

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, JUNE 6, 2022 TIME: 6:00PM

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

https://us06web.zoom.us/webinar/register/WN_0Wl2ApLARwqiMCMa5YetPQ

6:00PM – ANTICIPATED NON-PUBLIC SESSIONS:

1. COLLECTIVE BARGAINING RE: CITY MANAGER'S CONTRACT – RSA 91-A:3, II (a)
2. COLLECTIVE BARGAINING RE: CONTRACT EXTENSION FOR FIRE CHIEF GERMAIN – RSA 91-A:3, II (a)
3. COLLECTIVE BARGAINING RE: 1386A CONTRACT – RSA 91-A:3, II (a)

AGENDA

- I. **WORK SESSION – THERE IS NO WORK SESSION THIS EVENING**
- II. **PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting] – N/A**
- III. **CALL TO ORDER [7:00 p.m. or thereafter]**
- IV. **ROLL CALL**
- V. **INVOCATION**
- VI. **PLEDGE OF ALLEGIANCE**

PROCLAMATIONS:

1. Men's Health Month
2. LGBTQ + Pride Month

- VII. **ACCEPTANCE OF MINUTES** (*There are no minutes on for acceptance this evening*)

VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS

1. *Portsmouth High School Debate Team Northeast Division Champions & National Qualifiers – Advisor Joe Kraus
2. *Portsmouth High School 2022 Granite State Challenge Championship – Advisor Hannah Dul
3. *Portsmouth High School Career Technical Education Center (CTE) Winner of 5 medals in the 45th Annual SkillsUSA NH Leadership and Skills Competition – CTE Building Instructor Steve Jones
4. Report of the Trees and Public Greenery Committee

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

- X. **PUBLIC HEARING AND VOTE ON ORDINANCE AND/OR RESOLUTION**

Adoption of Proposed Budget Resolutions:

A. Adoption of Budget Resolutions for Fiscal Year July 1, 2022 through June 30, 2023 (FY23)

- Resolution No. 10-2022 – Municipal Fees (***Sample motion – move to adopt Resolution #10-2022 – Municipal Fees***)
- Resolution No. 11-2022 – General Fund Expenditures (***Sample motion – move to adopt Resolution #11-2022 – General Fund Expenditures***)
- Resolution No. 12-2022 – Water Fund Expenditures (***Sample motion – move to adopt Resolution #12-2022 – Water Fund Expenditures***)
- Resolution No. 13-2022 – Sewer Fund Expenditures (***Sample motion – move to adopt Resolution #13-2022 – Sewer Fund Expenditures***)
- Resolution No. 14-2022 – Special Revenues, Debt Service, Fund and Committed Fund Balances for Necessary Expenditures (***Sample motion – move to adopt Resolution #14-2022 – Special Revenues, Debt Service, Fund and Committed Fund Balance for Necessary Expenditures***)
- Resolution No. 15-2022 – Investment Policy (***Sample motion – move to adopt Resolution #15-2022 – Investment Policy***)

(A roll call and two-thirds vote is required for Adoption of Resolutions)

XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager’s Items Which Require Action:

1. Middle Street Baptist Church Parking Agreement Renewal
2. Release of City Trust Funds related to Portsmouth NH 400th Celebration
3. Temporary Construction License for 75 Congress Street

XII. CONSENT AGENDA

(Proper Motion for Adoption of Consent Agenda - move to adopt the Consent Agenda)

- A. Request from Nina Braun, Local Anchor 603, to install a Projecting Sign at 62 Market Street (***Anticipated action - 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***)

Planning Director’s Stipulations

- ***The license shall be approved by the Legal Department as to content and form;***

- **Any removal or relocation of projecting sign, for any reason, shall be done at to the City; and**
- **Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works**

B. Request from Kyle Reilly, RNR Partners, to install a Projecting Sign at 54 Daniel Street **(Anticipated action - 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)**

Planning Director’s Stipulations

- **The license shall be approved by the Legal Department as to content and form;**
- **Any removal or relocation of projecting sign, for any reason, shall be done at to the City; and**
- **Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works**

C. Letter from Allan Scholtz, Portsmouth Professional Firefighters Local 1313, requesting permission to hold Fill-the-Boot “toll booth”, in Market Square, on Saturday, August 13, 2022 between the hours of 8:00 a.m. to 4:00 p.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**

D. Letter from Monte Bohanan, President of Portsmouth Halloween Parade, requesting permission to hold the Portsmouth Halloween Parade on Monday, October 31, 2022 at 7:00 p.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**

E. Request from Brian Miller, New England Run For the Fallen, requesting permission to come through Portsmouth on Sunday, August 21, 2022 **(Anticipated action – move to refer to the City Manager with Authority to Act)**

F. Letter from Lilia Potter-Schwartz, Race to Educate, requesting permission to hold the 6th annual Race to Educate on Saturday, July 30, 2022 **(Anticipated action – move to refer to the City Manager with Authority to Act)**

G. Letter from Richard Mason, Veterans Count, requesting permission to hold the Pack & Boots 5k Road Race at Pease on Monday, July 4, 2022 at 8:00 a.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

A. Email Correspondence **(Sample motion – move to accept and place on file)**

XIV. MAYOR McEACHERN

1. Appointment to be Considered:
 - Reappointment of Martin Ryan to the Historic District Commission
2. *Appointments to be Voted:
 - Appointment of Herb Lloyd to the Sustainable Practices Blue Ribbon Committee
 - Reappointment of Margot Doering to the Historic District Commission
 - Reappointment of Reagan Ruedig to the Historic District Commission
 - Reappointment of Jonathan Wyckoff to the Historic District Commission

XV. CITY COUNCIL MEMBERS

A. ASSISTANT MAYOR KELLEY

1. *Trees and Public Greenery Ordinance (***Sample motion – move to refer to the Legal Department to draft an Ordinance for first reading at the June 21, 2022 City Council meeting that would add a City Council Representative to the membership***)

B. COUNCILOR TABOR

1. Community Power information night at 3S June 29th (*Informational item only*)

C. COUNCILOR BAGLEY

1. *COVID Response Task Force

D. COUNCILOR COOK

1. Ethics Ordinance (***Sample motion – moved to schedule first reading for revisions to the Ethics Ordinance at the June 21, 2022 City Council meeting***)

XVI. APPROVAL OF GRANTS/DONATIONS

- A. *Acceptance of Donation from Alex Choquette for the Portsmouth Police Honor Guard - \$5,000.00 (***Sample motion – move to approve and accept the donation for the Police Honor Guard as presented***)
- B. *Acceptance of Donation from Deirdre Forte to the Cemeteries - \$5.00 (***Sample motion – move to approve and accept the donation as presented***)
- C. *Acceptance of Donation from Stephen T. Pesci to the Portsmouth NH 400th - \$40.00 (***Sample motion – move to approve and accept the donation as presented***)

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

1. Report from the Cemetery Committee Co-Chair regarding Headstone Cleaning Project

XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

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

**Indicates verbal report*

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

The Council Chambers
City Hall
Portsmouth, New Hampshire

A Proclamation

Whereas: June is Men's Health Month, and Men's Health Week, recognized since 1994 by an Act of Congress, is the week ending on Father's Day, which is June 13-19, 2022); and

Whereas: Educating the public about the importance of a healthy lifestyle and early detection of male health problems will help reduce rates of mortality; and

Whereas: Men's Health Month is a time for the public to recognize the mental and physical health needs of men and boys while encouraging fathers to be role models for their children; and

Whereas: Men's Health Month focuses this year in particular on mental health and the ongoing challenge of identifying and serving those most in need without social stigma.; and

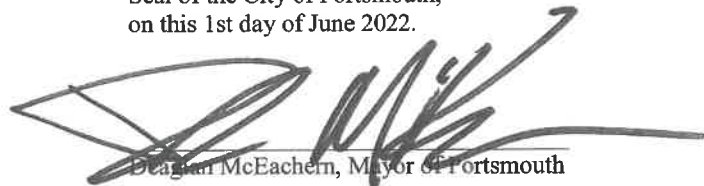
Whereas: The Men's Health Network has worked with Congress to declare June "Men's Health Month," and encourages people to "Wear Blue for Men's Health" to increase national awareness about the importance of positive men's health attitudes and practices; and

Whereas: The citizens of this City are encouraged to recognize the importance of a healthy lifestyle, regular exercise and medical check-ups.

Now, therefore, I, Deaglan McEachern, Mayor of the City of Portsmouth, on behalf of the members of the City Council and the citizens of Portsmouth, do hereby proclaim June as

Men's Health Month

Given with my hand and the
Seal of the City of Portsmouth,
on this 1st day of June 2022.


Deaglan McEachern, Mayor of Portsmouth



**The Council Chambers
City Hall
Portsmouth, New Hampshire**

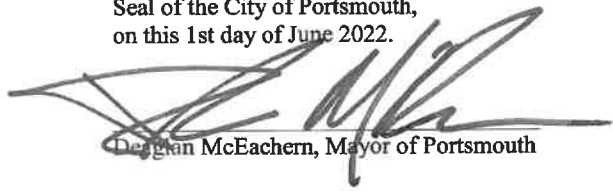
A Proclamation

- Whereas:** June is LGBTQ+ Pride Month, created in 1999 to remember the Stonewall Uprising in Manhattan in June 1969; and
- Whereas:** Pride messages are the most visible symbol of the global movement for LGBTQ equality, celebrating progress, affirming the existence of LGBTQ people and demanding recognition of their basic human rights; and
- Whereas:** Pride marches such as the one each year here in Portsmouth are an expression of the basic right to the freedom of assembly and expression; and
- Whereas:** First among his City Council's goals is to "welcome and support diversity in the workplace and community;" and
- Whereas:** The City's Mission Statement says, "The City is committed to establishing and maintaining a diverse, fiscally-sound municipality and a safe and welcoming environment" – and that means making sure our LGBTQ community can prosper here; and
- Whereas:** Being The City of the Open Door means living up to the promises of keeping our doors open to every member of this community.

Now, therefore, I, Deaglan McEachern, Mayor of the City of Portsmouth, on behalf of the members of the City Council and the citizens of Portsmouth, do hereby proclaim June as

LGBTQ+ Pride Month

Given with my hand and the
Seal of the City of Portsmouth,
on this 1st day of June 2022.


Deaglan McEachern, Mayor of Portsmouth



“There is not a village in America, however badly planned at first, or ill-built afterwards, that may not be redeemed, in a great measure, by the aid of shade trees in the streets ... and it is never too late or too early to project improvements of this kind.”

Andrew Jackson Downing (1815-1852)

May 19, 2022

The Honorable Mayor Deaglan McEachern
Portsmouth City Hall - 1 Junkins Avenue
Portsmouth, NH 03801

Re: 2022 Report of the Trees and Public Greenery Committee

Dear Mayor McEachern and Members of the City Council:

The Trees and Public Greenery Committee is appointed by the Mayor and City Council and presently consists of Vice Chair Richard Adams, Patricia Bagley, City Arborist Charles Baxter, Deborah Chag, Urban Forester A.J. Dupere, Michael Griffin, Peter Loughlin, Director of Public Works Peter Rice, and Dennis Souto. The Committee met at City Hall (or on Zoom) on the second Wednesday of each month during 2021, holding 25 hearings on tree removal requests and working with the City Arborist and other City Officials on matters related to trees, greenery, and open space.

Section 1.413 of the City Administrative Code provides as follows:

The main purpose of this Committee shall be to advise and assist the City’s Tree Warden in enforcing the provisions of this Ordinance as well as to ensure the proper expansion, protection, and maintenance of the City’s Urban Forest consistent with best arboricultural practices, horticultural practices, aesthetic concerns, and public safety... and shall offer recommendations for actions to better achieve the proper maintenance and expansion of the City’s Urban Forest. *The Committee shall prepare an annual report ...to the City Council...*

This report is to affirm that, as we approach the City’s 400th birthday, the City’s “urban forest” is likely in better shape than at any time since the 200th anniversary when much of our 16 square miles was still largely forest and farm. The robust condition of the present “urban forest” did not just “happen.” Although the importance of city trees was reflected in the comments of Andrew Jackson Downing as quoted above, and although tree planting in the

American Urban Parks and Recreation Movement in the second part of the 19th Century and the foresight of such citizens as Frank Jones and Henry Richards resulted in a number of tree-lined streets, the health benefits and aesthetic benefits of trees were not always highly valued. The mid-20th Century brought two plagues that led to a low point in the City's urban forest: the "progress" that led to the widening of Islington, Middle, and State Streets with the elimination of large numbers of trees, and the ravages of Dutch Elm Disease in the 1950's and 1960's.

