 21 Brewster Street full-time. Although we feel that Mr. Brabazon will have a positive impact, his role is not that of full-time Professional Management, thereby leaving the situation out of compliance with conditions developed by the City Staff and approved by the City Council in March of 2013.

Unless Mr. Brabazon is onsite full-time, it is unclear how the internal culture of 21 Brewster Street and the disturbances in the neighborhood will change. Under this scenario, the neighbors of this facility remain responsible for reporting to the police when house rules and city laws are broken. While we hope that Mr. Brabazon's occasional, unscheduled visits to the facility will be helpful, this scenario is a reactive approach to managing the situation in which continuation of past behaviors and events is still allowed and can only be stopped if "caught".

What are Mr. Brabazon's responsibilities? What are his working hours? Is his salary similar to what a full-time professional management company would charge? Are the tenants aware of his role? The role of "Professional Management" must be clearly defined so that a Professional Management company working for 21 Brewster Street is given the resources and authority to properly manage the facility. Our letter to the City Council dated February 27, 2013 stressing this same concern was not addressed before renewing the boarding house permit in March. Without professional, full-time management we will find ourselves facing the same neighborhood issues we have experienced in the past.

Below are some revisions and additions for your consideration to ensure successful site management of 21 Brewster Street:

- **Professional management firm shall have an office at 21 Brewster Street which is staffed full time. The existing office space on the first floor should be sufficient for this application.**
- **Professional management firm must be a third party entity, not a friend or tenant of the owner**

We urge Council members to take the necessary steps to ensure that the requirements of Item 2 are fulfilled prior to extending or renewing the permit for this property. Otherwise, permit renewal will be out of compliance with the very conditions that the City Council approved in March.


As always, we greatly appreciate your efforts in addressing this ongoing problem.

Yours Sincerely,

Julie Ross & Nicole LaPierre, members of the Islington Creek Neighborhood Association

**CITY OF PORTSMOUTH
PORTSMOUTH, NH 03801**

Office of the City Manager

Date: May 30, 2013
To: Honorable Mayor Eric Spear and City Council Members
From: John P. Bohenko, City Manager 
Re: City Manager's Comments on June 3, 2013 City Council Agenda

Work Session:

6:00 p.m.

1. **Transportation Policy Committee Final Report.** On Monday evening, the City Council will meet in a Work Session to discuss the Final Report of the Mayor's Blue Ribbon Committee on Transportation Policy.

The Committee was established by Mayor Spear in August 2012 with a sunset date of April 15, 2013 and held six meetings over that time period. The members of the committee included: Councilor Ken Smith (Chair), Councilor Brad Lown, Bill Lyons, Rick Chellman, Paige Roberts, Cliff Sinnott and Eric Gregg.

The Committee was charged to develop policies, principles and positions for the City's approach to transportation, including, but not limited to:

- Public transportation options
- Access for bicycle and pedestrian travel
- Parking availability and access
- Control/management of traffic
- Travel routes through the City
- "Complete Streets" / Sustainable Design

Along with those topics, the Committee also discussed related topics including:

- Transportation policies and strategies contained in the 2005 Master Plan, and considerations for the upcoming 2015 Master Plan
- Street classifications and design standards
- "Green Streets" and Low Impact Development (LID)

- Traffic calming
- Land use and transportation
- Regional coordination for transportation planning and funding

Enclosed on the inside cover of your packet is a copy of the report of the Committee for your review. Please note that this is a copy of the base report and Appendix A, Recommended Policies and Standards. Appendices B and C, including the meeting minutes and presentations, are available on the PlanPortsmouth website at www.PlanPortsmouth.com.

Presentation:

1. **Craig Welch, Executive Director of the Portsmouth Housing Authority.** On Monday Evening, Craig Welch, Executive Director of the Portsmouth Housing Authority, will introduce himself to the City Council and provide the Council with a copy of the Portsmouth Housing Authority Annual Report.
2. **Art-Speak State of the Arts Report.** In accordance with Art-Speak's Memorandum of Understanding, on Monday evening, Nancy Pearson, President of Art-Speak, will present the State of the Arts Report to the City Council.
3. **Update on Mosquito Control Program.** On Monday evening, Mike Morrison from Municipal Pest Management Services will make a presentation before the City Council regarding the City's mosquito control program. Mr. Morrison's background expands thirty years in mosquito control in New Hampshire. He and his company have all the appropriate licenses from DES. As part of the presentation, Mr. Morrison will talk about best practices that he utilizes for the mosquito control program in Portsmouth as well as requirements that he must comply with under DES regulations.

Acceptance of Grants and Donations:

1. **Acceptance of Police Department Grant & Donation.** Attached under Section VII of the Agenda is a memorandum, dated May 22, 2013, from John F. Golumb, Chairman of the Portsmouth Police Commissioners, and Police Chief Stephen J. DuBois, requesting that the City Council approve the following grant and donation:
 - a. A grant in the amount of \$4,680 from the NH Department of Highway Safety for the "Join the NH Clique" seat belt campaign.
 - b. A donation in the amount of \$250 from Mr. and Mrs. David Brown to the Explorer Cadet Academy program

The Police Commission is submitting this information pursuant to City Policy Memorandum #94-36 for City Council approval and acceptance.

I would recommend that the City Council move to approve and accept the grant and donation to the Portsmouth Police Department, as listed. Action on this matter should take place under Section VII of the Agenda.

Consent Agenda:

1. **Request for License to Install Projecting Sign.** Attached under Section IX of the Agenda is the following request for a projecting sign license (see attached memorandum from Rick Taintor, Planning Director):

- Ryan & Tyler McGill, owner of Summer Sessions Surf Shop for property located at 15 Vaughan Mall.

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

City Manager's Items Which Require Action:

1. **Boarding House License Extension Re: 21 Brewster Street.** As you are aware, at the City Council meeting of March 4, 2013, the City Council voted to extend the Boarding House permit for 21 Brewster Street for a 3 month period through June 4, 2013. That permit included a number of conditions required to be met over the course of the permit period (see attached). Below is the list of conditions that were included with the permit.
 1. Extend the current permit for 3 months with an inspection and report back on progress made at the facility.
 2. Require full time professional management of the facility; such management firm having the ability to respond to municipal inquiries and requests 24/7.
 3. Integrated pest management (IPM) to be maintained on a monthly basis or more often if needed with monthly reports submitted to the Health Department.
 4. Require all common floors to remain non-porous and non-absorbent with cleanable surfaces.
 5. Soiled or infested bedding shall be disposed of and not re-used.
 6. Correction of all deficiencies from the annual inspection prior to the permit issuance.
 7. Permittee agrees to allow unannounced inspections of all common areas of the property and to allow similar inspections of tenant rooms with the Permission of tenants.

8. Permittee agrees that any failure to comply with these conditions, after a reasonable cure period, is adequate grounds for termination of the permit.
9. The professional management described in item 2 above shall have the full authority of the permittee to take those actions necessary to maintain compliance with the permit.
10. The professional management described in item 2 above shall be provided with the complete authority to maintain open communications with the neighborhood tenants of the property and the City with regard to all issues concerning the property.

The facility was inspected on May 6, 2013 by the Code Enforcement Officer and Health Officer. Also attending the inspection were Rich Brabazon, the property manger, and Bob, the site maintenance person. That inspection noted several minor deficiencies. A follow-up of the inspection was performed on May 23, 2013 at which time all of the deficiencies had been corrected. The permittee has continued to make physical improvements to the facility during the current permit period. Those improvements include replacement of two sinks in two units; painting the floors and walls as units are turned over in occupancy and lighting upgrades within the building. As required by the permit, the floors remain non-porous and the bedding and mattress cover issues are in compliance with the permit condition. The City Health Department has received monthly reports indicating the successful implementation of an Integrated Pest Management program.

The owner has contracted with Rich Brabazon to provide 24/7 response to inquiries and requests and to serve as the full time professional manager. Mr. Brabazon, a retired City of Portsmouth Police officer has been in that capacity. He has been serving as the manager for the past month.

There have been no issues reported by the neighborhood in current permit cycle and the owner has continued to make improvements to the facility.

I would recommend the City Council move to approve the 21 Brewster Street Boarding House permit for a 3 month extension to expire September 4, 2013 with all conditions as listed on the attached permit.

2. **Proposed Additional Study Areas Re: Form-Based Zoning.** As you will recall, City Councilor Chris Dwyer request that the staff receive a proposal for additional study areas for form-based zoning.

In response to this request, we have received a proposal from the firm Town Planning & Urban Design Collaborative LLC to add the following areas to the study:

1. The “Northern Tier” at the edge of the downtown between the railroad tracks and North Mill Pond;

2. An area on the opposite side of the Maplewood Avenue bridge;
3. The Islington Street corridor with expanded areas at the north and south ends.

I have attached a map outlining the above locations.

The firm of TPUDC recommends conducting a public input process and the work products for all three areas as one project. This will allow for a more efficient process and holistic outcome.

They would use the same scope for this phase as the first phase to be conducted in June with the additional five-day charrette rather than a three and a half day charrette.

The cost of expanding this study would be \$97,000 and could be funded through the City's Capital Contingency Account. Please note that Phase I of this project was paid for through a \$44,000 grant.

I would recommend the City Council move to authorize the City Manager to enter into a contract with Town Planning & Urban Design Collaborative LLC as outlined, and further, that the fee of \$97,000 be funded through the City's Capital Contingency Account.

3. **Art-Speak Annual State of the Art Report and Memorandum of Understanding Renewal Request.** At the June 3, 2013 City Council meeting under Presentations, Art-Speak will give its annual report on arts and culture in the City and request renewal of the Memorandum of Understanding (MOU) between the City and Art-Speak for the period July 1, 2013 through June 30, 2014.

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:

- Collect and disseminate survey data for the American for the Arts Economic Prosperity Study;
- 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;
- Convene an annual arts and cultural forum;
- Serve as an advisor to all departments of City government on arts and cultural issues;
- Perform a coordination function for local cultural organizations and advocate on their behalf at the local, state and national level;

As we discovered from the recent Arts and Economic Prosperity Study conducted by Art-Speak and the American for the Arts organization, the non-profit cultural community contributes \$41 million to the local economy. According to the report, this is five times the contribution for similar sized cities nationwide. Portsmouth is revered for its creative

and cultural assets and I believe that there is value in the services provided by Art-Speak because the organization has taken on responsibilities that would otherwise fall to other city staff at a higher cost to the city. I also maintain that Art-Speak continues to gain credibility in the city, state and region for effectively advocating for and raising awareness of the local economy as evidenced by their new website Art-Speak.org. The FY 13/14 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 attached a copy of the MOU extension for your information.

I recommend that the City Council authorize me to extend the agreement from July 1, 2013 through June 30, 2014.

4. **Acceptance of Easement and Quitclaim of Abandoned Line Re: Lincoln 3B Sewer Separation Project.** As part of the Lincoln 3B Sewer Separation Project, the City needs to acquire an easement across property owned by Portsmouth Place Apartments, LLC and located at 293 Rockland Street. Once all of the infrastructure has been constructed and is operational, the City will abandon the combined sewer drain line in the rear of the property and quitclaim any interest it may have. See attached plan showing the new easement area. As you will recall, the Lincoln 3B Sewer Separation project entails replacement of existing combined sewer with separate drain lines and new sewer lines.

The Planning Board, at its meeting of May 23, 2013, reviewed the proposed easement and voted to recommend it to the City Council.

I would recommend the City Council move to authorize the City Manager to negotiate and accept a sewer easement from Portsmouth Place Apartments, LLC and quitclaim any municipal interests in the older line once abandoned.

Informational Items:

1. **Events Listing.** For your information, attached is a copy of the Events Listing updated after the last City Council meeting on May 20, 2013. In addition, this now can be found on the City's website.
2. **News Release Re: Form-Based Zoning Charrette.** For your information, attached is a news release regarding the Form-Based Zoning Charrette, which includes the following meetings and sessions for sharing information and ideas:
 - Opening Session - Thursday, June 6th - 6 p.m. to 8:30 p.m. - City Council Chambers (Live on Channel 22).
 - Open Studio - June 7 through June 10th - Former Connie Bean Center on 143 Daniel Street (If the lights are on, the studio is open).

- Interim Pin-Up & Review - Saturday, June 8th - 6 p.m. to 7:30 p.m. - Former Connie Bean Center on 143 Daniel Street.
- Closing Session - Monday, June 10th - 6 p.m. to 8:30 p.m. - City Council Chambers (Live on Channel 22).

All of these sessions are open to the public; the members of the public are welcome to visit and participate as much as they wish and are able to. The Opening and Closing Presentations will be broadcasted live on Channel 22 and archived recordings of those meetings will be available on the City's website. Regular updates will also be available on Twitter (@fbzportsmouth) as well as the Planning Department's website: www.planportsmouth.com/formbasedzoning.html.

BOARDING HOUSE PERMIT

CITY OF PORTSMOUTH, NEW HAMPSHIRE

Permit Number: 2013-03

Date: June 3, 2013

BE KNOWN, that Brian D. Hogan, 21 Brewster Street Portsmouth, NH 03801 is licensed to operate a boarding house located at 21 Brewster Street within the City of Portsmouth, NH for the following number of rooms:

Number of Rooms: 34

The boarding house complies with City Ordinance Chapter 9, Article VIII, Sections 9.801 – 9.805 at the date of issuance of permit.

The following conditions shall be met:

1. Extend the current permit for 3 months with an inspection and report back prior to further extension.
2. Maintain full time professional management of the facility; such management firm having the ability to respond to municipal inquiries and requests 24/7.
3. Integrated pest management (IPM) to be maintained on monthly basis or more often if needed with monthly reports submitted to the Health Department.
4. Require all common floors to remain non-porous and non-absorbent with cleanable surfaces.
5. Soiled or infested bedding shall be disposed of and not re-used.
6. Correction of all deficiencies from the annual inspection prior to permit issuance.
7. Permittee agrees to allow unannounced inspections of all common areas of the property and to allow similar inspections of tenant rooms with the permission of the tenants.
8. Permittee agrees that any failure to comply with these conditions, after a reasonable cure period, is adequate grounds for termination of the permit.

9. The professional management described in item 2 above shall have the full authority of the permittee to take those actions necessary to maintain compliance with the permit.

10. The professional management described in item 2 above shall be provided with the complete authority to maintain open communications with the neighborhood, the tenants of the property and the City with regard to all issues concerning the property.

This permit will expire: September 4, 2013*

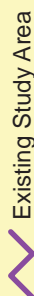
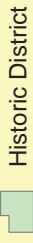
**(3 month extension granted by City Council June 3, 2013)*

Attest:

Kelli L. Barnaby, City Clerk
OFFICE OF THE CITY CLERK

***Footnote:** Items 7 through 10 above are derived from recommendations made by the Islington Creek Neighborhood Association by letter addressed to the Portsmouth City Council on February 13, 2013. The language of the Neighborhood Association has been modified to meet municipal purposes. The Neighborhood recommendation regarding eviction of tenants has not been included because state law regarding evictions preempts municipal authority.



 Existing Study Area
 Historic District

Potential Expanded Study Areas:
 1 - Northern Tier (CBA District)
 2 - Maplewood Ave MRO District
 3 - Islington Street Corridor



Form-Based Zoning Project:
Potential Expanded Study Areas

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, 2014. 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

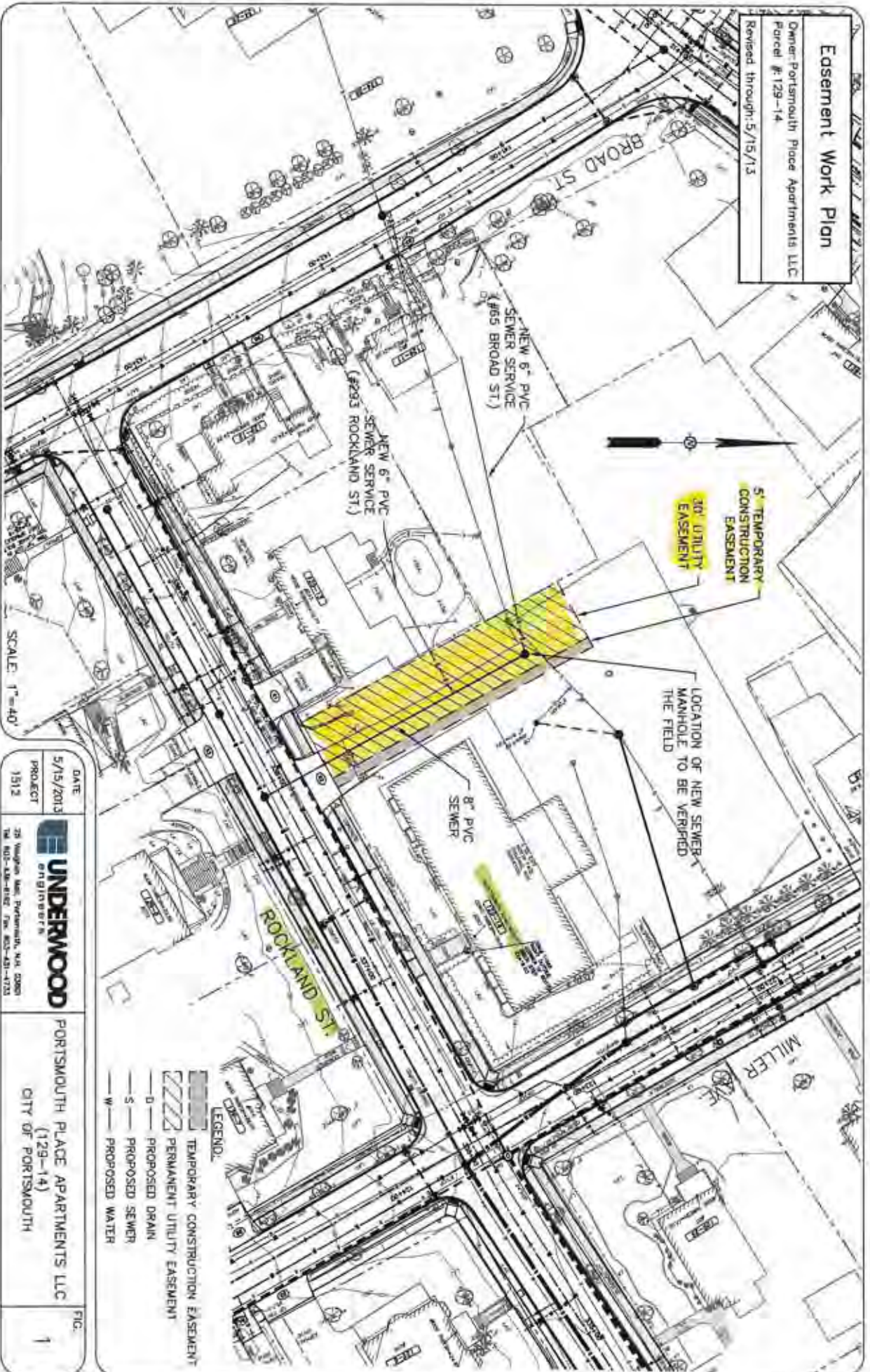
City Cultural Commission d/b/a/Art-Speak
By:

Nancy Pearson, President

Easement Work Plan

Owner: Portsmouth Place Apartments LLC
Parcel #: 129-14

Revised through: 5/15/13



Event Listing by Date

Starting Date: 5/20/2013

Ending Date: 1/31/2014

Start End	Type Description	Location	Requestor	Vote Date
5/26/2013 5/26/2013	ROAD RACE Jeanine Sylvester is the contact for this event - 430-1212. The event begins and ends at the Redhook Ale Brewery, at 11:00 a.m.	Redhook Ale Brewery - Pease Tradeport	Runner's Alley	1/22/2013
5/27/2013 5/27/2013	PARADE This is the Memorial Day parade which begins on the corner of Junkins and Parrott, to pleasant, to Market Square, to Richards into South Cemetery. Parade begins at 1:00 p.m.	Begins on Corner of Junkins/Parrott and end at Sou	Central Veteran's Council	/ /
6/ 2/2013 6/ 2/2013	ROAD RACE Kristen Lyons is the contact for this event. It begins at 11:00 a.m. at Pease Tradeport. This event was originally scheduled for May 19th.	Pease Tradeport	Sexual Assault Support Service	2/ 4/2013
6/ 8/2013 6/ 8/2013	ROAD RACE Barbara Massar is the contact for this event. This event begins and ends at Market Square. This is the Market Square Race and Market Square Day Festival.	Market Square - Road Race and Festival	Pro Portsmouth	9/ 4/2012
6/ 9/2013 6/ 9/2013	ROAD RACE John Martin is the contact for this event. This event begins and ends at Little Harbour School, with a starting time of 8:30 a.m. Registration is 7:30 to 8:00 a.m. From the school following route 1B to 1A and turning back on the same route at North Beach, N. Hampton. Event should finish by 12:30 p.m.	Little Harbour School - start and finish	Seacoast Bike Ride	12/ 3/2012
6/15/2013 6/15/2013	FUND Aylssa Salmon is the contact for this event. Telephone number 430-1140 ex. 14.	Pleasant Street	Big Brothers Big Sisters of th	4/ 1/2013
6/22/2013 6/22/2013	MUSIC Barbara Massar is the contact for this event. This is part of the Summer in the Streets series which begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
6/22/2013 6/23/2013	ROAD RACE Contact: Garfield Jones of Fattman Productions at (617) 916-2002 or Garfield@fattmanproductions.com. This is the Cambridge, MA based Community Running Association in conjunction with the New England Chapter of the American Liver Foundation 24 hour relay.	Along Seacoast Route 1A, South Street, Municipal P	Fattman Productions	1/ 7/2013
6/29/2013 6/29/2013	MUSIC Barbara Massar is the contact for this event. This is part of the Summer in the Streets series that starts at 5:00 p.m. to 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
7/ 4/2013 7/ 4/2013	ROAD RACE Contact: Dave Abbett. This 5K event is at the Pease Tradeport.	Pease Tradeport	Sub 5 Race Management	1/ 7/2013
7/ 6/2013 7/ 6/2013	MUSIC Barbara Massar is the contact for this event. This is part of the Summer in the Streets series begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
7/13/2013 7/13/2013	MUSIC Barbara Massar is the contact for this event. This is part of the Summer in the Streets series which begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012

Run: 5/28/13
12:52PM

Event Listing by Date

Page: 2

Starting Date: 5/20/2013

Ending Date: 1/31/2014

Start End	Type Description	Location	Requestor	Vote Date
7/20/2013 7/20/2013	MUSIC Barbara Massar is the contact for this event. This is part of the Summer in the Streets series which begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
7/27/2013 7/27/2013	MUSIC Barbara Massar is the contact for this event. This event is part of the Summer in the Streets series which begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
8/ 1/2013 8/ 1/2013	ROAD RACE Justin Finn is the contact for this race. This race begins at Peirce Island at 6:00 p.m. This is part of the Greater Portsmouth Chamber of Commerce Community Road Races.	Peirce Island - Prescott Park Course	Portsmouth Rotary Club Thunder	12/17/2012
8/ 3/2013 8/ 3/2013	MUSIC Barbara Massar is the contact for this event. This event is part of the Summer in the Streets series which begins at 5:00 p.m. and ends at 9:30 p.m.	Pleasant Street	Pro Portsmouth - Summer in the	9/ 4/2012
8/24/2013 8/24/2013	BIKE TOUR Kim Blanchard is the contact for this event. She can be reached at 603-836-4758. This event is to pass through Portsmouth - coming from Maine and going to Rye, NH.	Memorial Bridge to Route 1B to Rye	National Multiple Sclerosis So	5/20/2013
9/ 8/2013 9/ 8/2013	ROAD RACE Thomas Martin is the contact for this event. This event begins and ends in downtown.	Downtown	Portsmouth Criterium	2/ 4/2013
9/14/2013 9/14/2013	ROAD RACE Community Road Race Series Doug Bates is the contact.	Little Harbour School	BreastCancerStories.org	12/17/2012
9/21/2013 9/22/2013	TOUR Caroline Amport Piper (603-686-4338) and Dave Anderson are the contacts for this event. This is a two-day event from 11:00 a.m. to 3:00 p.m. both days.	South End	Friends of the South End	10/22/2012
9/28/2013 9/29/2013	FESTIVAL David Hallowell is the contact for this event. This event is from Noon to 6:00 p.m. in front of the RiRa Pub and Breaking New Grounds.	Pleasant Street	Portsmouth Maritime Folk Festi	2/ 4/2013
9/28/2013 9/28/2013	ROAD RACE Karen Butz Webb, Executive Director is the contact for this event. This event begins and ends at Portsmouth High School. E-mail address for information is: projectsafetyassociation@gmail.com	Portsmouth High School	Project Safety Association	10/22/2012
9/29/2013 9/29/2013	WALK Contact: Caitlyn Mosher Ellis (617) 393-2092. Strawbery Banke - Walk site opens at 8:30 a.m. for registration, the Walk kicks off at 10:00 a.m. and clean up by 1:00 p.m. The 1.3 and 2.7 mile routes will both go through the downtown area (using Congress Street).	Walk begins and ends at Strawbery Banke	Alzheimer's Association	1/ 7/2013
10/ 5/2013 10/ 5/2013	WALK Ken La Valley, is the contact for this event. Registration begins at 8:00 a.m. and the Walk duration is 10:00 a.m. to Noon. Walk begins and ends at Peirce Island.	Peirce Island	American Foundation for Suicid	5/20/2013

Run: 5/28/13
12:52PM

Event Listing by Date

Page: 3

Starting Date: 5/20/2013

Ending Date: 1/31/2014

Start End	Type Description	Location	Requestor	Vote Date
10/12/2013 10/12/2013	ROAD RACE This is a collaborative race with the Community Child Care. Contacts for this event are Ben Anderson of Prescott Park (436-2848) and Catherine Edison of Community Child Care Center (422-8223). This is part of the GPCC road race series.	Little Harbour School - Start and Finish	Prescott Park Arts Festival/Co	3/ 4/2013
11/28/2013 11/28/2013	ROAD RACE Community Road Race Series Doug Bates is the contact.	Peirce Island	Seacoast Rotary Club Turkey Tr	12/17/2012
1/ 1/2014 1/ 1/2014	ROAD RACE Community Road Race Series Doug Bates is the contact.	Little Harbour School	Great Bay Services	12/17/2012

CITY OF PORTSMOUTH



PRESS RELEASE

**FOR
IMMEDIATE
RELEASE**

May 22, 2013

**Contact: Nicholas Cracknell
Planning Department**

**603-610-7328
FAX 427-1593**

The City of Portsmouth Form Based Zoning Public Meetings

PORTSMOUTH, NH – The City’s Planning Department is working on a project to develop "form-based" zoning regulations for the City’s historic downtown area. Compared to the City’s existing zoning ordinance, “form-based” zoning places more emphasis on building placement, scale and design, and is less prescriptive about individual land uses.