It was not until 1968 when Clotilde Straus, Charlie Vaughn, and Sam Maddock initiated a modest tree planting program that the City began to try to replace some of the trees and the beauty that had been lost. Dr. Clotilde Straus became the volunteer City Arborist and held that position until the late 1990s. In 2003, Mayor Sirrell created the Trees and Greenery Committee to assume the duties of Dr. Straus.

Since its creation, the Trees and Greenery Committee has been vigilant in working to "ensure the proper expansion, protection, and maintenance of the City's Urban Forest consistent with best arboricultural practices, horticultural practices, and aesthetic concerns." However, unlike Clotilde Straus and her volunteers in the 1960's, the Trees and Greenery Committee has had the support of City Administrations and funding from successive City Councils. Most importantly, especially during the last dozen years, the Tree Committee has had the enthusiastic support and cooperation of the City's Public Works Department. Trees and greenery are not an afterthought, but part of every project and operation.

While they share the traditional duties of other Public Works' employees such as snow removal and public infrastructure maintenance, the City is very fortunate to have within its workforce a cadre of workers with a passion for, and special training regarding, trees. The City's *de facto* "arborist crew" is made up of City Arborist Charles Baxter, Max Wiater, and Steve Burns, all members of the International Society of Arboriculture Certified Arborists. You may have seen them on a stormy night removing a tree that has fallen across a roadway (which otherwise would have required a private tree removal contractor), or during the spring tree planting season. The City's 90 miles of public rights of way, multiple parks, and historic cemeteries create an urban forest of roughly 10 to 15,000 trees and requires a year-round commitment.

Not that many years ago, the City would routinely hire private contractors to plant 50 or 60 trees per year. In the spring of 2021 (after missing a planting year due to Covid), the arborist crew planted 200 trees using City forces. In addition to the robust planting program, the arborist crew maintains a strict 2-year watering routine for new trees, employing a deep root injection gun, which applies water below the surface at low pressures preventing runoff, evaporation and increasing soil pore space. These arborists have developed their own formula

of “compost tea” for new plantings which has resulted in an almost unheard of 96% survival rate.

To reduce risk of liability for the City, and more importantly to prevent injuries to residents, the arborist crew is continually involved in pruning, removal, risk management, storm damage cleanup, and other programs for the protection/preservation of City trees. They also oversee the planting of trees on contracted projects such as the Islington Street Corridor, Market Street and Lafayette Road Gateways, and similar projects to ensure that the trees are planted in accordance with the standards that they have developed to ensure a lasting investment for generations to come.

Preservation/pruning of historic trees in parks and cemeteries has become a specialty of this crew. This type of pruning includes removal of dead and diseased wood, crown reductions to stimulate growth, and removing hazardous limbs while working around obstacles such as tombstones from the 1600s and 1700s. All historic trees are also treated with compost tea and inoculated with mycorrhizae to improve root development and soil conditions. The historic North Cemetery is an excellent example of their recent work.

A decade ago, the Trees and Greenery Committee was regularly receiving requests for removal of the stately silver maples on Aldrich Road, Elwyn Avenue, Lincoln Avenue, and other locations throughout the City. The Committee reluctantly granted some of those requests as there seemed to be no alternative at the time. In the last two years, the arborist crew has performed what they refer to as “retrenchment pruning” on a number of these trees throughout the City, thus mitigating storm damage risk and preserving these trees as long-term economic benefits. Similarly, the arborists are continually monitoring large trees in all parks and rights of way and around City facilities, removing dead or high-risk trees that pose a threat to the safety of residents. On the way to City Hall, you may have noticed the removal of the large standing dead oak at the entrance to Langdon Park off Lincoln Avenue, or the large linden that recently fell on a car on High Street next to Rudy’s restaurant, requiring this crew’s technical skills to remove without inflicting additional damage.

As you can imagine, tree care is an evolving science. The arborists are constantly updating their training and monitoring developments in industry publications documenting success in other municipalities at saving and promoting the urban forest.* You may have noticed the “Porous Pav” placed around some of the downtown trees. This recycled porous material allows water to pass through but keeps trash out and prevents compaction on the surrounding exposed area of the tree. This product is installed in-house and, together with the strict three-year pruning schedule, has made an incredible difference in the vigor of downtown trees.

I appreciate the time you have taken to study this report. I realize that not everyone is a “tree hugger” like the members of the Trees and Public Greenery Committee, but all of us enjoy the benefits of our “urban forest.” Whether we live or work in the South End, West End, Gosling Meadows, “the Crick,” Elwyn Park, Maple Haven, or Tuckers Cove, the “urban forest” adds to our quality of life and is a meaningful, worthwhile investment of City funds.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter", written in a cursive style.

Peter J. Loughlin, Chair
Trees and Public Greenery Committee

*In April, the City was awarded the Arbor Day Foundation’s Tree Growth Award for the work done in 2021. This is the highest award given by the Foundation and this was the fourth year in a row that the City was so recognized. It is based on a combination of ongoing training certifications and documented outstanding programs for the planting, pruning, and general maintenance of trees.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF FEE SCHEDULE
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

**RESOLUTION # 10-2022 A RESOLUTION TO ADOPT FEES BY BUDGET
RESOLUTION**

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

THAT, the fee schedule attached (Exhibit A) shall be effective July 1, 2022.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL:

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK



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

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

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

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

Fee revenue in the General Fund raises approximately 1% of total General Fund Revenue.

Following are the FY 23 Departments with recommended fee changes:

Department	Page
Planning	15
Inspection	19
Fire	33
Public Works	35,36,37
Recreation	41,42,43
Parking/Transportation	48
Water/Sewer	56,57,58

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

GENERAL FUND

FY 2022 Budget	\$126,425,033
Fees as a percentage of total General Fund Revenues:	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

FY 22 General Fund

Department Budgeted Revenues From Fees

Finance	\$0
City Clerk	\$24,000
Planning	\$160,000
Inspection	\$1,195,000
Police	\$30,000
Fire	\$106,500
Public Works	\$117,100
Recreation	\$110,000
Health	\$65,000

Total Local Fees, Licenses and Permits

Portion of GF \$1,807,600

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

Fiscal Year **FY 2021** **FY 2022**
Last Adjusted Schedule Schedule

Description

Non Sufficient Funds check processing fee **Pre FY 02** **\$30.00** **\$30.00** **per check** **\$30.00**

(1) Any copy made for non-City use **Pre FY 02** **\$2.00** **\$2.00** **1st copy** **\$2.00**

(1) all subsequent pages **Pre FY 02** **\$0.50** **\$0.50** **all subsequent pages** **\$0.50**

(1) USB Drive for transfer of electronic files **FY 18** **\$8.00** **\$8.00** **\$8.00**

(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.

All copies made on 11 x 17 pages. **Pre FY 02** **\$0.50** **\$0.50** **per copy** **\$0.50**

Tax bills prepared for parties other than owners. **Pre FY 02** **\$2.00** **\$2.00** **1st copy** **\$2.00**

Tax Card/Tax Map from laser printer (Free to property owner) **FY 04** **\$1.00** **\$1.00** **Each Print** **\$1.00**

Standard Assessing mailing list file **Pre FY 02** **\$75.00** **\$75.00** **\$75.00**

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

Fiscal Year **FY 2021** **FY 2022**
Last Adjusted **Schedule** **Schedule**

<u>Description</u>	<u>Fiscal Year</u> <u>Last Adjusted</u>	<u>FY 2021</u> <u>Schedule</u>	<u>FY 2022</u> <u>Schedule</u>	<u>Suggested</u> <u>FY 2023</u> <u>Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

Suggested
FY 2023
Schedule

<u>Description</u>	<u>Fiscal Year</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>Suggested</u>
	<u>Last Adjusted</u>	<u>Schedule</u>	<u>Schedule</u>	<u>Schedule</u>

* (Indicates change from current fee)

Chapter 6: Article I Section 109C

Licenses-Gen. Provisions-

Duties of licensee

Change Location of Licensed Business

Pre FY 02	\$1.00	\$1.00	\$1.00	Per Occurrence	\$1.00
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Chapter 6: Article I Section 110B

Licenses-Gen. Provisions-Transfer

of license

Transfer of License

Pre FY 02	\$10.00	\$10.00	\$10.00	Per Occurrence	\$10.00
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Chapter 6: Article II Section 201

Billiards and Bowling

License

FY 14	\$25.00	\$25.00	\$25.00	Per Year, Per Table or Lane	\$25.00
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Chapter 6: Article III Section 302

Model Slot Car Racing

License

Pre FY 02	\$25.00	\$25.00	\$25.00	Per Year	\$25.00
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**City of Portsmouth
Fee Schedule
City Clerk**

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted
FY 2021
Schedule
FY 2022
Schedule**

*(Indicates change from current fee)

Chapter 6: Article IV Section 403C

Coin Operated Amusement Devices

License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year	\$75.00
	FY 03	\$10.00	\$10.00	For each machine over 30, per year	\$10.00

Chapter 6: Article V Section 502

Boxing and Wrestling

License	Pre FY 02	\$10.00	\$10.00	Each Day	\$10.00
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Chapter 6: Article VI Section 602

Dancing

License	Pre FY 02	\$10.00	\$10.00	Per Dance	\$10.00
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Chapter 6: Article IX Section 901C12

Circus License

Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day	\$30.00
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Carnivals (For Operation)

	Pre FY 02	\$125.00	\$125.00	Per Day	\$125.00
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Including Each Amusement Device

	Pre FY 02	\$30.00	\$30.00		\$30.00
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**City of Portsmouth
Fee Schedule
City Clerk**

**Suggested
FY 2023
Schedule**

**Fiscal Year
FY 2021
FY 2022**

Last Adjusted

Description	FY 2021		FY 2022		Suggested FY 2023 Schedule
	Schedule	Schedule	Schedule	Schedule	
Circus (For Operation) Including Each Amusement Device	Pre FY 02	\$125.00	\$125.00	Per Day	\$125.00
	Pre FY 02	\$30.00	\$30.00		\$30.00
Fairs (For Operation) Including Each Amusement Device	Pre FY 02	\$10.00	\$10.00	Per Day	\$10.00
	Pre FY 02	\$5.00	\$5.00	Per Day	\$5.00
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per Day	\$10.00

*(Indicates change from current fee)

Chapter 6: Article IX Section 902

Circus License

Total fee for Circus license shall not be less than

Pre FY 02	\$75.00	\$75.00	Per Day	\$75.00
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Chapter 6: Article X Section 1003

**Theatricals, Parades,
Open Air Meetings
License**

Pre FY 02	\$300.00	\$300.00	Not to exceed per day	\$300.00
Pre FY 02	\$50.00	\$50.00	Not to exceed per day	\$50.00

Chapter 6: Article XIII Section 1315

**Hawkers and Peddlers
License**

Pre FY 02	\$250.00	\$250.00	Per Year	\$250.00
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**City of Portsmouth
Fee Schedule
City Clerk**

**Suggested
FY 2023
Schedule**

<u>Description</u>	<u>Fiscal Year</u> <u>Last Adjusted</u>	<u>FY 2021</u> <u>Schedule</u>	<u>FY 2022</u> <u>Schedule</u>	<u>Suggested</u> <u>FY 2023</u> <u>Schedule</u>
<u>Chapter 6: Article XIV Section 1402</u>				
<u>Pawn Brokers</u>				
<u>License</u>	<u>FY 14</u>	<u>\$50.00</u>	<u>\$50.00 Per Year</u>	<u>\$50.00</u>
<u>Chapter 6: Article XV Section 1502</u>				
<u>Roller Skating Rinks</u>				
<u>License</u>	<u>Pre FY 02</u>	<u>\$50.00</u>	<u>\$50.00 Per Year</u>	<u>\$50.00</u>
<u>Chapter 6: Article XVI Section 1608</u>				
<u>Magazine Subscription Solicitors</u>				
<u>License</u>	<u>FY 06</u>	<u>\$50.00</u>	<u>\$50.00 Per Year</u>	<u>\$50.00</u>
<u>Chapter 9: Article V Section 504 C</u>				
<u>Sidewalk Obstructions</u>				
<u>Obstruction (including Restaurant Table)</u>	<u>FY 18</u>	<u>\$75.00</u>	<u>\$75.00 Each Obstruction (including Restaurant Table)</u>	<u>\$75.00</u>
<u>Chapter 9: Article V Section 504 C</u>				
<u>Sidewalk Obstructions</u>				
<u>Restaurant Chairs</u>	<u>FY 18</u>	<u>\$10.00</u>	<u>\$10.00 Each Restaurant Chair</u>	<u>\$10.00</u>

* (Indicates change from current fee)

**City of Portsmouth
Fee Schedule
City Clerk**

**Suggested
FY 2023
Schedule**

Fiscal Year **FY 2021** **FY 2022**
Last Adjusted **Schedule** **Schedule**

Description

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

Non-ordinance-City Council Policy No. 2012-02

Suspended for 2022 per Council vote 02/22/22

Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services

FY 12	\$10.00	\$10.00	per square foot-6 month season-no proration	N/A
FY 12	\$2,000.00	\$2,000.00	minimum fee	N/A

Non-ordinance-City Council Policy No. 2012-02

Amended for 2022 per Council vote 02/22/22

Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services

FY 22	N/A	\$5.00	per square foot-6 month season-no proration	\$5.00
FY 22	N/A	\$1,000.00	minimum fee	\$1,000.00
FY 22	N/A	\$1,500.00	per space	\$1,500.00

Use of Parking Space

Waiver for food service establishment on City property that abide by the Composting requirements of the

Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)

FY 22	N/A	(\$200.00)	Waiver Amount	(\$200.00)
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Ward checklist

FY 18	\$75.00	\$75.00	per set	\$75.00
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Ward checklist for individual wards

FY 18	\$25.00	\$25.00		\$25.00
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Event permit

(fairs, parades etc. not governed by ordinance)

FY 18	\$50.00	\$50.00		\$50.00
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Ordinance Books

Pre FY 02	\$100.00	\$100.00		\$100.00
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Ordinance book supplements

(distributed 2 x per year)

Pre FY 02	\$50.00	\$50.00		\$50.00
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City of Portsmouth
 Fee Schedule
 City Clerk

Suggested
 FY 2023
 Schedule

Fiscal Year
 Last Adjusted
 FY 2021
 Schedule
 FY 2022
 Schedule

* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2021 Schedule	FY 2022 Schedule	Suggested FY 2023 Schedule
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	\$125.00
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00

**City Clerk
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Other Fees	\$15,221	\$16,897	\$16,566	\$15,968	\$12,000
Other Licenses	\$22,651	\$22,500	\$7,535	\$5,305	\$12,000

Total City Clerk Revenue from Fees

	\$37,872	\$39,397	\$24,101	\$21,273	\$24,000
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License

	FY 19 Issued	FY 20 Issued	FY 21 Issued	FY 19 Revenue	FY 20 Revenue	FY 21 Revenue	FY 21 Revenue
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0	\$0
Billiards and Bowling	5	3	4	\$1,125	\$275	\$0	\$825
Model Slot Car Racing	0	0	0	\$0	\$0	\$0	\$0
Coin Operated Amusement Devices	8	3	7	\$4,400	\$1,275	\$0	\$525
Boxing and Wrestling	0	0	0	\$0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0	\$0
Circus							
Amusement Devices	0	0	0	\$0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0	\$0
Hawkers and Peddlers	10	5	5	\$2,500	\$1,250	\$0	\$0
Pawn Brokers	2	3	5	\$100	\$150	\$0	\$250
Roller Skating Rinks	0	0	0	\$0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0	\$0
Sidewalk Obstructions	0	0	0	\$0	\$0	\$0	\$0
Obstruction (including Restaurant Table)	75	41	Waved	\$10,980	\$3,415	\$0	Waved

Other

Notarization	332	279	283	\$1,660	\$1,395	\$1,415	\$1,415
Tag day, permits	25	6	6	\$500	\$120	\$80	\$80
Ward checklist	2	0	2	\$150	\$0	\$2,310	\$2,310
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0	\$0
Event permit	29	8	2	\$1,450	\$400	\$100	\$100
Ordinance Books	0	0	0	\$0	\$0	\$0	\$0
Ordinance book supplements	0	0	0	\$0	\$0	\$0	\$0
Voter certification	7	4	3	\$35	\$20	\$15	\$15
Voter History Disk	7	13	2	\$875	\$1,625	\$145	\$145
Articles of agreement filing	4	4	4	\$20	\$20	\$10	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0	\$0

**City of Portsmouth
Fee Schedule
Planning Department**

~~NOTE: * (Indicates change from current fee)~~

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested FY 2023 Schedule</u>
	<u>Last Adjusted</u>	<u>FY 2021 Schedule</u>	
PLANNING BOARD			
Preapplication review (site plan or subdivision)			
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00
SUBDIVISIONS			
Subdivision application (residential)			
Plus Per Lot	FY 15	\$500.00	\$500.00
	FY 15	\$200.00	\$200.00
Subdivision application (non-residential)			
Plus Per Lot	FY 15	\$700.00	\$700.00
	FY 15	\$300.00	\$300.00
Subdivision Amendment			
Administrative Approval	FY 21	\$200.00	\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00
Lot Line Revision/Verification			
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00
Lot Line Revision Amendment			
Administrative Approval	FY 21	\$100.00	\$100.00
TAC or Planning Board Approval	FY 21	\$150.00	\$150.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

Description	Fiscal Year Last Adjusted	FY 2021 Schedule	FY 2022 Schedule	Suggested FY 2023 Schedule
MISCELLANEOUS				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY18	\$250.00	\$250.00	\$250.00
Wetland Conditional Use Permit				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	\$100.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 15	\$1,000.00	\$1,000.00	\$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)				
	FY 18	\$200.00	\$200.00	\$200.00

PLANNING-BOARD OF ADJUSTMENT

Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	\$150.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
5-and over	FY 15	\$250.00	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00	\$300.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

Description	Fiscal Year	FY 2021	FY 2022	Suggested FY 2023 Schedule
	Last Adjusted	Schedule	Schedule	
PLANNING-SITE PLAN REVIEW				
All developments	FY 14	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$10.00	\$10.00	\$10.00
	FY 08	\$15,000.00	\$15,000.00	\$15,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
PLANNING-HISTORIC DISTRICT				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00
Non-residential applications				
In Addition:				
Per \$1,000 of valuation of new construction	FY 15	\$500.00	\$500.00	\$500.00
Total application fee shall not exceed (cap)	Pre FY 02	\$5.00	\$5.00	\$5.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
	FY 15	\$100.00	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Amendment to Certificate of Approval				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
Signs	FY 15	\$100.00	\$100.00	\$100.00
PLANNING DEPARTMENT - ZONING PERMITS				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00

**PLANNING DEPARTMENT
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 21
Planning Board	\$110,648	\$79,937	\$145,187	\$162,856	\$80,000
Board of Adjustments	\$40,175	\$37,909	\$34,081	\$24,705	\$45,000
Site Review	\$69,307	\$39,619	\$22,633	\$9,290	\$35,000
Total Planning Department	\$220,130	\$157,465	\$201,901	\$196,851	\$160,000

The Planning Department reported the following application numbers:

	FY 17	FY 18	FY 19	FY 20	FY 21
Site Plan Review	64	26	17	21	
Subdivision/Lot Line revisions	16	15	14	16	
Wetland Conditional Use	27	20	30	19	
Non-Wetland Conditional Use	23	14	19	13	
HDC	168	222	184	198	
Preliminary Conceptual Consultation	6	4	7	11	
Design Review	6	2	1	6	
Board of Adjustment		105	95	80	

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted**

**FY 2021
Schedule**

**FY 2022
Schedule**

Description

Description	Fiscal Year Last Adjusted	FY 2021 Schedule	FY 2022 Schedule	Suggested FY 2023 Schedule
Chapter 8: Article I Section 106 A Street Obstructions (thirty working days or less) Please see Public Works for more than 30 working days fee Initial	FY 11	\$50.00	\$50.00	\$50.00

BUILDING PERMIT FEES:

Chapter 12: Part I Section 108.2
International Building Code-

and

Chapter 12: Part II Section R108.2
International Residential Code-

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

Minimum Fee-Residential	FY 07	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Minimum Fee-Commercial	FY 16	\$100.00	\$100.00	\$100.00

Commercial Roofing	FY 23	N/A	N/A-Flat Rate	\$100.00
Flat Rate Permits	FY 06	\$35.00	\$35.00	Delete

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.</u>				
<u>Demolition Permits</u>	FY 06	\$50.00	\$50.00	\$50.00
			For structures up to 2,000 SF floor area	\$10.00
	FY 04	\$10.00	\$10.00	\$10.00
			per \$1,000 of demolition cost for structures over 2,000sf	\$7.00
<u>General Renovations</u>				
<u>Residential Rates,</u>	FY 04	\$7.00	\$7.00	\$7.00
			per \$1,000 of renovation cost	\$10.00
<u>New Construction, Renovation/Remodel and Additions</u>				
<u>Commercial Rates</u>	FY 04	\$10.00	\$10.00	\$10.00
			per \$1,000 of renovation cost	\$50.00
<u>Sign Permits-Minimum Fee</u>	FY 04	\$50.00	\$50.00	\$50.00
<u>Special Event Sign</u>	FY 07	\$35.00	\$35.00	\$35.00
			per single event	\$1.00
<u>Fee per sq ft of sign area (Permanent or Temporary)</u>	FY 04	\$1.00	\$1.00	\$1.00
<u>Chapter 12: Part I Section 109.7</u>				
<u>International Building Code-</u>				
and				
<u>Chapter 12: Part II Section R109.5</u>				
<u>International Residential Code-</u>				
<u>Reinspection Fee</u>	FY 07	\$100.00	\$100.00	\$100.00
			Per Reinspection	

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**FY 2022
Schedule**

**FY 2021
Schedule**

**Fiscal Year
Last Adjusted**

Chapter 12: Part I Section 108.4
International Building Code-

and

Chapter 12: Part II Section R108.7
International Residential Code-

Fee for Nonpermitted Work

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

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

Chapter 12: Part I Section 110.6
International Building Code-

and

Chapter 12: Part II Section R110.6
International Residential Code-

FY 07	\$100.00	\$100.00	\$100.00
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Fee for Certificate of Use and Occupancy

**City of Portsmouth
Fee Schedule
Inspection Department**

Description

Fiscal Year
Last Adjusted

FY 2021
Schedule

FY 2022
Schedule

Suggested
FY 2023
Schedule

* (Indicates change from current fee)

Chapter 12: Part I Section 106.3.6

International Building Code-

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

FY 14

-20%

-20%

-20%

ELECTRICAL FEES:

Chapter 12: Part I Section 108.2

International Building Code-

and

Chapter 12: Part II Section R108.2

International Residential Code-

Plan Review Fee

FY 04

\$50.00

\$50.00

\$50.00

Special Inspection Fee

FY 07

\$60.00

\$60.00 Per Hour

\$60.00

Emergency Inspection Fee

FY 07

\$60.00

\$60.00 Per Hour

\$60.00

Reinspection fees

FY 07

\$100.00

\$100.00 Each additional inspection after the sec
for the same item(s)

\$100.00

Minimum Electric Permit Fee

FY 07

\$50.00

\$50.00

\$50.00

Residential-Service Equipment

Single Phase

FY 18

\$50.00

\$50.00 up to & including 100 Amps.

\$50.00

Single Phase

FY 18

\$75.00

\$75.00 101 to 200 Amps.

\$75.00

Single Phase

FY 18

\$150.00

\$150.00 201 to 400 Amps.

\$150.00

Single Phase

FY 07

Meters (each)

Lighting Fixtures, Power Utilization

Equipment & Outlets

FY 04

\$1.00

\$1.00 Each Device

\$1.00

* (Indicates change from current fee)

**City of Portsmouth
Fee Schedule
Inspection Department**

**Suggested
FY 2023
Schedule**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Pad Mounted Generators:				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00
All fees shall be rounded up to the nearest \$5.00 with a minimum fee of \$50.00. (Commercial)				
Commercial-Contract Cost Fee Method	FY 04	\$50.00	\$50.00	\$50.00
First \$5000.00 of electrical construction cost from \$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	\$25.00
Next \$5000.00 of electrical construction cost from \$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	\$20.00
Next \$5000.00 of electrical construction cost from \$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	\$15.00
Each \$1000.00 of electrical construction cost from \$15,000.01 & over	FY 07	\$10.00	\$10.00	\$10.00
Chapter 12: Part I Section 109.7 International Building Code-				
and				
Chapter 12: Part II Section R109.5 International Residential Code-				
Reinspection fees				
If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a \$100.00 reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.				
	FY 07	\$100.00	\$100.00	\$100.00

City of Portsmouth
 Fee Schedule
 Inspection Department

Suggested
 FY 2023
 Schedule

* (Indicates change from current fee)

Fiscal Year
 Last Adjusted

FY 2021
 Schedule

FY 2022
 Schedule

Chapter 14: Section 102A E

Housing Code

Certificate of Occupancy

City does not currently collect fee or issue certificate

Pre FY 02 \$1.00 \$1.00 Per Building (Good for 3 years)

\$1.00

PLUMBING/MECHANICAL PERMIT FEES:

Chapter 15, Part I of II: Section 106.6.2

International Plumbing Code &

Chapter 15, Part II of II: Section 106.5.2

International Mechanics Code

Residential rate:

Fee per fixture (plumbing or gas)

Pre FY 02

\$5.00

\$5.00 Each

\$5.00

Water distribution piping (per dwelling)

FY 07

\$30.00

\$30.00 Each

\$30.00

Waste and vent piping (per dwelling)

FY 07

\$30.00

\$30.00 Each

\$30.00

Septic System (per dwelling)

FY 07

\$30.00

\$30.00 Each

\$30.00

Gas distribution piping (per gas meter)

FY 07

\$30.00

\$30.00 Each

\$30.00

Heating & Cooling Equipment: (Boiler,

Furnace, Airhandlers, Unit Heaters, Condenser,

Gas Logs, Fireplace Inserts, Solid Fuel

Stoves, etc...)