In June, the public will have an opportunity to participate in a multi-day “charrette” (design workshop) to produce a community vision plan for the downtown and a draft form-based zoning ordinance to support that vision. Everyone with an interest in future development of the downtown is strongly encouraged to participate. Portsmouth’s Charrette will include a variety of meetings and sessions for sharing information and ideas:

- Opening Session - Thursday, Jun. 6th - 6 p.m. to 8:30 p.m. - City Council Chambers (Live on Channel 22).
- Open Studio - Jun. 7 through Jun. 10th - Former Connie Bean Center on 143 Daniel Street (If the lights are on, the studio is open).
- Interim Pin-Up & Review - Saturday, Jun. 8th - 6 p.m. to 7:30 p.m. - Former Connie Bean Center on 143 Daniel Street.
- Closing Session - Monday, Jun. 10th - 6 p.m. to 8:30 p.m. - City Council Chambers (Live on Channel 22).

All of these sessions are open to the public; the members of the public are welcome to visit and participate as much as they wish and are able to. The Opening and Closing

Presentations will be broadcasted live on Channel 22 and archived recordings of those meetings will be available on the City's website. Regular updates will also be available on Twitter (@fbzportsmouth) as well as the Planning Department's website: www.planportsmouth.com/formbasedzoning.html.

For more information, please contact Nicholas Cracknell, Principal Planner for the City of Portsmouth Planning Department at (603) 610-7328 or by email: njcracknell@cityofportsmouth.com.



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: Cable Television Advisory Board Initial applicant APR 02 2012

Name: Ronald A. Poulin Telephone: (603) 319-8441

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

Street address: 20 B Albacore Way, Portsmouth N.H. 03801

Mailing address (if different): (same)

Email address (for clerk's office communication): ronpoulin36@comcast.net

How long have you been a resident of Portsmouth? 4 yrs. this July, 2012

Occupational background:

former engineer support at Arco Corp - Textron Corporation, Wilmington Mass. I functioned as a Senior electrical engineer with several government contracts for 27 yrs before retirement.

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

I served 8 yrs as a member of the Cable Television Advisory Board in Nashua, N.H. and 4 yrs. as its Chairman. I served as a member and past president of the Exchange Club. Professionally, I interacted with government contractors



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 serve the greater Portsmouth Community in this capacity. I have the desire, time and I feel the expertise qualifying me for community service

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

20 yr. member of Nashua, N.H. Exchange Club Service organization. Served as President in 1986. Volunteer at my church. Presently on the board of a Youth Ministry Program at Corpus Christi Parish. Have volunteered for the Friends of the South End - benefit Fairy House Tour.

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

1) Dr. James Wilton 266 Middle St. Portsmouth N.H. 03801
Name, address, telephone number (603) 502-8043

2) Carol Jacques-Pow - 2075 Lafayette. Portsmouth N.H. 03801
Name, address, telephone number (603) 436-4555

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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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: 4/2/12

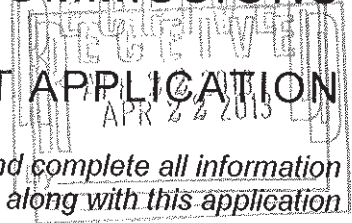
If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes No

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



CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION



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

Committee: Portsmouth Historic Board **Renewing applicant**

Name: Daniel T. Rawling Telephone: 603-430-4013

Could you be contacted at work? YES/NO - If so, telephone # 430-4013

Street address: 411 Middle St. - Portsmouth

Mailing address (if different): _____

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

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

Occupational background:

30+ yrs. in Architecture & Landscape Design - principal - Rawling Design Assoc,
Facility Planning - Concord Academy - Concord, MA
Development + Planning - Appleton Trust, Lowell MA + W. Lewis Barlow Architects, Lowell
NATIONAL PARK SERVICE - Preservation & Planning - Lowell, MA

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

Reasons for wishing to continue serving: My initial appointment was a short
term completion of another's term - I feel I am now oriented & better
able to be effective than previously - It utilizes skill sets that
I possess and desire to share with my Community - I believe in the
importance of the Historic Board's mission & the importance of citizen participation.



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

Selectman - Ward 2

(Previously) - Portsmouth Historical Society, Portsmouth Advocates,
Portsmouth Listens, Sustainable Portsmouth, Piscataqua Sustainability
Initiative, Sustainability Fairs

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

(Portsmouth references preferred)

1) Martha Fuller Clark - 152 Middle St. - Portsmouth 603-428-6939
Name, address, telephone number

2) Richard Adams - 75 Kent St. - Portsmouth 603-436-4445
Name, address, telephone number

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

Signature: _____

Date: 04.22.13

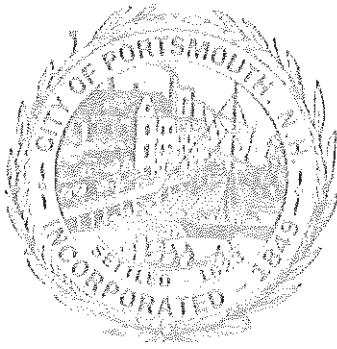
CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 06-01-2016

Annual Number of Meetings: 17 Number of Meetings Absent: 1

Date of Original Appointment: 3-5-12 (Filled unexpired term)

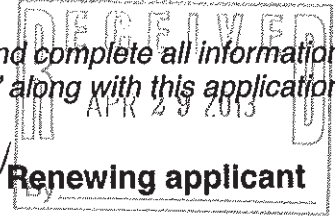
Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Historic District Commission **Renewing applicant**

Name: Jonathan Wyckoff Telephone: 436-4863

Could you be contacted at work? YES NO - If so, telephone# 431-8669- 235-9224

Street address: 135 Sparhawk St.

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 48 +

Occupational background:

- CONSTRUCTION MANAGEMENT + SUPERVISION
- LT. COMMERCIAL + RESIDENTIAL CONTRACTOR

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

Reasons for wishing to continue serving: BECAUSE OF THE INCREASE IN CONSTRUCTION ACTIVITY IN THE DISTRICT I FEEL MY EXPERIENCE IS HELPFUL



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

Ports Historical Society
N.H. Historical Society
Portsmouth Athenaeum
Historic New England
Wyckoff House Association

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

(Portsmouth references preferred)

1) Cynthia Smith 766 Deaneff 433-8851
Name, address, telephone number

2) William Gindelf 229 Clinton 427-2550
Name, address, telephone number

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Signature: 

Date: 4-29-13

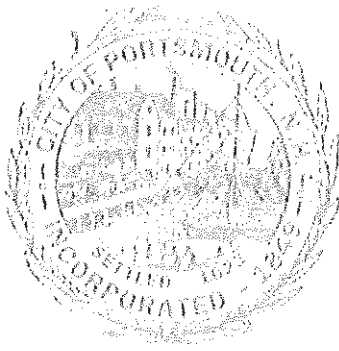
CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6-1-2016

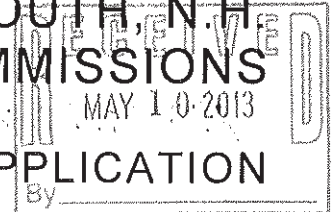
Annual Number of Meetings: 19 Number of Meetings Absent: 1

Date of Original Appointment: 7-11-05 (A14) 6/4/07 (Reg. mbr)

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



CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS
APPOINTMENT APPLICATION



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

Committee: HISTORIC DISTRICT COMMISSION **Renewing applicant**

Name: JOSEPH ALMEIDA Telephone: 603-502-8605

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

Street address: 103 HIGH STREET PORTSMOUTH NH

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 20 YRS

Occupational background:

ARCHITECTURAL CONSULTANT / PROJECT MGR.
(PLEASE SEE RESUME ENCLOSED)

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

Reasons for wishing to continue serving: PORTSMOUTH IS AT A
CRITICAL MOMENT IN ITS DEVELOPMENT, AND
I CONTINUE TO BE PASSIONATE ABOUT
PROTECTING OUR VERY SPECIAL CITY.



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

PISCATAQUA SAVINGS BANK - CARPENTER

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

1) MARTIN RYAN 221 WOODBURY AVE 603.502.8635
Name, address, telephone number

2) RICK WALLACE, PRES. PISCATAQUA SAVINGS BANK
Name, address, telephone number 603.436.5250

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

- ✓ 1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
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- ✓ 5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 4/20/2013

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6-1-16

Annual Number of Meetings: 19 Number of Meetings Absent: 2

Date of Original Appointment: 8-6-07 (A17)
12-19-11 (Reg)

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

Joseph J. Almeida
jalmeidanh@gmail.com 603-502-8605

Statement **Project Manager / Owners Representative** with 17 years of experience in the design, management and delivery of detailed construction projects of the highest quality, ranging in value from 1 million to 60 million dollars, for New England's most prestigious clients.
Typical project responsibilities include:

- Selection and coordination of Architects, Designers, Construction Managers, and Consultants.
- Define, develop and manage the project scope, schedule, and budget.
- Manage the design team and owner to develop a responsible, well-documented design within project budget.
- Oversee construction activity; review of all work prior to owner acceptance, and coordinate punch lists and close-out documentation.
- Expedite critical path decisions.
- Be the point of contact for all institutional staff, design and construction team, local governing agencies, vendors and inspectors.

Relevant Projects **Department of Defense, United States Navy, NAVFAC MIDLANT** , *February 2011-current*
Architect and Project Manager (This position requires D.O.D. security clearance)
Building 174, is a 160,000 s/f waterfront support facility, at the Portsmouth Naval Shipyard. B174, houses over 2,000 critical personnel responsible for the overhauling of Virginia class nuclear submarines. This LEED silver project has been identified as the most critical undertaking in recent years at PNSY. Valued at over 42 million dollars, this renovation project has been designed to accomplish great improvements to building energy efficiency, and to workflow production. Responsibilities as Lead Project Manager include coordination of government entities, Architect / Engineering team, 2000 building tenants, labor union representatives, and PNSY leadership.

New England Aquarium, Boston, MA *November 2001 - August 2010*
Responsible for several very complicated and challenging projects that required a great deal of communication and consensus from a very large and sometimes divided staff and administration. Negotiated with project team of designers, consultants, and contractors to problem-solve and coordinate construction activities within the aquarium minimizing impact to the animals and staff and ensuring a high-quality visitor experience. Maintained project budget, reviewed and approved requisitions from designers, consultants and contractors. Monitored compliance with applicable permits and agreements, and reviewed work prior to owner acceptance. Coordinated punch lists, warranty materials, instruction manuals, staff training, and start-up operations.
Select projects include:

- **IMAX Theater**, a new \$20M theater on Central Wharf in Boston.
- **New Balance Marine Mammal Center Pavilion**, a new \$11M exhibit on Boston's waterfront.
- **Long Island Pavilion**, an open-air pavilion used for summer camp programs.
- **Giant Ocean Tank Life Support Systems Upgrade.**
- **Offsite Holding Facility and Rehabilitation Center.**

Grace Residence, Weston, MA *November 2001 - August 2008*
Project management, architectural and interior design services for a \$41M - 30,000 s/f single family residence on nearly 14 acres. Highly detailed design work and construction administration with a very involved owner insisting on the highest level of quality throughout a world-class luxury estate.

Simmons College, Boston, MA *January 2006 - December 2006*
Project management support for the new \$60M School of Management Building. Acted as temporary project manager, while the client conducted a search for a full time staff member to fill the role of Manager. Project included 4 levels of underground parking, beneath a multi-story classroom building, on the campus quad.

Joseph J. Almeida

jalmeidanh@gmail.com 603-502-8605

Harvard University, Cambridge, MA *March 2005 - November 2006*

Coordination with all campus departments for design and construction activity on campus for multiple projects.

Select projects include:

- **Hilles Library**, \$4.5M interior renovation of quad building.
- **Canaday Hall, Thayer Hall, Holworthy Hall**, renovations to historic yard buildings for student social spaces.
- **Holyoke Center**, \$1.5M mechanical upgrade to tenant space.
- **Office of Controller Relocation**, \$1.5M tenant improvement.

Museum of Fine Arts, Boston, MA *April 2003 - April 2005*

As a full time consultant Project Manager, responsibilities included management of the design and construction of several complex institutional department relocations, necessary for the demolition of the East wing, and subsequent construction of the new American Arts Wing.

Project management responsibilities included; leading weekly meetings with department supervisors (including Deputy Director, Collections Manager, Facilities Director, and Head of Security) to manage issues related to the design and construction of projects; issuing RFP's and negotiating contracts; procuring materials and equipment; and coordinating Architects and Contractors, and staff, to bring projects to successful completion.