FY 10

\$20.00

\$20.00 per Mechanical Equipment

\$20.00

Gas Appliance: (Cloths Dryers, Range/Oven

Water Heater, etc....)

FY 10

\$5.00

\$5.00 per Gas Appliance

\$5.00

Air Distribution System:

FY 10

\$5.00

\$5.00 per Register

\$5.00

Minimum Permit Fee

FY 07

\$50.00

\$50.00

\$50.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

Suggested
FY 2023
Schedule

FY 2021
Schedule

FY 2022
Schedule

Fiscal Year
Last Adjusted

Description	Fiscal Year Last Adjusted	FY 2021 Schedule	FY 2022 Schedule	Suggested FY 2023 Schedule
Commercial rate:				
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing \$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical \$50.00
Minimum Permit Fee:	FY 04	\$50.00	\$50.00	\$50.00
Commercial-Contract Cost Fee Method				
First \$5000.00 of plumbing/mechanical construction cost from	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of plumbing/electrical construction cost from	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of plumbing/electrical construction cost from	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of plumbing/electrical construction cost from	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
\$15,000.01 & over				
Commercial Range & Duct Extinguishing System:				
Base Permit Fee (Per System):	FY 06	\$150.00	\$150.00	\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.				
	FY 13	\$300.00	\$300.00	\$300.00
Special Inspection Fee	FY 07	\$60.00	\$60.00	Per hour \$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00	Per Hour \$60.00

**City of Portsmouth
Fee Schedule
Inspection Department**

Description

Fiscal Year
Last Adjusted

FY 2021
Schedule

FY 2022
Schedule

Suggested
FY 2023
Schedule

* (Indicates change from current fee)

Chapter 15, Part I of II: Section 107.1.2.4
International Plumbing Code

Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00
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Chapter 15, Part II of II: Section 107.6
International Mechanics Code

Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00
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Chapter 15, Part I of II: Section 108.8
International Plumbing Code

Work Commencing Before Permit Issuance

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

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

Commencing work before permit issuance

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

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

INSPECTION DEPARTMENT
Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Total Inspection Department	\$1,055,703	\$1,607,252	\$1,114,996	\$1,773,397	\$1,195,000
Permits					
Residential	1525	1896	1679	2027	
Commercial	344	977	955	1028	
Value	\$104,938,106	\$157,936,179	\$134,866,113	\$212,826,565	
Inspections	2683	6672	6292	6719	

**City of Portsmouth
Fee Schedule
Police Department**

**Suggested
FY 2023
Schedule**

* (Indicates change from current fee)

Fiscal Year **FY 2021** **FY 2022**
Last Adjusted **Schedule** **Schedule**

Description

Chapter 5: Article VIII Section 802

Alarm Systems Service Charge

	Pre FY 02	No Charge	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	\$75.00	4th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	\$75.00	5th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	\$75.00	6th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	\$100.00	7th Occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	\$150.00	8th Occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	\$200.00	9th Occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	\$300.00	10th-15th Occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	\$400.00	16th-20th Occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	\$500.00	21th-25th Occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	\$1,000.00	Each Occurrences 26 or over per calendar year	\$1,000.00

Chapter 7: Article V Section 504

Bicycles

License Pre FY 02 No Charge No Charge

U-Visa research FY 13 \$150.00 \$150.00

**POLICE DEPARTMENT
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Police Alarms	\$31,925	\$37,125	\$19,050	\$33,555	\$30,000
Alarm Systems Service Charge					
Police-Unfounded Emergency calls					
0-3 Occurrences per calendar year	688	708	660	553	
4th Occurrence per calendar year	92	76	75	61	
5th Occurrence per calendar year	62	53	51	42	
6th Occurrence per calendar year	40	35	40	30	
7th Occurrence per calendar year	28	23	28	29	
8th Occurrence per calendar year	19	17	19	18	
9th Occurrence per calendar year	10	9	17	13	
10th-15th Occurrences per calendar year	30	23	22	46	
16th-20th Occurrences per calendar year	2	7	8	5	
21th-25th Occurrences per calendar year	0	0	0	0	
Each Occurrences 26 or over per calendar year	0	0	0	0	
Total Calls	971	951	920	797	

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted
FY 2021
Schedule
FY 2022
Schedule**

Description

Chapter 5: Article IX Section F403.2

Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

INSPECTION FEES

PLACE OF ASSEMBLY

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

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

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

**City of Portsmouth
Fire Department**

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

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted
FY 2021
Schedule
FY 2022
Schedule**

Description

DAYCARE

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

Daycare Center:

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

APARTMENTS

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

APARTMENT BUILDING

FY 20 \$100.00 \$100.00 Every three years \$100.00

per dwelling unit

FY 20 \$100.00 \$100.00 Every three years \$100.00

HOTEL

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

HOTEL

FY 20 \$100.00 \$100.00 Annually \$100.00

per room

FY 20 \$2.50 \$2.50 Annually \$2.50

ROOMING HOUSE

Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants; excluding one- and two-family homes

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested FY 2023 Schedule</u>	
	<u>Last Adjusted</u>	<u>FY 2021 Schedule</u>		<u>FY 2022 Schedule</u>
ROOMING HOUSE	FY 20	\$100.00	\$100.00 Annually	\$100.00
EDUCATIONAL				
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
Educational	FY 20	\$100.00	\$100.00 Annually	\$100.00
STATE REQUIRED DWELLING UNIT				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
STATE REQUIRED DWELLING UNIT	FY 20	\$30.00	\$30.00 Every three years	\$30.00
INSPECTIONS			in conjunction with State Licensing	
HEALTH FACILITIES				
Inspections required for the licensing of healthcare facilities by NH DHHS				
HEALTH FACILITIES	FY 20	\$100.00	\$100.00 Inspections related to State licensing	\$100.00
per bed	FY 20	\$2.50	\$2.50	\$2.50
RE-INSPECTION				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
First Occurrence	FY 20	\$300.00	\$300.00	\$300.00

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested FY 2023 Schedule</u>	
	<u>Last Adjusted</u>	<u>FY 2021 Schedule</u>		<u>FY 2022 Schedule</u>
Second Occurrence	FY 20	\$400.00	\$400.00	\$400.00
Third and Additional Occurrences	FY 20	\$500.00	\$500.00	\$500.00
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00	\$50.00
	FY 20	\$0.05	\$0.05	\$0.05
	FY 20	\$50.00	\$50.00	\$50.00
	FY 20	\$0.05	\$0.05	\$0.05
Hot Work Permit-1 day	FY 22	N/A	\$50.00	\$50.00
Hot Work Permit-per week	FY 22	N/A	\$100.00	* Delete
Hot Work Permit-per month	FY 22	N/A	N/A	* \$100.00
Hot Work Permit-per year	FY 22	N/A	N/A	* \$500.00
Chapter 5: Article VIII Section 802				
Alarm Systems Service Charge				
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	\$300.00

FIRE DEPARTMENT
Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Fire Misc Fees	\$1,640	\$1,485	\$795	\$1,500	\$1,500
Fire Inspections	N/A	N/A	\$121,503	\$126,316	\$105,000
Total Fire Department	\$1,640	\$1,485	\$122,298	\$127,816	\$106,500

**City of Portsmouth
Fee Schedule
Public Works**

*(Indicates change from current fee)

Suggested
FY 2023
Schedule

Fiscal Year
Last Adjusted
FY 2021
Schedule
FY 2022
Schedule

Description

	FY 20	FY 2021 Schedule	FY 2022 Schedule	Application/Permit Fee	*
Memorial Bridge Lighting Request		\$50.00	\$50.00		\$75.00
(Available to Non-Profits only)					
City Council Policy 2018-02					
Encumbrance of City Property (31 working days or more)					
Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05	\$0.05	per square foot per day	\$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term)					
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)					
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days	\$400.00
	FY 19	\$200.00	\$200.00	each additional 30 day period	\$200.00
Blasting Permit	FY 18	\$100.00	\$100.00		\$100.00
New Driveway Permit	FY 18	\$50.00	\$50.00		\$50.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested</u>
	<u>Last Adjusted</u>	<u>FY 2021</u>	
		<u>Schedule</u>	<u>Schedule</u>
Excavation Permit	FY21	\$250.00	\$250.00 1st 100 sf. \$250.00
	FY21	\$500.00	\$500.00 Expedited Permit \$500.00
	FY23	N/A	N/A Refundable Deposit (within 3 business days) \$500.00
Flagging Permit	FY21	\$150.00	\$150.00 each additional 100 sf. \$150.00
	FY 14	\$25.00	\$25.00 \$50.00
	FY 17	\$50.00	\$50.00 Expedited Permit (within 3 business days) \$75.00
Cracksealing Fee	FY 23	N/A	N/A \$300.00

Roadway & Utility Excavation Contractor Permit

Electric/Lighting/Signal
Gas/Telephone/Cable
Road/Sidewalk

FY22	N/A	\$50.00	Initial Certification \$50.00
FY22	N/A	\$25.00	Annual Fee: Certification Renewal \$25.00
FY22	N/A	\$25.00	Annual Fee; Additional Certifications \$25.00
FY22	N/A	\$500.00	Recertification following Suspension \$500.00

City of Portsmouth
 Fee Schedule
 Public Works

*(Indicates change from current fee)

Suggested

FY 2023
 Schedule

Fiscal Year
 Last Adjusted

FY 2021
 Schedule

FY 2022
 Schedule

Maps

Copy of existing map: 8 1/2 x 11 (B & W)
 11 x 17 (B & W)
 22 x 34 (B & W)
 24 x 36 (B & W)
 44 x 34 (B & W)

Plot existing maps: 8 1/2 x 11
 11 x 17
 22 x 34
 24 x 36
 44 x 34

Utility/Geodetic Control Map-

for individual property 8 1/2 x 11 (Color)
 by Email
 on Cd

Maps in PDF format: Tax Map CD

Standard GIS and CAD Data DVD:

Custom Disk of Historical Data (CD or DVD)

FY 06	\$0.50	\$0.50	\$0.50	Each Print	\$0.50
PRE FY 02	\$0.50	\$0.50	\$0.50	Each Print	\$0.50
FY 09	\$10.00	\$10.00	\$10.00	Each Print	\$10.00
FY 09	\$10.00	\$10.00	\$10.00	Each Print	\$10.00
FY 09	\$20.00	\$20.00	\$20.00	Each Print	\$20.00
FY 06	\$5.00	\$5.00	\$5.00	Each Print	\$5.00
FY 06	\$5.00	\$5.00	\$5.00	Each Print	\$5.00
PRE FY 02	\$10.00	\$10.00	\$10.00	Each Print	\$10.00
PRE FY 02	\$10.00	\$10.00	\$10.00	Each Print	\$10.00
PRE FY 02	\$20.00	\$20.00	\$20.00	Each Print	\$20.00
FY 09	\$0.00	\$0.00	\$0.00		\$0.00
FY 09	\$0.00	\$0.00	\$0.00		\$0.00
FY 09	\$10.00	\$10.00	\$10.00		\$10.00
FY 09	\$10.00	\$10.00	\$10.00		\$10.00
FY 09	\$50.00	\$50.00	\$50.00		\$50.00
FY 09	\$100.00	\$100.00	\$100.00		\$100.00

Recycle Bin

FY 23	N/A	N/A	N/A		\$10.00
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**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested</u>
	<u>Last Adjusted</u>	<u>Schedule</u>	
Disposal of Tires	FY 04	\$5.00 per tire	\$5.00
	FY 15	\$10.00 per unit	\$10.00
Disposal of Electronics	FY 17	\$20.00 per unit	\$20.00
	FY 18	\$5.00 per tank	\$5.00
CFC Removal	FY21	\$50.00	\$50.00
	FY 21	\$5.00 each event	\$5.00
Propane Tanks (20# & larger)	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Yard Waste Disposal (contractors)	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Bulky Waste Pick-Up	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Disposal of following whether pick-up or drop-off: Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Clothes Washer	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Clothes Dryer	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Mattresses	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Box Springs	FY 21	\$5.00 each	\$5.00
	FY 21	\$5.00 each	\$5.00
Dishwasher	FY 21	\$10.00 each	\$10.00
	FY 21	\$20.00 each	\$20.00
Cooking Range	FY 21	\$10.00 each	\$10.00
	FY 21	\$20.00 each	\$20.00
Refrigerators	FY 21	\$10.00 each	\$10.00
	FY 21	\$20.00 each	\$20.00

PUBLIC WORKS DEPARTMENT

Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Excavation Permit	\$46,440	\$55,960	\$48,347	\$57,200	\$50,000
Flagging Permit	\$9,170	\$5,625	\$6,300	\$11,800	\$9,000
Solid Waste	\$61,566	\$60,554	\$56,517	\$85,162	\$55,000
Blasting Permit	N/A	\$200	\$100	\$400	\$100
New Driveway Permit	N/A	\$950	\$650	\$800	\$3,000

Total Public Works Department	\$117,176	\$122,139	\$111,914	\$155,362	\$117,100
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	FY 18	FY 19	FY 20	FY 21
Blasting Permits	4	2	5	2
New Driveway Permits	16	15	14	13
Excavation Permits	100	93	92	117
Excavation Permits (expedited)	44	30	39	48
Flagging Permits	166	192	113	177
Flagging Permits (expedited)	44	79	88	77

**City of Portsmouth
Fee Schedule
Recreation**

**Suggested
FY 2023
Schedule**

* (Indicates change from current fee)

**Fiscal Year
Last Adjusted** **FY 2021
Schedule** **FY 2022
Schedule**

Description

RECREATION-SPINNAKER PT.

Adult Resident	FY 14	\$216.00	\$216.00	per year	\$220.00
Senior Citizen Resident	FY 14	\$108.00	\$108.00	per year	\$110.00
Adult Non-Resident	FY 14	\$432.00	\$432.00	per year	\$440.00
Senior Citizen Non-Resident	FY 14	\$216.00	\$216.00	per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00	per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00	per day	\$10.00

Calendar Year Information:			
	2017	2018	2019
Members	Members	Members	Members
Adult	638	623	577
Sr. Citizen	632	665	758
Other	184	161	215

City of Portsmouth
 Fee Schedule
 Recreation

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year
 Last Adjusted
 FY 2021
 Schedule
 FY 2022
 Schedule

Description

RECREATION-INDOOR POOL

5 & Under, Resident	FY 11	\$3.00	\$3.00	per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
5 & Under, Resident/Membership	FY 11	\$180.00	\$180.00	per year	\$190.00
5 & Under, Non-Resident/Membership	FY 11	\$240.00	\$240.00	per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00	per session	\$10.00
6-17, Resident/Membership	FY 11	\$180.00	\$180.00	per year	\$190.00
6-17, Non-Resident/Membership	FY 11	\$240.00	\$240.00	per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00	per session	\$10.00
18-59, Resident/Membership	FY 11	\$300.00	\$300.00	per year	\$318.00
18-59, Non-Resident/Membership	FY 11	\$540.00	\$540.00	per year	\$572.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Senior Citizen, Resident	FY 11	\$3.00	\$3.00	per session \$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00	per session \$5.00
Senior Citizen, Resident/Membership	FY 11	\$240.00	\$240.00	per year \$254.00
Senior Citizen, Non-Resident/Membership	FY 11	\$300.00	\$300.00	per year \$318.00
First Adult, Resident/Family Rate	FY 11	\$300.00	\$300.00	per year \$318.00
First Adult, Non-Resident/Family Rate	FY 11	\$540.00	\$540.00	per year \$572.00
Second Adult, Resident/Family Rate	FY 11	\$180.00	\$180.00	per year \$190.00
Second Adult, Non-Resident/Family Rate	FY 11	\$300.00	\$300.00	per year \$318.00
Maximum Per Family, Resident/Family Rate	FY 11	\$720.00	\$720.00	per year \$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00	\$720.00	per year \$763.00
Swimming Lessons (rates based on a 8 lesson Session)				
Resident Member	FY 19	\$30.00	\$30.00	\$30.00
Resident Non-Member	FY 19	\$45.00	\$45.00	\$45.00
Non-Resident Member	FY 19	\$65.00	\$65.00	\$65.00
Non-Resident Non-Member	FY 19	\$100.00	\$100.00	\$100.00
Pool Rental	FY 19	\$150.00	\$150.00	per hour \$192.00
per staff	FY 09	\$40.00	\$40.00	\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00	\$25.00
RECREATION-OUTDOOR POOL				
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	per day \$0.00
18 & Under, Non-Resident	FY 12	\$2.00	\$2.00	per day \$3.00
19 & Over, Resident	FY 12	\$2.00	\$2.00	per day \$3.00
19 & Over, Non-Resident	FY 12	\$4.00	\$4.00	per day \$5.00
Military Discount: (City Council adopted 05/02/22)				
18 & Under	FY 22	N/A	\$0.00	per day \$0.00
19 & over	FY 22	N/A	\$2.00	per day \$2.00

City of Portsmouth
 Fee Schedule
 Recreation

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year
 Last Adjusted
 FY 2021
 Schedule
 FY 2022
 Schedule

Description

RECREATION-MISCELLANEOUS

*Grass Field - (Game or Practice)	FY 22	N/A	\$20.00	per hour	\$20.00
*Gym - (Game or Practice)	FY 22	N/A	\$50.00	per hour	\$50.00
*Does not include local non-profits & youth sports leagues					
Co-sponsored (non-swim team) programs					
maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00	per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs					
(placed in maintenance fund)	FY 06	\$20.00	\$20.00	per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	N/A	\$75.00	per hour	\$75.00
*Does not include local non-profits & youth sports leagues					
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00	per use	\$60.00
Room Rentals:	PRE FY 02	\$10.00	Delete	Delete	Delete
Senior Activity Center Room #1	FY 22	N/A	\$50.00	per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	N/A	\$25.00	per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	N/A	\$50.00	per hour	\$50.00
Peirce Island Boat Launch:					
Boat Launch (Non-Resident)	FY 14	\$150.00	\$150.00	per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00	per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00	per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$75.00	\$75.00	per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00
Commercial (Non-Resident)	FY 22	N/A	\$300.00	per season	\$300.00
Military Discount: (City Council adopted 05/02/22)					
Motorized craft	FY 22	N/A	\$10.00	per launch	\$10.00
Motorized craft	FY 22	N/A	\$75.00	per season	\$75.00
Non-Motorized craft	FY 22	N/A	\$5.00	per launch	\$5.00
Commercial boats	FY 22	N/A	\$15.00	per launch	\$15.00

**RECREATION DEPARTMENT
General Fund Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Outdoor Pool	\$23,941	\$24,322	\$22,881	\$1,276	\$10,000
Spinnaker Point	\$227,948	\$241,703	\$198,000	\$2,868	\$90,000
Boat Ramp Fees	\$8,995	\$7,935	\$10,860	\$17,338	\$10,000
Total General Fund Recreation Fee Revenue	\$260,884	\$273,960	\$231,741	\$21,482	\$110,000

Special Revenue Fund Fee Revenue

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21
Indoor Pool	\$443,543	\$428,315	\$337,720	(\$6,046)
Total Recreation Revenue from Fees	\$704,427	\$702,275	\$569,461	\$15,436

City of Portsmouth
 Fee Schedule
 Health Department

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year
 Last Adjusted

FY 2021
 Schedule

FY 2022
 Schedule

Description

HEALTH

Class		FY21	\$650.00	\$650.00	Annually	\$650.00
A4	Restaurants (400 + seating capacity)					\$650.00
A3	Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually	\$600.00
A2	Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually	\$550.00
A1	Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually	\$450.00
B	Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually	\$350.00
C	Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually	\$300.00
D	Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually	\$275.00
E	Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually	\$200.00
E	Bakeries	FY21	\$200.00	\$200.00	Annually	\$200.00
E	Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually	\$200.00
E	Catering	FY21	\$150.00	\$150.00	Annually	\$150.00
F	Supermarkets	FY21	\$650.00	\$650.00	Annually	\$650.00
G	Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually	\$125.00
G	Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually	\$100.00
H	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually	\$100.00
M	Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually	\$200.00

**City of Portsmouth
Fee Schedule
Health Department**

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

		<u>Fiscal Year</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>Suggested</u>
	<u>Description</u>	<u>Last Adjusted</u>	<u>Schedule</u>	<u>Schedule</u>	<u>FY 2023</u>
					<u>Schedule</u>
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00	(up to two (2) weeks before the day of the event) \$125.00
		PRE FY 02	\$100.00	\$100.00	(additional thereafter) \$100.00
TT	Sampling for non potentially hazardous foods (14 days or less) (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00	(up to four (4) weeks before the day of the event) \$15.00
		FY 10	\$40.00	\$40.00	(additional thereafter) \$40.00
V	Limited Events (1 to 4 events per year)	FY 14	\$150.00	\$150.00	\$150.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually \$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.	FY 10	No Fee	No Fee	No Fee
Y	Fundraiser Permit Inspection Fees:	FY 14	\$200.00	\$200.00	per event \$200.00
Z	Family Day Care & Foster Care Daycare with more than 100 children	FY 16	\$10.00	\$10.00	Every 3 years \$10.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	Every 3 years \$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21	\$70.00	\$70.00	Annually \$70.00
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00	per event \$100.00

**HEALTH DEPARTMENT
Revenues from fees**

Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
\$36,845	\$80,380	\$70,765	\$58,030	\$65,000

Health Permits

FY 20 Health Permits were as follows:

# of Permits	Fees Collected	Description
0	\$0.00	Restaurants (400 + seating capacity)
1	\$400.00	Restaurants (300-399 seating capacity)
2	\$800.00	Restaurants (200-299 seating capacity)
28	\$9,800.00	Restaurants (100-199 seating capacity)
17	\$5,100.00	Restaurants (76-99 seating capacity)
32	\$7,680.00	Restaurants (51-75 seating capacity)
35	\$6,300.00	Restaurants (26-50 seating capacity)
144	\$18,000.00	Restaurants (0-25 seating capacity)
	\$0.00	Catering
7	\$3,500.00	Supermarkets
1	\$80.00	Bed and Breakfast Operations
3	\$240.00	Nursing Homes
14	\$700.00	Prepackaged Foods (movie theaters, gas stations, video, candy, departments, drug stores)
	\$2,200.00	Mobile Food Operations
	\$0.00	Temporary Food Permit
	\$0.00	Limited Events (1 to 4 events per year)
21	\$2,940.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
7	\$0.00	No Fundraiser Fee for Health Department Permits:
		Religious Organizations
		Youth Groups
		Veteran Groups
		Disabled
		School Related organizations
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.

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

* (Indicates change from current fee)

Suggested
FY 2023
Schedule

Fiscal Year
Last Adjusted
FY 2021
Schedule
FY 2022
Schedule

Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

Sign Permit-Private Parking Lot	FY 21	\$50.00	\$50.00	per intitial issue	\$50.00
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Chapter 6: Article XIII Section 1307
Vendor from Motor Vehicle

Vendor From Motor Vehicle Permit April 15- November 15	FY 10	\$5,000.00	\$5,000.00	Minimum Bid	\$5,000.00
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**Motorcycle Parking Market Square on Pleasant St
Summer season (April 1-November30) in designated Motorcycle spaces**

Residents	FY 21	\$ 1.00	\$ 1.00	reduction per Hour of post Hi-Occ rates	\$ 1.00
Non-Residents	FY 21	\$ 0.50	\$ 0.50	reduction per Hour of post Hi-Occ rates	\$ 0.50

Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	space per day	\$20.00
Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00	space per day	\$30.00

Valet - from Commercial Loading Zone	FY 19	\$675.00	\$675.00	annually	Delete
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.					
Valet - from Commercial Loading Zone A	FY 19	\$675.00	\$675.00	annually	\$1,500.00
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.					
Valet - from Commercial Loading Zone B	FY 19	\$675.00	\$675.00	annually	\$500.00
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.					