Select projects include:

- **Relocation of Museum Archives.**
- **New Cold Storage Room and Silver Vaults.**
- **Visual Archives and Department Relocation.**
- **New Textile Conservation Laboratory and Textile Fashion Arts Studio Renovations.**
- **Works on Paper Conservation and Matting and Framing Studio Renovations.**

St Mark's School, Southborough, MA *December 2001 - June 2003*

Project Manager/Owners Representative for the design and construction of several projects on campus, including:

- **Center for the Arts**, a new 500-seat performance hall, including supports spaces, practice and class rooms.
- **Admissions Corridor Renovations**, upgrades to the original historic main building on campus.
- **Squash Courts Renovation**, a complete removal and rebuild of the squash courts facility interior,

Winsor School, Boston, MA *June 2002 - April 2003*

Project Manager/Owners Representative for the design and construction of several projects on campus.

Responsibilities included; coordination with Staff, Business Manager, Director of Facilities, and owner vendors. Represent owners interest in all design, and construction meetings, and review all contractor activities onsite ensuring student safety.

- **New Dining Hall and Kitchen.**
- **New Facilities Garage and Offices.**
- **New Science Wing**, including renovations to existing labs in the science building.

Shore Country Day School, Beverly, MA *November 2001 - September 2002*

Project Manager/Owners Representative for the design and construction of several projects on campus, including:

- **New Dining Hall and Kitchen.**
- **New Athletic Facility.**
- **Winslow Building**, a complete renovation to a registered historic structure on campus.

Joseph J. Almeida

jalmeidanh@gmail.com 603-502-8605

Firm Experience **JSA Inc. Architecture Planning Interior Design, Portsmouth, NH** *April 1994 - April 1999*
Project Architect responsible for design and production of construction documents with focus on construction administration and client relations.

Tsoi / Kobus and Associates Architects, Cambridge, MA *August 1991 - April 1994*
Intern Architect responsible for document production on large-scale hospital projects.

Education **Wentworth Institute of Technology, Boston, MA**
Bachelor of Architecture 1991,
Associate Degree in Engineering 1988

**Boards/
Volunteer** **City of Portsmouth New Hampshire**
Historic District Commission – Chairman

Piscataqua Savings Bank, Portsmouth, NH
Member- Board of Corporators

Strawbery Banke Museum, Portsmouth NH
Provided pro-bono consulting services for R3P Master Plan, for a \$5M renovation to 12 historic structures on campus and upgrades to all major utility infrastructures.

South Meeting House Renovation, Portsmouth, NH
Community liaison representing the South End neighborhood of Portsmouth for the renovation of an 18th century meeting house.

Personal Husband to Jennifer Almeida, and Father to Jane (10), and Josie (8).



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: HDC



Name: Tracy Kozak Telephone: 603 731 5187

Could you be contacted at work? YES NO - If so, telephone # 436 2551 x 253

Street address: 28 Walden St

Mailing address (if different): _____

Email address (for clerk's office communication): TKOZAK@JSAINC.COM

How long have you been a resident of Portsmouth? 18 1/2 years

Occupational background:
Architect

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

Reasons for wishing to continue serving: Recently elected
vice chair + committed
to serving the city as
best I can with skills/interests
I ~~now~~ have experience with.



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

AIA
GBC (LEED)

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

1) Sandy Dika, Marcy St, Portsmouth
Name, address, telephone number

2) Joe Almeida, High St, Portsmouth
Name, address, telephone number
~~433~~-502-8605

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

Signature: Gary Kopak Date: 5-13-2013

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6-1-16

Annual Number of Meetings: 19 Number of Meetings Absent: 1

Date of Original Appointment: 6/9/07

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

Kelli L. Barnaby

From: Eric Spear [ericpearportsmouth@gmail.com]
Sent: Wednesday, May 29, 2013 11:35 AM
To: Dave S. Allen
Cc: John P. Bohenko; Kelli L. Barnaby
Subject: FW: Request for Funds for HDC tools
Attachments: 2013 - HDC Goals and Work Plan.xls

Please put this e-mail and attached spreadsheet under my name for the June 3 meeting. Thanks.

-----Original Message-----

From: joe almeida [mailto:jalmeidanh@gmail.com]
Sent: Wednesday, May 29, 2013 11:31 AM
To: Eric Spear
Subject: Request for Funds for HDC tools

Good Afternoon Mayor Spear,

I am presenting this letter to inform you that I would like the opportunity to present some items that have been identified by the Historic District Commissioners as high priority items that we would like assistance with.

Hire a consultant to develop and produce the following tools:

- 1.A Design Guideline Manual to support the findings and criteria listed in the Ordinance.
- 2.A Neighborhood Pattern Book.
- 3.An electronic 3D model to use in studying scale and mass of proposed projects.
- 4.A complete and independent assessment and ranking of all existing buildings within the historic district in order to help identify priority areas for preservation and enhancement.

These items have been identified as tools and resources that will make us more efficient and effective as a group charged with the review of a very diverse assortment of building applications. These items will no doubt come at a significant financial commitment by the city, so we wanted to get them before the city council as soon as possible for consideration.

I am also attaching our 2013 goals spreadsheet that we collectively assembled back in January of this year. It will clearly show that we have identified areas that we are striving to improve. Under separate email I will forward our new Property Evaluation Form that lists general review criteria and review elements. This spreadsheet was also developed collectively by the HDC back in February, and I present it as confirmation that we are currently using real and consistent review criteria on all applications.

Thank You,
Joseph Almeida
Chairman
Portsmouth Historic District Commission

2013 STRATEGIC PLAN - HISTORIC DISTRICT COMMISSION

A. PROJECT REVIEW PROCESS

	PRIORITY	LEAD HDC MEMBER	COMPLETION DATE
G.1.1. Actively use the Project Evaluation Form to review all projects.	M	JOE	JANUARY
G.1.2. Conduct a workshop with representatives from window manufacturers on window restoration / replacement.	H	JOE	MARCH
G.1.3. Produce clear and actionable recommendations from a work session using the Project Evaluation Form as a guide.	M	JOE	FEBRUARY
G.1.4. Update the exemptions in the Ordinance in order to reduce application volume, improve project designs, remove disincentives for restoration projects, and to provide more time for the HDC to review larger, more significant projects.	H	ESTHER	COMPLETED
G.1.5. Improve enforcement by using stipulations to govern modifications made at the HDC meetings and designate staff and an HDC to help monitor larger or more significant projects during construction.	H	JOHN & NICK	MARCH
G.1.6. Consider adopting a procedure for an administrative approval of small projects that would avoid the legal notice expense and filing deadlines.	WITHDRAWN		
G.1.7. Consider requiring a neighborhood context map for larger projects showing the relative size, height, volume, and setbacks of the surrounding lots and buildings.	L	NICK	DECEMBER
G.1.8. Develop a design guideline manual to support the findings and criteria listed in the Ordinance.	H	ALL	OCT
G.1.9. Consider developing a neighborhood pattern book for the HD.	H	ALL	OCT
G.1.10. Schedule regular work sessions for the HDC to develop programs, policies and procedures for refining goals & evaluating strategies.	H	JOE	ONGOING
G.1.11. Conduct more site visits (both individual and collective) to improve understanding of the site and neighborhood context.	M	ALL	ONGOING

B. REVIEW CRITERIA

G.2.1. Actively use the review criteria listed in the Zoning Ordinance to determine the appropriateness of an application.	M	ALL	ONGOING
G.2.2. Consider strengthening the general language of the existing criteria to enhance the HDC's jurisdiction, performance standards and defensibility of decisions within the HD. This is especially important for the issues of height, scale and massing.	H	WILL	DEC
G.2.3. Work with the city attorney to clarify the legal parameters of the HDC relating to the design issues.	M	JOE	APRIL

C. PRIORITY AREAS FOR PRESERVATION

G.3.1. Prepare a GIS map of the downtown HD that shows the Portsmouth Advocates 1982 classification of buildings.	H	NICK	FEBRUARY
G.3.2. Complete an independent assessment and ranking of the existing buildings in order to help identify priority areas for preservation and enhancement.	H	NICK, REAGAN & DAN	MARCH

D. SPECIAL PROJECTS

G.4.1. Memorial Bridge (Bridge, Park and Parking Lot)	M	REAGAN	ONGOING
G.4.2. Sarah Long Bridge	M	GEORGE	ONGOING
G.4.3. Downtown Parking Garage Project	H	GEORGE	ONGOING
G.4.4. Form-Based Codes project	H	WILL	ONGOING
G.4.5. Capital Improvement plan	L	WILL	ONGOING
G.4.6. Preservation restrictions on the Connie Bean building(s)	L	JOE	ONGOING
G.4.7. Refurbishment of the Mechanic Street pump station project	L	ESTER	ONGOING
G.4.8. Redevelopment of the Federal McIntyre building	H	ALL	ONGOING
G.4.9. Master Plan Update	H	ALL	ONGOING

E. PROJECT DESIGN

G.5.1. Track projects in order to minimize the frequency of design changes late in the approval process due to value-engineering or the lack of oversight.	H	JOHN	ONGOING
G.5.2. Undertake post-construction reviews of a sample of prior approvals in order to assess the appropriateness of the project and whether the completed project is in compliance with the approved plans.	H	JOHN	ONGOING

F. ADVOCACY FOR HISTORIC PRESERVATION

G.6.1. Play a more active role in recruiting new members and assisting with the appointment process at the City Council	H	JOE	ONGOING
G.6.2. Play a more active role in advocating for new policies, programs and zoning procedures with the City Council	M	ESTHER	ONGOING
G.6.3. Play a more active role in securing funding for HD-related activities.	M	ESTHER	ONGOING
G.6.4. Play a more active role with the Planning Department to participate on projects like the Form-Based Code project for downtown or the design charrette for the Rock Street Garage.	H	ALL	ONGOING
G.6.5. Play a more active role with the Public Works Department to coordinate with the NHSHPO in preparing a National Register Historic District Nomination for the downtown district.	H	REAGAN	ONGOING
G.6.6. Having the chair of the HDC play a more active role as spokesperson for the HDC and advocate the importance of the HDC in protecting and enhancing the city's historic resources.	M	JOE	ONGOING
G.6.7. The chair of the HDC should strive to promote consensus on the HDC for the refinement of these goals and strategies and shall be responsible for coordinating member activities and implementation of the Action Plan.	M	JOE	ONGOING

ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS

That the Ordinances of the City of Portsmouth, Chapter 10 – Zoning Ordinance, Article 5, Section 10.531 – Table of Dimensional Standards – Business and Industrial Districts, are hereby amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

	CBA	CBB
Maximum Structure Dimensions		
Structure height	50' 35' ⁵	60' 35'
Roof appurtenance height	10'	10'

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

BLUE RIBBON COMMITTEE ON OPERATIONAL EFFICIENCIES

REPORT TO THE CITY COUNCIL

PART 2
POLICE & FIRE DEPARTMENTS



Blue Ribbon Committee on Operational Efficiencies

Brad Lown, City Council Representative and Chair
Tony Coviello, City Council Representative
Jack Thorsen, City Council Representative
Dana Levenson, Resident
Steve Marchand, Resident
Paul Wentworth, Fire Commissioner
John Golumb, Police Commissioner
Chief Stephen DuBois, Police Chief — Ex-officio
Chief Christopher LeClaire, Fire Chief — Ex-officio
John P. Bohenko, City Manager — Ex-officio

May 10, 2013

TABLE OF CONTENTS

Background and Committee Charge	3
Regionalization and Public Safety	3
Committee Recommendations	4

APPENDICES

- Appendix A – Human Resource Department
- Appendix B – Police Department Efficiencies Recommendations
- Appendix C – Presentation on Dispatch Services by Police Department
- Appendix D – Presentation on Ambulance Services by Fire Department

BACKGROUND AND COMMITTEE CHARGE

The Mayor's Blue Ribbon Committee on Operational Efficiencies was reactivated by Mayor Spear in December 2012. This Committee focused on efficiencies between the Police & Fire Departments and was reactivated following the work completed by an Operational Efficiencies Committee that studied the School Department and reported its findings to the City Council in December 2010. The Operational Efficiencies Committee was charged with "determining opportunities for operational efficiencies in all departments of City government and reporting back to the City Council with findings and/or recommendations for operational efficiencies".

The membership of the Committee included three City Councilors appointed by the Mayor, a Commissioner representing the Fire Commission, a Commissioner representing the Police Commission and two residents appointed by the Mayor. In addition, the City Manager, Fire Chief and Police Chief served as ex-officios.

The Committee had its first meeting in January 2013 and met monthly to discuss opportunities for identifying operational efficiencies and increasing collaboration between the two Departments and other municipal departments. The Committee's information gathering included research and presentations by the Police and Fire Departments and the Human Resources Department. All meeting minutes and agendas are available on the City's website at www.cityofportsmouth.com.

REGIONALIZATION AND PUBLIC SAFETY

A major theme of the Committee discussions recognized that public safety services often involve a high degree of regional cooperation and coordination. The City of Portsmouth Fire and Police Departments have traditionally served as "lead" agencies as a result of the City being a population and commercial center for the region. In addition to reviewing opportunities for the Departments to achieve greater efficiencies in their operations, the Committee also discussed opportunities to increase regional cooperation, which would benefit the region in terms of improved services and coverage. These efforts would benefit the City of Portsmouth in terms of cost sharing when it comes to funding the public safety functions.

The Police and Fire Departments have held formal and informal lead roles in the region when it comes to cooperating with other cities and towns and additional opportunities for improving on this record are included the recommendations section. Some examples of existing efforts appear below.