Chapter 7: Article I Section 114A

Construction Permit

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Per Day	\$35.00
Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00	High Occupancy Space Per Day	\$50.00

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

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted**

**FY 2021
Schedule**

**FY 2022
Schedule**

Chapter 7: Article III Section 321G

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover Parking Facility	FY 19	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place Parking Facility	FY 19	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00

Parking Facility

Chapter 7: Article IV Section 402 C

High Hanover Parking Garage

Rates	FY21	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
	FY21	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
	FY 20	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
	FY21	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	FY 08	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

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

*(Indicates change from current fee)

**Suggested
FY 2023
Schedule**

Description	Fiscal Year		FY 2021		FY 2022		Suggested FY 2023 Schedule
	Last Adjusted		Schedule	Schedule	Schedule		
Chapter 7: Article IV Section 402 L							
Foundry Place Parking Garage							
Rates	FY 19	\$1.00	Free	\$1.00	Free Resident-Sunday	\$1.00	Free
	FY 19	\$100.00	\$100.00	\$100.00	Monthly 24 hr-Resident Pass	\$100.00	\$100.00
	FY 19	\$125.00	\$125.00	\$125.00	Monthly-24 hr-All other Passes	\$125.00	\$125.00
	FY 19	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate
	FY 19	\$100.00	\$100.00	\$100.00	Garage Pass Deposit	\$100.00	\$100.00
	FY 19	\$15.00	\$15.00	\$15.00	Pass Late Fee	\$15.00	\$15.00
	FY 19	\$5.00	\$5.00	\$5.00	Special Event Parking	\$5.00	\$5.00
	FY21	\$3.00	\$3.00	\$3.00	Special Event Parking	\$3.00	\$3.00
Downtown Employee HOURLY Parking Program:							
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.							
	FY 21	\$3.00	\$3.00	\$3.00	per use: Maximum allowable days: 20 10 Hour pass	\$3.00	\$3.00
Electric Vehicle Charging							
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage							
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.							
	FY 20	\$1.25	\$1.25	\$1.25	hourly first 4 hours	\$1.25	\$1.25
	FY 20	\$3.00	\$3.00	\$3.00	hourly thereafter	\$3.00	\$3.00
Chapter 7: Article IV Section 408							
Boat launch							
	FY 19	\$15.00	\$15.00	\$15.00	Nightly	\$15.00	\$15.00

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

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted** **FY 2021
Schedule** **FY 2022
Schedule**

Description

Chapter 7: Article VI Section 604
Truck Loading/Unloading Zones

Commercial Loading Zone Permit **FY 22** **\$100.00** **\$250.00** **Annually** **\$250.00**

Chapter 7: Article IX Section 903
Summons Administration Fee

Summons Administration Fee **FY 16** **\$150.00** **\$150.00** **\$150.00**

Chapter 7: Article X Section 1004B
Towing

Immobilization Administration Fee **FY 15** **\$150.00** **\$150.00** **\$150.00**

Residential Neighborhood Parking

N/A **TBD** **TBD** **TBD** **TBD**

**PARKING / TRANSPORTATION DIVISION
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Construction Permit					
Foundry Place Parking Garage Hourly	\$116,845	\$123,090	\$127,850	\$371,002	\$50,000
Foundry Place Parking Garage Passes	N/A	\$71,690	\$173,811	\$170,210	\$207,650
Hanover Parking Garage Hourly	N/A	\$185,240	\$298,907	\$305,634	\$333,600
Hanover Parking Garage Passes	\$2,398,497	\$2,321,821	\$1,885,976	\$1,805,836	\$2,456,500
Hanover Parking Garage Passes Reinstatement	\$1,422,440	\$1,564,885	\$1,506,888	\$1,308,949	\$1,377,900
Hanover Parking Garage Passes Reinstatement	\$4,980	\$4,445	\$2,345	\$990	\$500
Foundry Place Parking Garage Passes Reinstatement	N/A	\$2,070	\$1,500	\$1,395	\$500
Immobilization Admin Fee	\$17,240	\$7,350	\$150	\$5,250	\$5,000
Summons Admin Fee	\$275	\$225	\$50	\$0	\$0
Total Parking/Transportation Fee Revenue	\$3,937,782	\$4,266,726	\$3,997,477	\$3,969,267	\$4,431,650

Total Parking/Transportation Fee Revenue

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

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21
Vendor From Motor Vehicle				
Permits	0	1	1	0
Revenue	\$0	\$2,500	\$2,500	\$0
Hanover Parking Garage Monthly Passes Issued				
Resident	220	202	201	161
Non-Resident	486	453	459	286
Total	706	655	660	447
Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)				
Resident	N/A	102	78	96
Non-Resident	N/A	226	157	176
Total	0	328	235	272
Peirce Island Overnight Parking				
Permits	0	0	0	0
Revenue	\$0	\$0	\$0	\$0
Commercial Loading Zone permit				
Permits	71	39	30	20
Revenue	\$3,550	\$3,900	\$3,000	\$2,000

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

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

Fiscal Year **FY 2021** **FY 2022**
Last Adjusted **Schedule** **Schedule**

Description

Chapter 11: Article II Section 204

Private Sewage Disposal

Inspection Fee	PRE FY 02	N/A	N/A	N/A
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Chapter 11: Article II Section 205

Building Sewers and Connections

Permit	FY 15	New Customer		
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Storm Water Connection Permit Fee (Dependent upon revision of ordinance)

Stormwater Connection Permit	FY 21	\$150.00	\$150.00	New Customer	\$150.00
Stormwater Connection Fee	FY 21	\$250.00	\$250.00	New Customer	\$250.00

Industrial Discharge Permit Fee, Including Permit Renewals

Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested FY 2023 Schedule</u>
	<u>Last Adjusted</u>	<u>Schedule</u>	
Class 3, Permit	FY 08	\$500.00 per permit	\$500.00
Class 4, Permit	FY 08	\$500.00 per permit	\$500.00
Class 5, Permit	FY 08	\$500.00 per permit	\$500.00
Oil and Grease Trap Permit Fee	FY 15	\$150.00 New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00 Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00 Per visit	\$100.00

WATER and SEWER FEES

Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual
Turn On	FY 16	\$40.00 per occurrence	\$40.00
Delinquent Tag	FY 19	\$25.00 After threshold of \$150	\$25.00
Turn Off	FY 16	\$40.00 per occurrence	\$40.00
Final Billing Request	FY 14	\$40.00 per occurrence	\$40.00
Final Billings (if customer reads)	FY 05	N/A per occurrence	N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00 per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00 per occurrence	\$10.00
Frozen Meter Repairs <= 1 1/2"	FY 15	\$50.00 per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00 per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.			
Emergency Callout	FY 19	\$300.00 per occurrence	\$300.00

Based on current wages + benefits

Minimum callout=4 hours overtime per union

contracts

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year</u>		<u>Suggested FY 2023 Schedule</u>	
	<u>Last Adjusted</u>	<u>FY 2021 Schedule</u>		<u>FY 2022 Schedule</u>
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00 per occurrence	\$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00 per occurrence	\$75.00
When requested by customer, (if meter test fails no charge to customer)				
Water Services Application Fee	FY 15	\$150.00	\$150.00 per occurrence	\$150.00
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00 Annually	\$25.00
Meter Reading System Repairs	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Plus cost of parts				
Meter Rental (any size)	FY 20	\$10.00	\$10.00 daily	\$10.00
Water Services Application Fee				
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95 monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27 monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25 monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91 monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26 monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74 monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27 monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01 monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02 monthly	\$252.02
Fire Flow Testing				
	FY 13	\$200.00	\$200.00 per Test	\$200.00
	FY 17	\$100.00	\$100.00 per Visit	\$100.00
Fire Services, Fee per Month				
1"	FY 08	\$2.55	\$2.55 monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82 monthly	\$3.82
2"	FY 08	\$5.09	\$5.09 monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64 monthly	\$7.64

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>		<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>	
3"	FY 08	\$12.22	\$12.22	monthly	\$12.22	monthly	\$12.22
4"	FY22	\$20.84	\$21.82	monthly	\$21.82	monthly	\$22.85
5"	FY22	\$37.48	\$39.46	monthly	\$39.46	monthly	\$41.54
6"	FY22	\$60.54	\$63.84	monthly	\$63.84	monthly	\$67.32
8"	FY22	\$129.02	\$136.46	monthly	\$136.46	monthly	\$144.33
10"	FY22	\$232.02	\$245.67	monthly	\$245.67	monthly	\$260.12
12"	FY22	\$374.77	\$397.08	monthly	\$397.08	monthly	\$420.72
	FY22	\$300.00	\$325.00	Annually	\$325.00	Annually	\$350.00

Hydrant Rentals to Municipalities per hydrant

Roadway & Utility Excavation Contractor Permit
Electric/Lighting/Signal
Gas/Telephone/Cable
Road/Sidewalk

FY22	N/A	\$50.00	Initial Certification	\$50.00
FY22	N/A	\$25.00	Annual Fee: Certification Renewal	\$25.00
FY22	N/A	\$25.00	Annual Fee; Additional Certifications	\$25.00
FY22	N/A	\$500.00	Recertification following Suspension	\$500.00

Backflow Test	FY 15	\$55.00	\$55.00	per device each occurrence	\$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
	FY 15	\$0.17	\$0.17	per LB	\$0.17

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

* (Indicates change from current fee)

**Suggested
FY 2023
Schedule**

Description	Fiscal Year		FY 2022 Schedule	FY 2023 Schedule
	Last Adjusted	FY 2021 Schedule		
Pease	FY 15	\$0.17	\$0.17	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00	\$75.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	\$150.00
Industrial Discharge Permits	FY 15	-----Delete No Longer Used-----		
Sewer Connection Fees	FY 15	\$350.00	\$350.00	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00	\$100.00
Equipment Rate (Water & Sewer)	FY 12	\$15.00	\$15.00	\$15.00
Pump Truck	FY 20	\$150.00	\$150.00	\$150.00
Backhoe	FY 16	\$50.00	\$50.00	\$60.00
Excavator	FY 16	\$75.00	\$75.00	\$75.00
Dump	FY 16	\$50.00	\$50.00	\$65.00
Compressor	FY 17	\$20.00	\$20.00	\$20.00
Tapping	FY 17	\$25.00	\$25.00	\$25.00
Pump	FY 14	\$15.00	\$15.00	\$15.00
Roller	FY 16	\$30.00	\$30.00	\$30.00
Loader	FY 16	\$60.00	\$60.00	\$60.00
Steamer	FY 14	\$15.00	\$15.00	\$15.00
Vactor	FY 17	\$150.00	\$150.00	\$175.00
Paver	FY 17	\$65.00	\$65.00	\$65.00
TV Camera Vehicle	FY 17	\$150.00	\$150.00	\$150.00
Water - Capacity Improvement Multiplier (CIM)				
EDU = equivalent dwelling unit				
1"	FY 19	\$1,300.00	\$1,300.00	\$1,434.00
1 1/2"	FY 19	\$2,600.00	\$2,600.00	\$2,868.00

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

** (Indicates change from current fee)*

<u>Description</u>	<u>Fiscal Year</u>		<u>per EDU New Service</u>	<u>Suggested FY 2023 Schedule</u>
	<u>Last Adjusted</u>	<u>FY 2021 Schedule</u>		
2"	FY 19	\$4,160.00	\$4,160.00	\$4,588.80
3"	FY 19	\$8,320.00	\$8,320.00	\$9,177.60
4"	FY 19	\$13,000.00	\$13,000.00	\$14,340.00
6"	FY 19	\$26,000.00	\$26,000.00	\$28,680.00
8"	FY 19	\$41,600.00	\$41,600.00	\$45,888.00
10"	FY 19	\$62,400.00	\$62,400.00	\$68,832.00
Sewer - Capacity Improvement Multiplier (CIM)				
EDU = equivalent dwelling unit				
1"	FY 19	\$1,800.00	\$1,800.00	\$3,985.00
1 1/2"	FY 19	\$3,600.00	\$3,600.00	\$7,970.00
2"	FY 19	\$5,760.00	\$5,760.00	\$12,752.00
3"	FY 19	\$11,520.00	\$11,520.00	\$25,504.00
4"	FY 19	\$18,000.00	\$18,000.00	\$39,850.00
6"	FY 19	\$36,000.00	\$36,000.00	\$79,700.00
8"	FY 19	\$57,600.00	\$57,600.00	\$127,520.00
10"	FY 19	\$86,400.00	\$86,400.00	\$191,280.00

WATER AND SEWER DIVISION
Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22	
Hydrant Rentals to Municipalities						
Permits	1040	1040	1040	1040	\$338,000	Water Only
Revenue	\$234,000	\$260,000	\$286,000	\$312,000		
Backflow Test						
Permits	1182	2102	1111	2057	\$88,500	Water Only
Revenue	\$65,010	\$115,610	\$64,775	\$102,850		
Dumping Fees per 1,000 gals						
M gallons	1.885	2.193	1.740	1.075	\$175,000	Sewer Only
Revenue	\$179,410	\$214,310	\$290,815	\$80,634	\$100,000	
Water - Capacity Improvement Multiplier (CIM)	\$100,620	\$61,400	\$56,940	\$65,950	\$100,000	
Sewer - Capacity Improvement Multiplier (CIM)	\$126,775	\$58,770	\$71,640	\$136,080	\$110,000	

Note: Revenue recorded in Enterprise Funds.

**City of Portsmouth
Fee Schedule
Library**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
LIBRARY				
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-1/2 year	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate 1/2 year	FY 20	\$50.00	\$50.00	\$50.00

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

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

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**Library
Revenues from fees**

Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21
\$32,990	\$35,408	\$32,169	\$25,170

Library Cards

Note: Revenue recorded in a Special Revenue Fund.

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year FY 2021 FY 2022
 Last Adjusted Schedule Schedule

Description

Chapter 8: Article II Section 202 E 7 b

Park Property-
Park Property-Per Hour Docking Fees

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

HOURLY RATE WOODEN DOCKS

RESIDENT (May 1-Sep 30)

	FY 19	\$4.00	\$4.00	Per Hour	\$4.00
Craft up to twenty (20) ft in length overall					\$4.00
For craft twenty-one (21) ft to forty (30) ft overall					\$5.00
For craft thirty-one (31) ft to forty (40) ft overall					\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall					\$9.00
For craft over fifty (50) ft overall					\$10.00

HOURLY RATE - WOODEN DOCKS

NON-RESIDENT (May 1-Sep 30)

	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
Craft up to twenty (20) ft in length overall					\$8.00
For craft twenty-one (21) ft to forty (30) ft overall					\$11.00
For craft thirty-one (31) ft to forty (40) ft overall					\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall					\$19.00
For craft over fifty (50) ft overall					\$23.00

HOURLY RATE - WOODEN DOCKS

RESIDENT (Oct 1-Apr 30)

	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
Craft up to twenty (20) ft in length overall					\$3.00
For craft twenty-one (21) ft to forty (30) ft overall					\$3.00
For craft thirty-one (31) ft to forty (40) ft overall					\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall					\$8.00

HOURLY RATE - WOODEN DOCKS

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

Suggested
FY 2023
Schedule

Fiscal Year FY 2021 FY 2022
Last Adjusted Schedule Schedule

<u>Description</u>	<u>FY 19</u>	<u>\$8.00</u>	<u>\$8.00</u>	<u>Per Hour</u>
For craft over fifty (50) ft overall				\$8.00

NON-RESIDENT (Oct 1-Apr 30)

<u>HOURLY RATE - WOODEN DOCKS</u>				
Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour

4 HOUR MINIMUM RATE - CEMENT DOCK

<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>				
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$20.00	\$20.00	per 4 hours-over 4 hrs pay daily rate
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	per 4 hours-over 4 hrs pay daily rate

NON-RESIDENT (May 1-Sep 30)

<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>				
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$40.00	\$40.00	per 4 hours-over 4 hrs pay daily rate
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$64.00	\$64.00	per 4 hours-over 4 hrs pay daily rate
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	per 4 hours-over 4 hrs pay daily rate

**City of Portsmouth
 Fee Schedule
 Prescott Park**

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year
 Last Adjusted
 FY 2021
 Schedule
 FY 2022
 Schedule

Description

RESIDENT (Oct 1-Apr 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$8.00	\$8.00	\$8.00	per 4 hours-over 4 hrs pay daily rate	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$12.00	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$16.00	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$28.00	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over fifty (50) ft overall	FY 20	\$32.00	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00

NON-RESIDENT (Oct 1-Apr 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$24.00	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$28.00	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	\$44.00	\$44.00	\$44.00	per 4 hours-over 4 hrs pay daily rate	\$44.00

* (Indicates change from current fee)

**City of Portsmouth
Fee Schedule
Prescott Park**

Suggested
FY 2023
Schedule

Fiscal Year FY 2021 FY 2022
Last Adjusted Schedule Schedule

Description

**Park Property-Per Day Docking Fees
(to be paid in advance)**

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$42.00	\$42.00	Per Day	\$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00

NON-RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$96.00	\$96.00	Per Day	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$120.00	\$120.00	Per Day	\$120.00
For craft over fifty (50) ft overall	FY 20	\$144.00	\$144.00	Per Day	\$144.00

RESIDENT (Oct 1-Apr 30)

Craft up to twenty (20) ft in length overall	FY 20	\$18.00	\$18.00	Per Day	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$22.00	\$22.00	Per Day	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$24.00	\$24.00	Per Day	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$30.00	\$30.00	Per Day	\$30.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

Suggested
 FY 2023
 Schedule

Fiscal Year
 FY 2021
 Last Adjusted
 Schedule

FY 2022
 Schedule

Description

NON-RESIDENT (Oct 1-Apr 30)

Description	FY 20	FY 20	FY 20	FY 20	FY 20	Suggested FY 2023 Schedule
Craft up to twenty (20) ft in length overall		\$24.00	\$24.00	\$24.00	Per Day	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall		\$36.00	\$36.00	\$36.00	Per Day	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall		\$48.00	\$48.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall		\$60.00	\$60.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall		\$72.00	\$72.00	\$72.00	Per Day	\$72.00

Park Property-Seasonal Rental Docking Fees

Description	FY 20	FY 20	FY 20	FY 20	Suggested FY 2023 Schedule	
RESIDENT (April 2 - November 1)		\$122.00	\$122.00	\$122.00	Per Season per boat foot	\$122.00
		\$1,675.00	\$1,675.00	\$1,675.00	Per Season Minimum	\$1,675.00
NON-RESIDENT (April 2 - November 1)		\$150.00	\$150.00	\$150.00	Per Season per boat foot	\$150.00
		\$2,050.00	\$2,050.00	\$2,050.00	Per Season Minimum	\$2,050.00

Park Property-Docking Utility Access Fees

Description	FY 15	FY 21	FY 15	FY 21	Suggested FY 2023 Schedule	
Dock Utility Access:		\$10.00	\$10.00	\$10.00	per Day	\$10.00
Resident		\$275.00	\$275.00	\$275.00	Per Season	\$275.00
Non Resident		\$10.00	\$10.00	\$10.00	per Day	\$10.00
		\$275.00	\$275.00	\$275.00	Per Season	\$275.00



**City of Portsmouth
Fee Schedule
Prescott Park**

*(Indicates change from current fee)

**Suggested
FY 2023
Schedule**

**Fiscal Year
Last Adjusted FY 2021
Schedule FY 2022
Schedule**

Description

Park Property-Wedding Reservation Fee

The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.

Weddings which include 1-10 participants in total	FY 21	\$175.00	\$175.00	\$175.00
Weddings which include 11-74 participants in total	FY 21	\$400.00	\$400.00	\$400.00
Weddings which include more than 74 participants in total	FY 21	\$775.00	\$775.00	\$775.00

**Prescott Park
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21
Dock Fees (Marine Maintenance Trust)	\$67,997	\$68,259	\$57,944	\$58,812
Weddings		\$5,625	\$2,250	\$3,225

Note: Revenue recorded in a Special Revenue Fund.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
GENERAL FUND APPROPRIATION BILL
FOR FISCAL YEAR ENDING JUNE 30, 2023**

RESOLUTION # 11-2022

A RESOLUTION MAKING APPROPRIATION OF SUMS FOR ALL THE NECESSARY GENERAL FUND EXPENDITURES FOR THE OPERATION OF GENERAL OPERATING DEPARTMENTS AND SERVICES OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

BE IT RESOLVED:

By the City Council of the City of Portsmouth, New Hampshire assembled, to defray the current General Fund Expenditures of the City for the Fiscal Year ending June 30, 2023, for the specific purposes stated in the General Fund Budget adopted herewith. Said sums to be appropriated from the General Fund Revenues as follows:

Department	Appropriation
General Government	\$22,835,740
Police	\$12,981,078
Fire	\$10,099,433
School	\$55,802,082
Collective Bargaining	\$3,137,450
Uniform Police Salary Adjustment	\$287,278
Uniform Fire Salary Adjustment	\$223,894
Transfer to Indoor Pool	\$150,000
Transfer to Prescott Park	\$272,255
Transfer Community Campus	\$360,788
Non-Operating	\$25,624,913
Total	\$131,774,911

THAT, there is therefore appropriated the total sum of **One Hundred Thirty-One Million, Seven Hundred Seven-Four Thousand, Nine Hundred Eleven Dollars**.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY THE CITY COUNCIL:

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL WATER FUND APPROPRIATION
AND CASH REQUIREMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

RESOLUTION # 12-2022 A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY WATER FUND EXPENSES FOR THE OPERATION OF THE WATER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

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

THAT, there is hereby appropriated the sum of **Eleven Million, Four Hundred Twenty-Two Thousand, Five Hundred Eighty-Five (\$11,422,585) Dollars** based on the full accrual basis of accounting to defray expenses for the operations of the water system for the City of Portsmouth.

THAT, there is hereby cash requirements of **Twelve Million, Two Hundred Forty-One Thousand, One Hundred Seventy-Three (\$12,241,173) Dollars** for the purpose of principal debt repayment, the purchase of assets, and to defray expenses for the operations of the water system.

THAT, the water user rate effective July 1, 2022, is **\$4.54** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$5.46** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

THAT, the water irrigation user rate effective July 1, 2022, is **\$5.46** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$10.30** for consumption over 10 and up to 20 units consumed, and **\$12.71** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL SEWER FUND APPROPRIATION
AND CASH REQUIREMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

RESOLUTION # 13-2022 A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY SEWER FUND EXPENSES FOR THE OPERATION OF THE SEWER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

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

THAT, there is hereby an appropriated sum of **Twenty Million, Six Hundred Twenty Thousand, Eight Hundred Sixty-Seven (\$20,620,867) Dollars** based on the full accrual basis of accounting to defray expenses for the operation of the sewer system for the City of Portsmouth.

THAT, there is hereby cash requirements of **Twenty-Three Million, Four Hundred Sixty-One Thousand, Eight Hundred Ninety-Eight (\$23,461,898) Dollars** for the purpose of principal debt repayment, purchase of assets, and to defray expenses for the operations of the sewer system.

THAT, the sewer user rate effective July 1, 2022 is **\$15.78** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$17.36** per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY THE CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF
SPECIAL REVENUES, DEBT SERVICE FUND, AND COMMITTED FUND
BALANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

RESOLUTION #14-2022

A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FROM SPECIAL REVENUES, DEBT SERVICE FUND, AND COMMITTED FUND BALANCE FOR NECESSARY EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

BE IT RESOLVED:

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

THAT, there is hereby appropriated supplemental funding from the General Fund Committed Health Insurance Fund Balance to defray the expenses of Health Insurance costs in excess of General Fund Appropriations for Health Insurance Premiums for Fiscal Year ending June 30, 2023.

THAT, there is hereby appropriated supplemental funding from the General Fund Committed Leave at Termination Fund Balance to defray the expenses of Leave at Termination in excess of General Fund Appropriations for Leave at Termination for Fiscal Year ending June 30, 2023.

THAT, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2023.

THAT, there is hereby appropriated any sums necessary to pay debt service associated with Betterment Assessments, to include principal and interest, from a Debt Service Fund for Fiscal Year ending June 30, 2023.

THAT, there is hereby appropriated in Governmental or Enterprise funds any Special Revenues received. Special Revenues include, but not limited to, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, Prescott Park, Federal, State, and Local Grants and Donations for Fiscal Year ending June 30, 2023.

THAT, there is hereby appropriated any sums received from Special Revenue Sources, to a maximum of **Thirty-Six Million (\$36,000,000) Dollars** for the purposes for which such sums may be lawfully expended to include.

THAT, the appropriation of Special Revenue Funds will include the use of American Rescue Plan Act (ARPA) funds as listed in Exhibit A in the amount of **One Million Six Hundred Eighty-Seven Thousand Six Hundred (\$1,687,600) Dollars**.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

EXHIBIT A

American Rescue Plan Act (ARPA)
Appropriation June 06, 2022

To be Appropriated:

6/6/2022	Fire-Durable Medical Equipment	85,000
6/6/2022	Fire-Personal Protective Clothing Replacement	70,000
6/6/2022	Climate Action Plan	100,000
6/6/2022	Citywide Storm Drainage Improvements	150,000
6/6/2022	Police-Explorers (4)	187,600
6/6/2022	Fire-SUV	55,000
6/6/2022	Fire-Ambulance (Year 3 of 3 funding)	140,000
6/6/2022	Police-Public Safety Records Management/Computer Aided Dispatch System	900,000
	Total to be Appropriated 06/06/22	<u>1,687,600</u>

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF INVESTMENT POLICY
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

**RESOLUTION # 15-2022 A RESOLUTION APPROVING AN INVESTMENT POLICY FOR
THE FISCAL YEAR ENDING JUNE 30, 2023**

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

THAT, the following investment policy is hereby approved for Fiscal
Year ending June 30, 2023 in conformance with State Law.

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

SCOPE

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

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

OBJECTIVES

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

DELEGATION OF RESPONSIBILITY

1. Administration of cash management is by the Finance Director/City Treasurer. The Finance Director/City Treasurer is responsible for setting major investment strategy and conducts the day to day execution of policy.
2. Whenever the Finance Director/City Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Finance Director/City Treasurer shall invest these funds in eligible investments defined by RSA 48:16.
3. All participants in the investment process shall act prudently to safeguard the public funds and confidence. Cash Management procedures shall fit the legal requirements and organizational structure and adhere to the commonly accepted "Prudent Person Rule".
4. The Cash Management Program operates daily and requires routine procedures to implement it. The City Finance Director/Treasurer shall review cash management and banking services on a continual and ongoing basis to assure that the policy objectives are met.