The Fire Department has taken a lead role in the region in planning for emergencies and natural disasters, is part of the Seacoast Chief Fire Officers Mutual Aid District, and has acted on opportunities to partner with neighboring towns to provide ambulance coverage and fire suppression. The Fire Department has also taken the lead on the Seacoast Evacuation and Planning Project.

The Police Department was an original member of the Seacoast Emergency Response Team (SER/T), a regional tactical team made up of Police personnel from 11 NH communities and served as the fiscal agent and coordinator of the federal grant-funded Internet Crimes Against Children Task Force.

COMMITTEE RECOMMENDATIONS

The Committee reviewed opportunities to create efficiencies between the departments and in partnership with other police and fire services in nearby towns.

Dispatch Operations in Portsmouth

The City's joint dispatch center has been a very successful model of cooperation between the Police and Fire Departments. The City has a unified dispatch center that serves the Fire, Police and Public Works departments. The Center is held in the Police Department and a back-up dispatch center is located at the Department of Public Works. Prior to the mid 1990s, the Fire and Police Departments operated separated dispatch facilities. In follow-up to a previous organizational review, the two Departments created a joint dispatch center, which resulted in a state of the art dispatch center that has been very successful and continues to this day. After review, the Departments recommitted to this model in 2001. The Committee reviewed this successful model and below recommends a way to insure its cost effectiveness over time.

Existing Cooperation: The City is one of a few of the municipalities in the region that performs its own dispatching operations. Smaller town and some cities use Rockingham County's dispatch operations. In those communities emergency calls are directed to the Rockingham County dispatch, who then follows the call and manages the call traffic during the actual event. In Portsmouth, the emergency call is directed to the 911 Communications Center in Concord and there is no involvement by the County Dispatch. The dispatch operation in Portsmouth follows and manages the call during the actual event.

Portsmouth dispatch handles approximately 43,000 calls a year. 85% of these calls are for Police, 14% of the calls are for Fire and 1% of the calls are for Public Works¹. Rockingham County received around 110,000 calls in 2012. In total, 12 of the 37 municipalities in Rockingham County perform their own dispatch services. None of the City's immediately surrounding towns perform their own dispatch operations. The number of dispatch calls to the County has increased by about 10,000 per year. The added call volume at the County is a concern and can potentially impact the service quality.

There are multiple benefits to maintaining a local dispatch center. The local dispatch enables the City to select and train its own personnel for this service. In addition to handling the emergency calls locally, the local dispatch team observes cell blocks, monitors City Hall panic buttons, CCTV cameras, fire alarms, card access and handles Public Works dispatch during storms and after hours. The team enters data for tickets, warnings, complaints and trespass notices. They perform audits of warrants and domestic violence orders. Additionally, they maintain the business contacts for the Police department and monitor parking garage security. Portsmouth dispatch also handles the reverse 911 system and monitors the front window of the station when officers are occupied. Another added benefit to a local dispatch operation is familiarity with the City, local landmarks and individuals who repeatedly come into contact with City services.

Currently, Rockingham County offers the dispatch service for no additional cost for cities and towns. As a result, there is no incentive for other cities and towns to either perform their own dispatch service or to partner with other nearby agencies. Currently, as a result of this policy, the City of Portsmouth subsidizes (through its annual contribution to the County budget) the dispatch services of other cities and towns in

¹ Dispatch monitors the calls that come through the general number for Public Works outside of DPW's normal operating hours. Dispatch works with the on-call foreman to address items requiring immediate attention.

the County. If the other communities were required to “pay their share” for the dispatch service, the City would be able to approach partners to regionalize this service with more likelihood of success. Potential partners include New Castle, Newington, Rye, North Hampton and Greenland. There is very little incentive for these towns to move forward with this partnership at this time.

Potential Efficiency 1: The Fire and Police Departments should actively pursue regionalizing the City’s dispatch operation with surrounding towns. As part of this effort, the City Council should consider writing to the Commissioners and legislative delegation from Rockingham County and advise that it consider a different model of service delivery for its dispatch operations. For example, if the County charges for this service, cities and towns will assess their utilization and this will potentially lessen the burden on the County dispatch and promote regionalization among the other municipalities. If this change moves forward, the City will no longer subsidize the dispatch operations of other cities and towns (through payment of the County tax) and the City would benefit from regionalizing the dispatch service with nearby towns thereby adding revenue while maintaining the same high quality service.

Potential Efficiency 2: The City Council should consider investigating the legal obligations of the County as it relates to the provision of dispatch services to local town and cities. If appropriate based on the law, the City should consider actively seeking a tax abatement of its county tax obligation for the value of dispatch services that it does not consume.

The Committee voted 4-2 against recommending that the City further investigate the possibility that the County handle some or all of the City’s dispatch function. The budget for the dispatch operation in the FY 2014 budget is \$909,400.

Ambulance Service

The Committee also discussed the City’s Ambulance Service. Provision of Ambulance Services by the City’s Fire Department as opposed to an external contractor has many positive effects. These include having a cross-trained staff that can also perform fire suppression duties, ensuring staff have an intimate knowledge of the community, enhanced command and control and revenue generation. In the last four fiscal years, Ambulance Revenues have increased from \$501,417 in FY 2009 to \$747,334 in FY 2012, which is reflective of an increased effort in billing. In FY 2012, over half of the calls for service in the Fire Department were related to Emergency Medical Services (EMS).

Existing Cooperation: The Portsmouth Fire Department has partnered with nearby towns in order to find other revenue sources for the Ambulance service to offset costs. The Department offers Paramedic intercept and ambulance transport service to the Town of Greenland. In addition, Portsmouth provides the primary transport for the Town of New Castle. In each case, the City is receives revenue as a result of these agreements.

Potential Efficiency 1 (Ambulance): The City Council should be supportive of the Fire Department’s efforts to provide Ambulance service to other communities thereby potentially increasing revenues. Expanding the current number of residents served by the Ambulance service is a better use of resources and will result in greater efficiencies for the City. Adding towns to the list of those served by the Fire Department is similar to adding customers to the water and sewer systems through achieving economies of scale. Additional users means the costs for providing the service are spread over a greater number of customers.

Potential Efficiency 2 (Fire Suppression): The Portsmouth Fire Department also has automatic aid agreements with the Towns of Rye, Greenland and Newington. The Fire Department has previously explored providing fire suppression and administrative services to neighboring towns. These agreements also have the potential for opening up new revenue streams and achieving economies of scale in the fire service.

Human Resource Function

The City's HR Department performs benefits administration, classification and compensation, contract administration as well as negotiations and grievance procedures (in coordination with the City Negotiator). In 2000, the Charter was amended to have the Human Resources department provide human resources services for the Police and Fire department. The Fire and Police Departments retain the human resources functions which are unique and specific to those departments.

Existing Cooperation: The HR Department performs pre-employment or promotional activities that lead to filling all classified positions; Benefits Administration; Labor Relations; Risk Management; Legal Compliance and Classification and Compensation duties for all City departments. These duties are outlined in more detailed in Appendix A- Human Resource Department.

Potential Efficiencies: The implementation of the Affordable Care Act requires additional coordination and reporting that will need to be carried out by the HR Department and the Police and Fire Departments. The HR Department has budgeted for an additional employee to assist in working with the Charter departments to ensure the City's risk of non-compliance are managed proactively.

ADDITIONAL TOPICS

Other General Government Operations

Several administrative responsibilities and functions of the Police and Fire Departments are already integrated into the operations of the General Government. Examples of these include: participation in the City's Capital Improvement and Rolling Stock programs; purchasing and capital projects administration; and use of the bulk purchasing arrangements for electricity, natural gas, and fuel. The maintenance of the Police Station is carried out by the Department of Public Works.

Other Opportunities for Regionalization

The Police Department currently offers Animal Control services, which is a service that has the potential to benefit from coordination across several communities. Although buy-in from surrounding communities for this service has been slow, the Police Department is interested in pursuing this goal.

In addition, the Police Department has explored the potential to expand the CrimeView software and implement additional modules that could benefit not only Portsmouth, but many agencies on the seacoast and I-95 corridor. If so, the PD would seek grant funding to cost share/fund a Seacoast Crime Analysis entity and new modules, if there is interest and buy-in from other agencies.

Appendix A - Human Resource Department

Human Resource Department

Excerpt from the Administrative Code

The Human Resource Department shall be responsible for the development and administration of all programs and policies of the municipal government relating to the employment of the individuals who perform the work of the City. This responsibility shall extend to the Charter Departments with respect to those human resource functions common to all departments. The Charter Departments shall retain those human resource functions which by law or practice are unique and specific to the particular Charter Department.

Roles and Responsibilities

Recruitment and Selection - Responsible for the pre-employment or promotional activities that lead to filling all classified positions (except for those functions “unique and specific” to the Charter Departments).

- Advertise positions.
- Conduct interviews.
- Conduct background checks.
- Conduct New Hire Orientation.
- Contact Temp Agencies for long term absences.

Benefits Administration - Responsible for the administration, development, implementation, enrollment, and communication of all benefits offered through the City of Portsmouth.

- Administer insurance programs including: health, dental, life, long-term disability insurance programs.
- Administer leave programs including: sick, annual, personal, and leaves of absences.
- Administer the retirement and 457(b) plans.
- Administer the educational reimbursement program.
- Administer flexible spending accounts.
- Administer longevity.
- Administer wellness programs
- Administer Consignment Programs: movie tickets, ski tickets, Water Country tickets, Six Flags, Canobie Lake Park, Funtown etc.

Labor Relations - Provides advice, counsel and policy direction to managers on labor and employment issues such as meeting and conferring with labor unions, grievance resolution, disciplinary action, employee settlements, and performance management issues.

- Administer and negotiate 15 collective bargaining agreements.

- Administer and negotiate 7 employee contracts.
- Represent the City on all grievances and arbitrations.
- Coordinate new hire receptions and employee day at Water Country.

Risk Management - Administration of all property and liability, workers compensation and unemployment claims for the City.

- Administer property & liability insurance for the City.
- Administer workers compensation for the City.
- Conduct annual safety inspections.
- Chair the Joint Loss Management Committee.
- Conduct/Coordinate Ergonomic Evaluations

Telephone Administration – Responsible for the management of the telephone system including: billing, training employees on use of system, resolving problems/complaints, maintenance, monitoring calls for business purposes, and switchboard operations.

Training & Development – Determine training needs within the organization; designs, conducts, coordinates, implements training and education programs for employee development.

Legal Compliance – Ensure compliance with all applicable state and federal laws; prepares policies and procedures and/or updates to reflect any changes in the law, as needed.

- Administer FMLA
- New Hire Reporting
- Complete I-9's
- Ensure postings are up to date and in all locations
- EEO Reporting
- Policy Development
- Submit Safety Summary Information Bi-Annually
- Child Labor
- Affordable Care Act

Classification and Compensation - Responsible for developing, and monitoring salary administration in an effort to maintain an equitable and competitive pay system. Recommends changes in classification and/or pay and departmental reorganization through job studies, analysis of job content questionnaire, and comparative wage and salary surveys.

- Administer step system.
- Develop salary schedules.
- Conduct position evaluations.
- Participate in salary surveys.
- Develop job descriptions.
- Establish classification for new positions.
- Authorize Payouts upon termination.

Appendix B – Police Department Efficiencies Recommendations

Efficiencies – Police Department input prior to/concurrent with Blue Ribbon Committee meetings

Recommendations

Finance and Purchasing

Existing Cooperation:

The PPD utilizes the city's financial software (Pentamation) and payroll system (Portpay) for budget preparation, accounts payable, accounts receivable, payroll, attendance, outside work invoicing, as well as department reporting. Utilizing these systems has replaced a very time consuming, paper/duplicate entry system between the PPD and Finance on many fronts.

The city's remote entry payroll system, "Portpay", uploads all payroll, attendance and OW data entered by the PPD (and by other departments throughout the city, Recreation, Library, Fire, etc.) into Pentamation for the Finance Department to produce pay checks and outside work invoices, and for Human Resources to track attendance. This is all done from one entry screen. The implementation of this system has not only eliminated the duplicate entry between departments, but also eliminated a duplicate entry database the PPD used for overtime tracking and outside work billing/receivables.

These systems have effectively centralized financial data for the Finance Department to easily access, monitor, and provide the necessary reporting needed by the City Manager and the Council.

The PPD follows the city policies on purchasing and works with the city's purchasing agent on orders over \$500 and Requests for Proposal preparation.

Potential Efficiencies

Currently, OW billing detail summaries are produced out of Portpay with a cover invoice generated and tracked through Pentamation. This system works well.

Adding the False Alarm billing in the same format (i.e. the vendor detail summaries produced out of the PPD records management system, IMC, and the cover invoice generated and tracked in Pentamation, would provide a consistent format for the PPD's billing/receivables.

The PPD is in the process of preparing specifications for an RFP for a scheduling/attendance software program that with ONE ENTRY point, will automate attendance, OT, and possibly, eventually OW data that can be downloaded from the new system and uploaded into Portpay. This will reduce the current "manual data entry" from

multiple paper sources into Portpay (daily rosters, OT slips, OW slips). This will be a large project with a phased-in implementation to net projected man-hour efficiencies.

Bulk Purchasing in collaboration with other area police departments for items such as ammunition, and other law enforcement-related items will be researched and implemented with agencies, who choose to participate, via agreement. This format will be extended to other city departments with relation to office supplies and other commonly purchased items.

The Police Department is implementing Treeno (document imaging/archive software). The PPD is the Pilot site for the city. It is anticipated there will be benefits to having an electronic library of all the PPD finance/payroll-related documents vs. retaining paper files.

Human Resources

Existing Cooperation:

Existing Cooperation: In 2000, the city charter was amended to include:

Amendment F – Human Resource Department

Subject to the applicable provisions of state law and the relevant provisions of this Charter, the Administrative Code shall provide for a municipal department which shall be responsible for the performance of those human resource functions of the City which are common to all departments, including Charter Departments. Authority for performance of those functions unique to individual departments shall be determined in accordance with state law and the remaining provisions of this Charter.

(ADOPTED BY REFERENDUM VOTE NOVEMBER 7, 2000)

This amendment essentially created efficiencies city-wide by consolidating the functions common to all departments, such as recruitment activities, benefits administration, labor relations, risk management, telephone administration, training & development, legal compliance, and classification and compensation.

The city's receptionist (who is staffed under HR) has assumed answering the incoming calls to the PPD's non-emergency/general line during business hours only.

The Police Department requires that all final candidates for any PPD position submit to a full background investigation, polygraph, occupational health clearance, credit check, and psychological exam (required for all sworn, but also for some civilian's depending on the position) before a final offer of employment is made by the Chief. Although the PPD handles the complete screening and hiring process for all dispatchers and sworn staff, HR

works closely with the PPD in the early interview phase of the recruiting process for certain non-dispatch civilian positions.

HR arranges the training for PPD employees that would be applicable to all city employees (i.e. computer classes, wellness, management, Workers Comp training, manager training). The PPD handles the specialized police/law enforcement training (i.e. new officer field training, driver training, specialized response and skill set training, etc.). The PPD is also a training hub in the New England area for other law enforcement agencies. The PPD receives "free seats" in exchange for arranging and hosting such training. This translates into saved training dollars for the PPD.

The PPD maintains a gym on the basement level that city hall employees utilize (assists with the Wellness programs that HR runs).

Potential Efficiencies

Affordable Care Act: The PPD and HR will work with the city IT contractor to ensure the necessary fields are provided in Portpay where the PPD can data entry during payroll processing to track actual hours worked for all part-time employees where situations of 2-hr, 3-hr, 4-hr minimums for categories like court, order-ins, outside work, etc. exist. Currently, Portpay does not have a field to track actual hours worked in these situations. It is necessary for HR to be able to easily pull this information to comply with the implementation of a new phase of the Affordable Care Act. The deadline on this is 6/30/13 as HR must start tracking six months prior to 1/1/14 to ensure the city offers insurance to employees working 30+hrs/week or the city will face a penalty.

Legal

Existing Cooperation:

The PPD and Legal Departments work very closely together in multiple areas to include purchasing, by reviewing contracts submitted in response to RFP's, reviewing non-criminal issues such as personnel issues, collective bargaining, negotiations, and staff liability. They also review criminal prosecution of the PPD's non-felony cases in District Court as needed.

The prosecution section of the Legal Department is embedded in the PPD for the efficiency of defendant file access and working directly with the officers on case preparation. The PPD provides a legal support staff member for the two prosecutors. The court and records departments share the same office area and support staff is cross-trained to ensure seamless service in each area. In addition, the prosecutors are cross-trained to handle each others cases as the need arises.

Potential Efficiencies

The PPD has initiated discussions with "Prosecutor by Karpel" and the Rockingham County Attorney's Office to acquire remote licenses that link into the RCAO system. This will allow more efficient case preparation at the District Court prosecution level and even more so at the Superior Court level. Cases currently being forwarded to the RCAO in multiple formats would now utilize this system (via data entry/uploaded information from IMC on the PPD side) and will be accessible immediately on the RCAO side for increased efficiencies on both ends of the process.

Technology

Existing Cooperation:

The PPD communications/IT staff work with the City IT contractor on several fronts.

The PPD migrated from its own email system to the city's email system a few years ago, eliminating a duplicate function.

The city IT department bulk purchases software licenses for systems common to all departments (MS Office, email) to receive the best price. In addition, hardware purchases and network troubleshooting between the PPD and the systems common to both the city and PPD are resolved collaboratively (email, Pentamation, etc).

Although the police department has computer and communications systems unique to law enforcement (defendant records management, CAD, recorders, radio systems, in-cruiser systems, security systems, crime analysis, etc.) that are demanding to maintain and require specializations, the PPD consults with the city IT contractor on system questions general to all computer systems (server replacement, etc.).

Potential Efficiencies

The city and PPD are working together on a surveillance camera system in targeted areas of the Municipal Complex to ensure the safety of those utilizing the building after hours as well as the protection of valuable contents and equipment. This project will not increase the workload on the PPD which monitors all doors, jail cells etc. in real time at the PPD, but will provide immediate video/leads for detectives to view ONLY in the event of an incident to save precious time and assist the investigative process.

Fire Department

Existing Cooperation:

The public safety response is coordinated.

The PPD dispatch center dispatches for fire (and after hours for DPW). This is an important efficiency not only regarding manpower, but also with respect to the fact that dispatch is the nerve center for both departments when an event happens. Safety is key on all deployments and to have both operations run side by side provides immediate knowledge of what all personnel on both sides are doing and how they are being deployed, and reduces or eliminates the potential for errors and liability to the city.

The PPD and FD coordinate/combine efforts when the Emergency Management Center is activated at the fire station on Route #1.

All event planning is coordinated between the two departments to insure an informed public safety response.

The PPD works with the FD on enforcement of fire codes. For example, during bar checks, if the PPD observes that a business has allowed the number of patrons to exceed the allowable occupancy, the FD is contacted for enforcement.

Cross training for all sworn staff in both agencies is conducted; the PPD receives training on how to handle a response to a fire call if an officer is first on scene and the FD receives training on how to preserve a crime scene when on site. In addition, the FD conducts first-aid training/certification of all police officers.

Potential Efficiencies

The PPD is planning to implement a scheduling software program that can download certain data to be uploaded into the city's PortPay system. Although it won't eliminate all manual entry, it is anticipated to reduce at least 40-50% of it. Once vetted, it could potentially be of assistance to the Fire Department.

Research the potential of a Public Safety Complex somewhere in the city.

School Department

Existing Cooperation:

The PPD and School Department partner on many initiatives through the School Resource Officer (SRO) program and also on many other fronts regarding security and law enforcement issues faced by the schools.

The School Department and PPD recently worked on a threat assessment of the school buildings, and will continue to work with them to implement recommendations.

The School Department provides access to the PPD for "Active Shooter" training to ensure the response, if an event occurs, will be swift and focused.

Potential Efficiencies

The PPD and School Department are working together to reestablish a police presence at the Middle School level in the FY14 budget cycle through an SRO officer.

Public Works

Existing Cooperation:

The PPD works with DPW re: road details (i.e. officers or flaggers as needed).

The PPD provides 24/7 "boots on the ground" to alert DPW of problems/hazards encountered on the street.

Both departments coordinate snow removal street safety and towing of cars in violation of snow ban directives.

Events require significant coordination between the two departments for street closures, traffic flow, and safety issues.

The PPD dispatchers answer after hours DPW calls for service. The PPD absorbs the cost of this service within their budget.

Potential Efficiencies

The Animal Control Officer position was reduced from FT to PT several years ago. That substantially decreased the response to the public's animal related calls for service. Providing road kill clean up coverage when the ACO is not on duty is a potential area where the DPW and PPD could work together.

Rolling Stock

Existing Cooperation:

The city goes out to bid for citywide gasoline (access: Gasboy at DPW). The "fill-ups" are done with key access to log what user/department is to be billed. The PPD operates 24/7 and as such, experiences significant savings since the cost per gallon is far less in bulk vs. at a local gas station.

The Pal Van, although used for many police functions, is also used by other departments to transport groups (i.e. both the planning and legal departments use the van to take groups to view various sites around the city in connection with cases or project reviews).

The idea was brought up several years ago to have DPW do the maintenance on the cruisers; it was implemented, but failed due to the volume of work and immediacy for limited down time required of police vehicles.

Potential Efficiencies

The PPD could further save money if a short car lift was installed in the auto garage at the rear of the PPD. However, the PPD is not sure what installing the lift would do to the insurance premiums re: the liability. The PPD will explore the cost effectiveness (increased insurance premiums vs. savings of in-house oil changes).

Contracted Services

Existing Cooperation:

The PPD used to pay to have a contractor perform new hire polygraphs and investigative polygraphs. A few years ago, the PD sent a detective to be trained and certified in this function to save money.

Other contractors are utilized for psychological and occupational health exams. When it can, the PPD uses the city's IT contractor as well.

Potential Efficiencies

None identified.

Regionalization

Existing Cooperation:

The Seacoast Emergency Response Team (SERT) provides a specialized team of officers from surrounding towns to respond to significant events and high risk warrant service, in excess of the training, equipment, and skill sets that one police department could afford to provide and maintain.

Potential Efficiencies

The potential exists to coordinate Animal Control services across several communities. Although buy-in from surrounding communities is slow, the PPD will continue to work on this goal.

The future potential exists to expand on the CrimeView software and implement additional modules that could benefit not only Portsmouth, but many agencies on the seacoast and I-95 corridor. If so, the PPD would seek grant funding to cost share/fund a Seacoast Crime Analysis entity and new modules. *IF* there is buy-in from other agencies.

Dispatch – Revenue generator dispatching for other surrounding agencies.

If the County decides to establish a fee for service for the PD's/FD's they currently dispatch for, the potential exists for Portsmouth's dispatch to absorb these duties of surrounding communities for a fee. This option is contingent upon that decision.

Should this be a direction recommended, a survey of interest is the first step, followed by *related items, only some of which are identified below.*

Dispatch – Feasibility study re: the County dispatching for Portsmouth police/fire to assess the costs for:

- The establishment of a committee to evaluate current costs vs. potential savings after reviewing the following. (NOTE: this is a sample of the required tasks; it is NOT a complete list.)
- Current capabilities at the County (currently they have indicated they don't have the capability to absorb Portsmouth's volume).
- An assessment of the current equipment infrastructure and what would be needed (and who would pay for it). Followed by who would maintains/replace infrastructure currently in place in Portsmouth*
- Staffing levels, hiring/performance criteria, operating procedures, level of services, etc.
- Funding (to include the cost to the County of additional administrative costs associated with extra staff, call volume, etc.)
- Operational oversight and accountability and Portsmouth input and control over services provided to Portsmouth PD/FD.
- Back-up center capabilities (currently, the County back-up is not capable of handling the large influx from Portsmouth).
- Evaluation of all collateral duties, services, and non-911 calls the dispatch center handles and the cost associated.
- Merging of staff component.
- Classification of calls/data provided and access to that data by the PPD/FD.

-. .and much, much more would have to be evaluated prior to any decision or move in this direction.

Dispatch – Alternate (NOTE: This option is listed here as an idea only because it is something that was encountered during the PPD research. It has been implemented over time in other areas of the country where there is a larger city and the county dispatch has been absorbed into the larger city's dispatch center.) – County Dispatch moves to Portsmouth – all agencies utilizing pay a fee. All elements above would apply. Portsmouth retains/sets the “service level” bar.

Appendix C – Presentation on Dispatch Services by Police Department

Slide 1



Slide 2



Prior to the consolidation of the police and fire dispatching, dispatching was done by an officer. This picture is from the old Portsmouth Police Department located on Penhallow Street.

Slide 3

Administrative Code Article X

- City Communication System
- Adopted 1990
- *Establishes a consolidated City communications system; the purpose of which is to provide the most efficient and highest quality communications possible to serve emergency, fire, and police needs of the City of Portsmouth*

Under the city administrative code, a citywide communication system was established to consolidate the services to be more efficient.

Slide 4

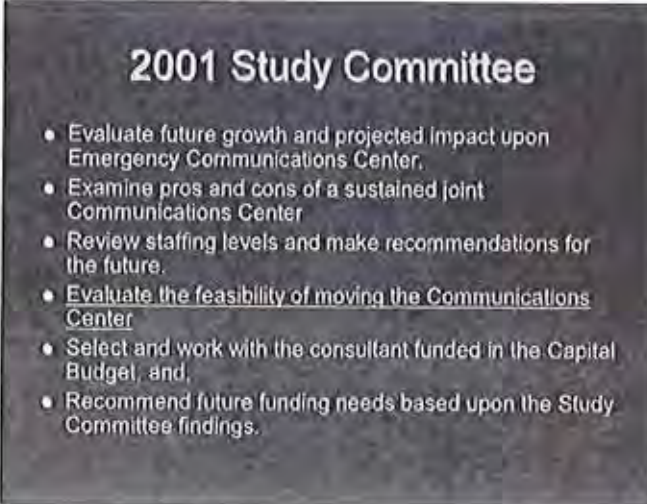
Administrative Code Article X

- "The emergency communications project will be submitted to the City Council through the Portsmouth Police Commission and will be part of the Portsmouth Police Department's budget."



Also under this administrative code, the police department was put in charge of running the dispatch center, to include having it part of our budget.

Slide 5

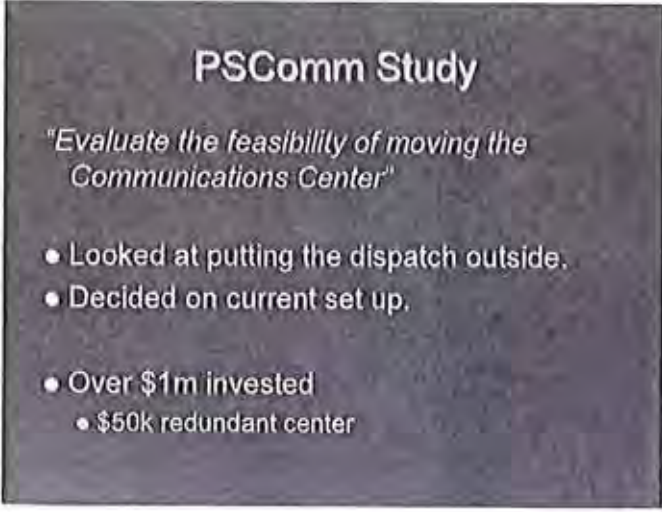


2001 Study Committee

- Evaluate future growth and projected impact upon Emergency Communications Center.
- Examine pros and cons of a sustained joint Communications Center
- Review staffing levels and make recommendations for the future.
- Evaluate the feasibility of moving the Communications Center
- Select and work with the consultant funded in the Capital Budget, and,
- Recommend future funding needs based upon the Study Committee findings.

In 2001 a study committee was established to evaluate the future of communications. It was made up of councilors, commissioners and senior staff from police and fire departments.

Slide 6



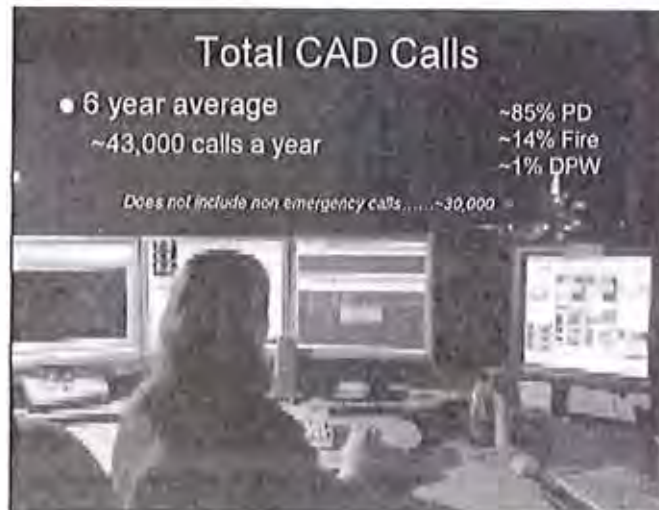
PSComm Study

"Evaluate the feasibility of moving the Communications Center"

- Looked at putting the dispatch outside.
- Decided on current set up.
- Over \$1m invested
 - \$50k redundant center

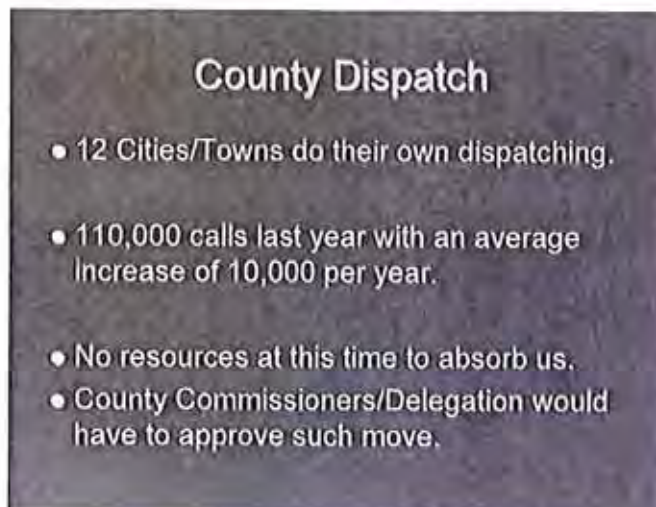
A follow up study done by an outside contractor reviewed the potential efficiencies of dispatch to include going outside for services. Ultimately they decided to invest in keeping dispatch locally as well as the investment into a redundant dispatch center.

Slide 7



Total CAD calls represents all calls handled by the dispatch center that are entered into our database. This does not include the phone calls not added to the database such as general information, i.e. directions to a particular location or what time an event may be occurring such as the fireworks.

Slide 8



Large cost associated with changes within the infrastructure.

Slide 9

County Dispatch

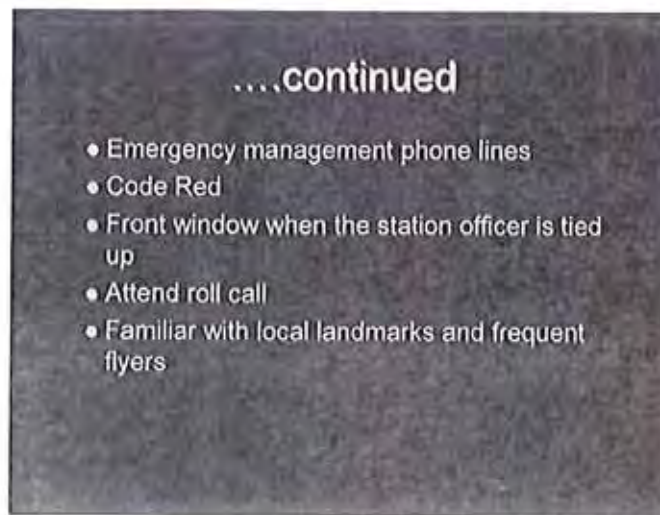
- *Things not covered by Rockingham County handled by our dispatch:*
 - Monitor cell blocks
 - Monitor city hall panic buttons
 - CCTV monitoring of police department and building exterior
 - Monitor fire alarm circuits (pull boxes)
 - Card access monitoring
 - DPW during storms and after hours

Slide 10

...,continued

- Walk in traffic from in house personnel including fire and public works
- Data entry for tickets, warnings, complaints, and trespass notices
- Monthly audits of warrants, Domestic Violence Orders and trespass notices
- Business contact maintenance
- Parking garage security monitoring

Slide 11



Slide 12



Current staff is available 24/7 and are capable of fixing any emergency issue with the dispatch center phone, radio, or computer system.

Appendix D – Presentation on Ambulance Services by Fire Department

CITY OF PORTSMOUTH
FIRE DEPARTMENT



2012
Efficiencies Committee

Organization



Fire Districts Map



Resources and Staffing



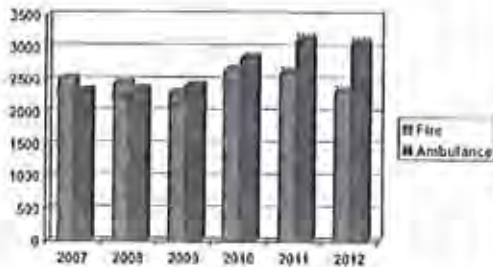
Fire and EMS 2012



Emergency Medical Services 2012



Incident Volume Last 5 Years



Fire Prevention Bureau 2011

- o 171 Place of Assembly Inspections
- o 302 Other Inspections
- o 55 Public Education Events
- o 77 Plan Reviews
- o 2778 Public Contacts
- o 10 Investigations
- o 1486 Prevention Related Activities

Emergency Management

- o Seabrook Station – 10 mile EPA
- o Emergency Operations Plan – Updated 2012
- o Hazard Mitigation Plan
- o Pandemic Planning – flu, smallpox, SARS
- o Point of Distribution (POD) plans
- o Seacoast Evacuation and Planning Project

Regional Efforts

- o SCFOMAD
 - 40 communities in NH, ME, MA
 - o Hazardous Materials Team
 - 2 trailers, 1 decontamination truck
 - o Triton Pump
 - o 3 Air Trailers
 - o 2 Lighting Units
 - o 1 Prime Mover
 - o 1 Command/Communications Unit

Regional Efforts

- o Greenland
 - Paramedic Intercept/Transport
 - 113 responses in 2012
- o New Castle
 - Primary Transport
 - 77 responses in 2012
- o Automatic Aid – Fire Suppression
 - Greenland, Rye, Newington
- o Automatic Aid – Received
 - North Hampton – Hillcrest Estates

Municipal EMS

- o Centralized work force
- o Multi-use workforce
- o Community-based service
- o Command and Control
- o Revenue generator

Ambulance Gross Revenues

- o 2012
 - **\$747,334.23**
- o 2011
 - \$731,847.01
- o 2010
 - \$675,552.00
- o 2009
 - \$501,417.89



Private EMS

- o Low priority
- o Costly retainer
- o No revenue to community
- o Unknown work force
- o No control
- o FD employees underutilized
 - Still respond to treat and stabilize patient
 - No cost recovery method
 - Adequate staffing still required

CITY OF PORTSMOUTH FIRE DEPARTMENT



Prepare • Plan • Protect

TO: Council colleagues
FROM: Chris Dwyer
RE: Ideas Related to HDC
DATE: May 28, 2013

Following our discussion at the last Council meeting and thinking ahead to the changes that may emerge as a result of the form-based zoning discussion, I want to put forth several ideas for discussion at a future work session related to the Historic District Commission process. The HDC faces a tremendous work load--which may become more rather than less challenging with form-based zoning. Even with zoning changes, the HDC will continue to be the one land use board that can apply judgments related to the character of the City and therefore bear much of the burden related to increased development.

1. Consider a two-part HDC (an HDC function made up of two separate committees each with its own membership, or two committees that take on the HDC-type functions but have different titles and compositions). Currently we expect the HDC to: (1) address renovations/rehabilitation/expansions of historic/older structures; and (2) review and approve or disapprove the design of new structures in the same parts of town. There is an accepted body of knowledge to guide recommendations related to historic structures (although by no means are the decisions automatic or simple; they still require judgment calls by the HDC). The qualifications required for those judgments are clear, current members seem well-qualified to make these judgments, and there's plenty of work to do.

But there is much less clarity and little consensus about the design of new buildings that are located in the historic district. This is an area that requires a deeper discussion about guidelines, and specification of the desired qualifications of committee members who could apply the guidelines. Since we haven't had this discussion in the community in any depth, it is less clear that the current HDC has the right composition for these decisions.

2. Develop guidelines for new structures in the historic district. In addition to form-based zoning, it seems that we need greater consensus about the process of review and the guidelines for reviewing new structures. One option might be to work closely with the planning department, local architectural experts, and representative members from all land use boards to determine guidance that expresses the multiple goals of the master plan and reflects community views. These guidelines would then be used by the HDC.

3. Consider a facilitation role for staff. The typical HDC session covers a lot of territory and can move from window details to neighborhood history to architectural materials to redesigning a staircase—anything and everything, including personal preference, can be is up for discussion, seemingly at any time. Sessions can be very lengthy and recursive because the guidelines allow for a great deal of judgment—especially true of work sessions. In a peer-to-peer situation, it can be difficult to organize the discussion. One thought is to have a planning staff member facilitate meetings, following a consistent process, moving typically from larger-picture issues to details and securing consensus or straw votes

throughout the process so that the commission's decision making is clarified. This would also allow all HDC members to actively participate.

4. Low interest loan program. Lately the HDC has been discussing pressing for more consistently historically accurate materials/approaches—repairing rather than replacing windows, rebuilding chimneys that have no practical use, restoring slate, etc. The recommended costs are often higher than the homeowner might have planned or expected. Rather than have the homeowner decide not to perform the repair, I think we should consider setting up a loan program whereby homeowners who qualify can receive a low cost loan to implement the requirements of the HDC.

ACTION SHEET

PARKING and TRAFFIC SAFETY COMMITTEE

Councilor Ken Smith, Chairman

To: City Council Meeting of June 3, 2013

Re: Parking and Traffic Safety Committee Meeting held **May 9, 2013**

ACTIONS:

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held April 11, 2013.
- [2] Accepted and placed on file the Financial Report.
- [3] **Metering and Enforcing Chapel Court** – **MOTION** made by Mr. Cypher to stripe 2 parking spaces along the entrance and 2 additional spaces along the right-of-way, for a total of 4 spaces, seconded by Mr. Whitehouse. **Motion passed.**
- [4] **Time-limiting of Taxi Stand near Fleet Street** – **MOTION** made by City Manager Bohenko to post the time of the taxi stand near Fleet Street for the hours from 7 p.m. to 6 a.m., Monday through Sunday (which is consistent with taxi stand on Market Street) and to send a letter to the Taxi Commission notifying them of this change, seconded by Public Works Director Parkinson. **Motion passed.**
- [5] **Remove “Reserved-for-Teachers” signage in Parrott Avenue Lot** – **MOTION** made by City Manager Bohenko to remove the “Reserved-for-Teachers” signage at the Parrott Avenue Lot in accordance with the request of Middle School Principal John Stokel letter dated May 2, 2013, and the spaces made available to the public, seconded by Ms. Donnermeyer. **Motion passed.**
- [6] **Defining “Active” Unloading/Loading for the Ordinance**– **MOTION** made by Public Works Director Parkinson to amend the language in the Ordinance by inserting the following definition into Chapter 7, Article VI: “To be engaged in loading and unloading, personnel must be seen to be moving product into/away from the vehicle with no breaks from the activity longer than 10 minutes”, seconded by City Manager Bohenko. **Motion passed.**
- [7] **Langdon Street Parking Post-Development** – Ambit Engineering – **MOTION** made by City Manager Bohenko to refer to the Department of Public Works for a report back to the Parking and Traffic Safety Committee at a future date to include various options, seconded by Mr. Gray. **Motion passed.**

- [8] **244 Marcy Street Driveway Request**– **MOTION** made by Mr. Whitehouse to deny the request for a driveway at 244 Marcy Street, seconded by Mr. Gray. **Motion passed.**
- [9] **Parking Issue on Salem Street**– **MOTION** made by Mr. Gray to deny the request to remove parking space on Salem Street, seconded by Public Works Director Parkinson. **Motion passed.**
- [10] **Unitil Re: Charging for Parking** - **MOTION** made by City Manager Bohenko to deny the request to reconsider parking policy, seconded by Ms. Donnermeyer. **Motion passed.**
- [11] **Parking on-street on Miller Avenue** – (Old Business) - **MOTION** made by Public Works Director Parkinson to extend the no parking zone on Miller Avenue on westerly side 110 feet to match no parking zone on easterly side (150 feet), seconded by Ms. Donnermeyer. **Motion passed.**
- [12] **Public Comment**: There was 1 speaker.
- [13] **Informational Items**: Updates on the following issues were given with **no action taken** by the Committee at this time:
- A. **Ranger Way Streetscape Improvements**
 - B. **Bike Corrals for Summer 2013**

MINUTES
PARKING AND TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – Thursday, May 9, 2013
City Hall – Eileen Dondero Foley Council Chambers

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at 8:00 a.m.

II. ROLL CALL:

Members Present:

Councilor Ken Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Public Works Director
Frank Warchol, Police Department Rep.
Ron Cypher, Member
Sheri Donnermeyer, Member
Ted Gray, Member
Harold Whitehouse, Member

Members Absent:

Fire Department Representative

Staff Advisors Present:

Mark Nelson, Parking Division Director
Tom Cocchiaro, Parking Operations Supervisor

III. ACCEPTANCE OF THE MINUTES:

Mr. Whitehouse moved to accept the minutes of April 11, 2013, seconded by Mr. Cypher. Motion passed.

IV. FINANCIAL REPORT:

Mr. Gray moved to accept the Financial Report and place on file. Seconded by Public Works Director Parkinson and passed.

V. NEW BUSINESS:

A. Metering and Enforcing Chapel Court

Mr. Cypher stated a site walk was held and the first issue is that the area needs to be cleaned up. Secondedly, he stated that there is enough area for 4 spaces to be lined.

Mr. Cypher moved to stripe 2 parking spaces along the entrance and 2 additional spaces striped along the right-of-way for a total of 4 spaces, seconded by Mr. Whitehouse. Motion passed.

Mr. Whitehouse asked how far back on the city maps can this court area be traced. Public Works Director Parkinson stated he doesn't know exactly but it does go way back.

B. Time-limiting of Taxi Stand near Fleet Street

Parking and Transportation Director Nelson stated that this space is used very infrequently, if at all during the daytime hours by the taxi companies, and it is considered a highly desirable parking space, so they would like to change the taxi-stand hours for night time use only.

Public Works Director Parkinson stated that this is similar to the taxi stand on Market Street and would like to see these be consistent.

Chairman Smith stated that notification to the Taxi Commission should be a part of the motion as well.

City Manager Bohenko moved to post the time of the taxi stand near Fleet Street for the hours from 7 p.m. to 6 a.m., Monday through Sunday (which is consistent with taxi stand on Market Street), and notify the Taxi Commission of the change, seconded by Public Works Director Parkinson. Motion passed.

C. Remove "Reserved for-Teachers" signage in Parrott Avenue Lot -

Public Works Director Parkinson stated that 45 spaces were reserved for teacher parking during the reconstruction of the Portsmouth Middle School, but the need for these spaces has diminished over time as the project progresses. He referred to the letter submitted by John Stokel, Principal of the Portsmouth Middle School, stating that they no longer need these spaces reserved.

City Manager Bohenko moved to remove the "Reserved-for-Teachers" signage at the Parrott Avenue Lot in accordance with the request of Middle School Principal John Stokel letter dated May 2, 2013, and the spaces be made available to the public, seconded by Ms. Donnermeyer. Motion passed.

D. Defining "Active" Unloading/Loading for the Ordinance

Parking and Transportation Director Nelson stated that this is needed for the enforcement staff to be able to enforce these zones.

Public Works Director Parkinson moved to amend language in the Ordinance by inserting the following definition into Chapter 7, Article VI: "To be engaged in loading and unloading, personnel must be seen to be moving product into/away from the vehicle with no breaks from the activity longer than 10 minutes", seconded by City Manager Bohenko. Motion passed.

E. **Langdon Street Parking Post-Development** – Ambit Engineering

John Chagnon of Ambit Engineering stated they currently have an application in front of the Planning Board which requires variances. He explained that they are requesting to move the house to the front of the lot as close to the front of the street as possible which will be to the edge of the City sidewalk. He stated that Langdon Street is only 19' wide so they are requesting no parking on the street.

Public Works Director Parkinson stated that with ongoing work in the area and most of these street being the same size, he feels that the Public Works Department should look at the design before the committee rules on this request.

City Manager Bohenko moved to refer to the Department of Public Works for a report back to the Parking and Traffic Safety committee at a future date to include various options, seconded by Mr. Gray. Motion passed.

F. **244 Marcy Street Driveway Request**

Justice Rines, representing 244 Marcy Realty Trust, explained that they have an application submitted for a driveway cut between 244 and 252 Marcy Street and that the neighbor is willing to grant a 12-16" easement in exchange for driveway repairs.

Mr. Whitehouse explained that during the site walk they were concerned with the width of the driveway as well as the site distance on Marcy Street heading north. He asked if the lot line information is documented. Mr. Rines stated yes he will have full documentation. Mr. Whitehouse stated that this driveway would have to be a back-in head-out driveway, but feels that it is a tight area and he would not approve the request.

Mr. Whitehouse moved to deny the request, seconded by Mr. Gray.

Mr. Gray stated that the property line is in the middle of the 2 houses and even though the current owner may say yes to the arrangement, it does not mean that future owners will and this may be a can of worms.

Mr. Rines explained that the line is 16-18" away from 252 and they have added bricked-lined landscaping. He stated that they will also be grading to make it a more level surface.

City Manager Bohenko moved to table for further information to be provided, seconded by Ms. Donnermeyer.

Public Works Director Parkinson stated that he is concerned with tabling this and adding an extra expense to the requestor to provide more information if the Committee is leaning towards denying the request.

City Manager Bohenko withdrew his motion and the seconder agreed.

Public Works Director Parkinson stated there is a gas meter on the adjacent house and asked if that will be moved. Mr. Rines stated there will be concrete or granite posts placed to protect it. Public Works Director Parkinson stated that he is not in favor of this being a back-in head-out space either because it is still dangerous. He stated that there are other driveways currently in the same area, but he feels that those shouldn't be there either and he will not vote in favor of the request.

Mr. Gray stated he sympathizes with the applicant but he feels this will open up the door to a serious situation, especially with the gas meter.

Mr. Whitehouse stated he also feels badly about denying the request but the area has a lot of traffic which is often going over the speed limit and is dangerous.

Motion to deny passed.

G. Parking issue on Salem Street

Mr. Gray stated a site walk was held on the request to remove a parking space to provide better access to a driveway. He stated that the concern with granting this request is that it would open Pandora's Box as there are a lot of narrow streets in Portsmouth and others would want the same consideration.

Mr. Gray moved to deny the request, seconded by Public Works Director Parkinson. Motion passed.

H. Unitil Re: Charging for Parking

Phil Johnson speaking on behalf of Unitil Gas, 325 West Rd., stated they are requesting a waiver for the Parking Meter Bag fees as many of the projects they are working on are driven by City projects. He stated they have already spent \$6,500.00 on parking since April 1st.

Public Works Director Parkinson clarified that although there are projects that are driven by the City, Unitil would still have to deal with their underground issues. He continued that it also isn't fair that smaller companies do pay for their parking and that the bigger companies have been getting by without paying the meter fees.

City Manager Bohenko moved to deny the request to waive parking fees, seconded by Ms. Donnerymeyer.

Jay Sommers of Comcast, spoke from the audience stating that he had requested to also be on the agenda and would like to address the committee. *(Parking and Transportation Director Nelson clarified that no written request was received)*

Parking and Transportation Director Nelson moved to suspend the rules to allow Mr. Sommers to speak, seconded by Mr. Whitehouse. Motion passed.

Jay Sommers, representing Comcast, explained that the technicians are paying the parking fees themselves and then put in for reimbursement which is causing an administrative problem. He stated often times they are only at a service call for 10-15 minutes but if they are going to be longer, then they get a traffic detail.

Chairman Smith suggested the EasyPark System stating that this would alleviate the issue of reimbursement as they are prepaid. Mr. Sommers stated he was unaware of this option.

Ms. Donnermeyer stated she understands the burden it puts on the technicians but feels the EasyPark option will alleviate the problem as it will be assigned to the vehicle and not specific technicians.

Motion to deny passed.

VI. OLD BUSINESS:

A. Parking on-street on Miller Avenue

Public Works Director Parkinson stated that this item was tabled at the last meeting and after reviewing the area, his recommendation is to extend the no parking zone on Miller Avenue on the westerly side by 110 feet to match the no parking zone on the easterly side, also 150 feet. He stated that this will address the requestors' concerns of this being a dangerous intersection and he suggests that parking issues continue to be looked at as projects continue on the city streets.

Public Works Director Parkinson moved to extend the no parking zone on Miller Avenue on westerly side 110 feet to match no parking zone on easterly side (150'), seconded by Ms. Donnermeyer.

Mr. Whitehouse stated that narrowing of streets is a problem in the entire city and when cars park in the opposite direction it is a bigger problem.

Deputy Public Works Director Parkinson stated that narrow streets is not the issue it is trying to have people park where they are supposed to and not wherever they want.

Mr. Cypher stated would like to see parking on one-side of the street but will wait until the street improvements are completed to bring it forward.

Motion passed.

VII. PUBLIC COMMENT

Dick Bagley, 213 Pleasant St. - spoke regarding the Parrott Avenue petition opposing a parking deck on the site stating that he was glad that it has been withdrawn. He asked if Chairman Smith would be attending the parking forum on Friday, May 10th.

Chairman Smith stated yes, but only as an observer. He further explained that the action of the Council taken at the May 6th was not on the agenda for this Parking and Traffic Safety Committee meeting because the agenda had already been sent out.

Mr. Bagley asked if this committee will be revisiting the issue. Chairman Smith stated no.

City Manager Bohenko explained that the Council voted to remove item #3 from the Action Sheet and to not accept the recommendation of the Parking and Traffic Safety Committee to pursue a distributed parking system to include a parking deck on the Parrott Avenue Lot. He stated that this is an advisory committee and when the Council approves the action sheet it implies consent or they can remove an item and vote not to accept the recommended action.

Mr. Whitehouse stated that there is nothing in the Parking and Traffic Safety Committee records that shows that this committee voted it down.

City Manager Bohenko again explained that the Council has the final decision of accepting the advisory recommendation or not to accept.

VIII. INFORMATIONAL

A. Ranger Way Streetscape Improvements

Adam Cannon, Community Development Department, reviewed the background of the ongoing Atlantic Heights Project. He then introduced Ryan McCarthy, Engineer, representing CLD Consulting.

Mr. McCarthy reviewed the plans for Ranger Way stating that this particular area is unique as it is next to a highway overpass and a little league field. He stated it is also a truck route. He stated the neighbors have expressed concerned with parking on the gravel shoulder as it is not wide enough to allow two-way traffic and is a safety concern as emergency vehicles would not be able to get through either. He stated that the are planning for formalize parallel parking spaces to allow full width spaces to park as well as granite curbing and 5' sidewalks on both sides. He stated that this will be able to accommodate the largest city fire truck and school busses and the Irving trucks shouldn't be affected.

Mr. Gray asked if any thought has been given to ask the State if people can park under the bridge as this had been discussed several years ago.

Community Development Director David Moore stated we are working actively with the State on a joint project to improve Maynard Park and paving the should to provide parking in conjunction with the street improvements.

Public Works Director Parkinson stated that the City doesn't own the land under the bridge, the State Dept. of Transportation does. He stated they have been very cooperative with us but they are concerned with formalizing parking under the bridge due to Homeland Security concerns. He stated the area is primarily recreational and if we can get some additional parking as the improvements are made, that will be great. He concluded stating that all truck travel is required to go under the bridge to keep commercial traffic away from the houses.

B. Bike Corrals for Summer 2013

An updated report regarding the locations for City bike corrals for summer of 2013 was reviewed by the Committee.

Chairman Smith stated that as time goes by, additional locations will be added. Mr. Whitehouse clarified that no metered parking spaces will be taken for this use.

IX. ADJOURNMENT

Chairman Smith concluded the meeting by thanking Public Works Director Parkinson for his work on the Parking and Traffic Safety Committee and for the City of Portsmouth and wished him well on his future endeavors.

Mr. Gray moved to adjourn at 9:00 a.m., seconded and passed unanimously.

MEMORANDUM

TO: John Bohenko, City Manager
FROM: Mary E. Koepenick, Planning Department
SUBJECT: Board of Adjustment Minutes
DATE: May 23, 2013

The approved Minutes of the following Board of Adjustment meetings are now available for review on the City's website:

April 23, 2013