ELIGIBLE INVESTMENT TRANSACTIONS

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

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

Certificates of deposit which meet all of the following conditions:

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

SAFEKEEPING AND COLLATERALIZATION

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

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

ETHICS AND CONFLICTS OF INTEREST

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

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

Date: June 3, 2022

To: Honorable McEachern and City Council Members

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

Re: City Manager's Comments on City Council Agenda of June 6, 2022

X. Public Hearing and Vote on Ordinance and/or Resolution:

A. Adoption of Budget Resolutions for Fiscal Year July 1, 2022 through June 30, 2023 (FY23):

On Monday evening, I am requesting that the City Council adopt the proposed FY23 Budget (July 1, 2022 through June 30, 2023). For your review and action, there are six proposed Resolutions relative to the annual budget adoption:

- **Resolution No. 10-2022 – Municipal Fees** adopts Municipal Fees that have been recommended by the Fee Committee. The total revenue generated from these fees is estimated at \$1,888,300 or 1% of the total FY23 General Fund Revenues.
- **Resolution No. 11-2022 – General Fund Expenditures** for both the Operating and Non-Operating appropriations for a total of \$131,774,911.
- **Resolution No. 12-2022 – Water Fund Expenditures** establishes the annual appropriation, cash requirements and user rates for the Water Fund, the adoption of this resolution will include a two-step, inclining block rate structure for water usage. Also included is a three step, inclining block rate structure for metered irrigation water usage. This resolution reflects a 3% increase in water user rates. The irrigation water usage is not subject to sewer charges.
- **Resolution No. 13-2022 – Sewer Fund Expenditures** establishes the annual appropriation, cash requirements and user rates for the Sewer Fund. Sewer charges are based on water consumption. Similar to water, the adoption of this resolution will include a two-step inclining block rate structure. This resolution reflects a 6% increase in Sewer user rates.

- **Resolution No. 14-2022 – Special Revenues, Debt Service Fund and Committed Fund Balances for Necessary Expenditures** allows for the expenditure of Special Revenues including the use of American Rescue Plan Act (ARPA) funds, Debt Service Fund, and Committed Fund Balance. This allows the City to expend from donations, State and Federal Grants as they are accepted and received, pay principal and interest associated with Betterment Assessments from a Debt Service Fund, and expend from Committed Fund Balance.
- **Resolution No. 15-2022 – Investment Policy** deals with the adoption of an annual investment policy. State law requires the annual adoption of such a policy by every city and town.

I am requesting that the City Council move to adopt each Resolution separately by a roll call vote.

XI. City Manager’s Items which Require Action:

1. Middle Street Baptist Church Parking Agreement Renewal:

Since 2013, the Middle Street Baptist Church has leased seventeen (17) spaces to the City for the purposes of allowing certain Public Library staff the use of said space during Library business hours. The Middle Street Baptist Church invoices the City for the annual fee of \$1,000. The term for this agreement has historically been for one year. However, after consulting with the Church, for ease of administration, I recommend amending the agreement to change the term from an annual to an indefinite term, with either party having the right to terminate the agreement upon 30 days written notice. The Legal Department and the Middle Street Baptist Church have reviewed and approved [the attached agreement](#).

I recommend that the City Council move to approve the Middle Street Baptist Church Parking Use/Maintenance Agreement renewal as presented.

2. Release of City Trust Funds Related to Portsmouth NH 400th Celebration:

I am requesting that the City Council release funds from the 400th Anniversary Trust to Portsmouth NH 400th Inc. totaling \$9,166. These funds were requested for various Portsmouth NH 400th celebration projects by Managing Director Valerie Rochon, and [an invoice for each request is attached for your information](#). [A copy of the Trust is attached](#) for reference.

I recommend that the City Council authorize the expenditure of \$9,166 from the 400th Anniversary Trust for projects referenced in the supporting material.

3. Temporary Construction License for 75 Congress Street:

Michael De La Cruz, owner of The Franklin Block, under ENCM 22-7, is performing exterior brickwork improvements to [75 Congress Street](#), shown on the City of Portsmouth Assessor’s Map as Tax Map 0117-0005 (“Subject Property”).

The owner has encumbered the sidewalk with pass through staging for 30 consecutive working days in front of half of the Subject Property.

The encumbrance permit expires on June 7, 2022 and the owner has experienced delays and seeks thirty (30) more days to complete Phase One of the project. The owner scheduled the project in two phases to limit scaffolding in front of retailers. The owner seeks to encumber the other half of the sidewalk in front of the Subject Property for Phase Two of the project from July 7, 2022 through September 9, 2022 for a total of 64 days. In order to encumber the sidewalk beyond 30 days, a license approved by the City Council is required.

The owner has requested to encumber 409.5 square feet of sidewalk in front of 75 Congress Street for 30 days (June 8, 2022 through July 7, 2022) to complete Phase One of the project. Licenses are subject to the “License Fee for Encumbrance of City Property” policy. Under this policy, a daily fee is calculated per square foot of encumbered sidewalk (409.5 square feet x .05 = \$20.47 day x 30 days = \$614.10). To complete the project, the scaffolding will be moved to the sidewalk in front of the other half of the building. Owner’s license fee for Phase Two of the project will be (409.5 square feet x .05 = \$20.47 day x 64 days = \$1,310.08). The total license fees for both phases equal \$1,924.18. However, when the public has access to the License Area through pass through staging, license fees are typically waived.

The Legal and Planning Departments have reviewed and approved [the form of the attached License](#).

If the Council agrees to grant the temporary construction license to encumber the sidewalk along 75 Congress Street, an appropriate motion would be:

Move that the City Manager be authorized to waive the license fee and execute and accept the temporary construction license to encumber the sidewalk with pass through staging at 75 Congress Street as requested.

XII. Consent Agenda:

A. Projecting Sign License – 62 Market Street:

Permission is being sought to install a projecting sign at [62 Market Street](#) that extends over the public right of way, as follows:

Sign dimensions: 36” x 36”

Sign area: 9 sq. ft.

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

- 1) *The license shall be approved by the Legal Department as to content and form;*
- 2) *Any removal or relocation of the sign, for any reason, shall be done at no cost to the City;*
and

- 3) *Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.*

B. Projecting Sign License – 54 Daniel Street:

Permission is being sought to install a projecting sign at 54 Daniel Street that extends over the public right of way, as follows:

Sign dimensions: 26” x 20.5”

Sign area: 3.7 sq. ft.

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

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

XVI. Approval of Grants/Donations:

A. Acceptance of Donation from Alex Choquette for the Portsmouth Police Honor Guard - \$5,000:

At the May 17, 2022 Police Commission meeting, the Board of Police Commissioners approved and accepted a donation in the amount of \$5,000 from Alex Choquette for the Portsmouth Police Honor Guard.

I recommend that the City Council move to approve and accept the donation for the Police Honor Guard as presented.

B. Acceptance of Donation from Deirdre Forte to the Cemeteries - \$5:

The City received a donation in the amount of \$5 for the City’s cemeteries from Deirdre Forte.

I recommend that the City Council move to approve and accept the donation as presented.

C. Acceptance of Donation from Stephen T. Pesci to the Portsmouth NH 400th - \$40:

The City received a donation in the amount of \$40 to the Portsmouth NH 400th from Stephen T. Pesci.

I recommend that the City Council move to approve and accept the donation as presented.

XVII. City Manager's Informational Items:

1. **Report from the Cemetery Committee Co-Chair Regarding Headstone Cleaning Project:**

Please find [attached a report from the Cemetery Committee](#) regarding their recent headstone cleaning project, which took place on May 7, 2022.

PARKING LOT USAGE/MAINTENANCE AGREEMENT

Middle Street Baptist Church, 18 Court Street, Portsmouth, New Hampshire (hereinafter " Church"), and the City of Portsmouth a municipal corporation with an address of 1 Junkins Avenue, Portsmouth, New Hampshire, (hereinafter "City"), hereby enter this agreement with respect to the parking lot owned by the Church (Map 127, Lot 2) (hereinafter "the Lot") for the purposes and under the terms and conditions contained herein.

1. This agreement has an indefinite term but may be terminated by either party upon 30 days written notice.
2. During the period in which this agreement is in effect the 17 parking spaces in the Lot shown on the attached plan shall be available at the direction of the City for the purpose of allowing employees of the Portsmouth Library to park.
3. Parking under this Agreement shall be limited from Monday through Friday of each week and from the hours of 8:30 a.m. to 9:30 p.m. each day. Except, however, that by prior written notice delivered to the Library Director not less than twenty-four (24) hours in advance, the Church may have use of the seventeen (17) spaces for specific Church events during these hours up to eight (8) times per calendar year. Such use of the spaces by the Church beyond the eight (8) times shall be at the discretion of the City.
4. The City shall post and maintain signage in a manner to be approved by the Church to designate the 17 spaces for library employee parking. The signs shall include information about the hours and days when such employees are permitted to use the spaces.
5. The City shall have the authority to provide regular and consistent enforcement of its rules and regulations governing the use of these parking spaces during the times stated to ensure that the parking spaces are only being used by authorized Library employees with parking permits.
6. The City shall install a key-locked security gate in the existing chain link fence in a manner subject to the reasonable approval of the Church. Keys to the gate shall be provided to the Church and to the Library employees. The City shall remove the security gate upon termination of the Agreement and restore the existing chain link fence to its original character.
7. The City shall plow snow, apply salt and sand, and remove snow as necessary from the Lot in accordance with its normal practices for City parking lots.
8. Except as described in this agreement all other the use of the lot shall be under the control of the Church.

9. The City agrees to indemnify and hold the Church harmless with respect to any and all claims for liability arising out of any use of the parking which is sanctioned, arranged, sponsored or conducted by the City, to the extent and under the terms and conditions under which the City itself is entitled to indemnification from the New Hampshire Public Risk Management Exchange, under the terms of its member agreement as it may be in effect from time to time.

10. In exchange for the foregoing the City shall pay to Church the total annual compensation of \$1,000.00, which shall be due no later than July 31 of each year of the Agreement.

For the City of Portsmouth

**For Middle Street Baptist Church,
Portsmouth, NH**

Karen Conard, City Manager

Dated: _____

Dated: _____

Pursuant to vote of the City Council
on _____

Pursuant to vote of the Middle Street Baptist
Church Board of Trustees on



17 SPACES

ROBERT SQUIER

603.498.7177 | robert@robertsquier.com | PO Box 213, Portsmouth, NH 03802

INVOICE

Valerie Rochon, Managing Director Portsmouth 400
 One Junkins Avenue/Box PNH400
 Portsmouth, NH 03801

Invoice Number

PTM-001

Project: *Portsmouth Time Machine*

Description			Cost
Original artwork for Portsmouth Time Machine Children’s 400-year illustrated history of Portsmouth project Estimated 32-page color booklet and cover Artwork © Robert Squier/Harbortown Press. All rights reserved.			\$ 5,000
		Subtotal	\$ 5,000
		Total	\$ 5,000

Thanks for the opportunity to draw cool stuff!

Best,

Robert Squier

J. Dennis Robinson

Creative writing, lectures, consulting, project design

101 Crescent Way

Portsmouth, NH 03801

Tel: (603) 427-2020

Email: dennis@mySeacoastNH.com

Invoice P400-PTM05-22

May 5, 2022

Bill to:

PORTSMOUTH400

One Junkins Avenue

Box PNH400

Portsmouth, NH 03801

Attn: Valerie Rochon, Managing Director

PORTSMOUTH TIME MACHINE /History Comic

Towards writing, design, art direction,
project administration & publication of "Portsmouth Time Machine"
a 32-page original, fully illustrated, history of Portsmouth
created especially for young readers

Created by J. Dennis Robinson and children's book illustrator
Robert Squier (billed separately) to be published by summer 2023
© Harbortown Press.

\$1,666.00

With thanks for your support of our creative history projects

26 May 2022

Ms. Valerie Rochon, Managing Director
Portsmouth NH 400th, Inc.
Box PNH400
One Junkins Avenue
Portsmouth NH 03801

Dear Valerie:

Thank you, Portsmouth NH 400 for approving the publication of A Portsmouth NH History in 101 Objects as a legacy project.

Your support for the final \$10,000 of this \$30,000 project is immensely important.

Having received \$12,000 in funding from an anonymous donor, \$2500 in-kind publisher assistance to prepare the manuscript for the printer and \$8500 in contributions from the members of the Editorial Board (\$2,500 each from Strawbery Banke Museum, Portsmouth Historical Society, Portsmouth Athenaeum and a special \$1,000 bequest from the Portsmouth Public Library in the name of former Special Collections Librarian Richard Winslow), we are able to proceed.

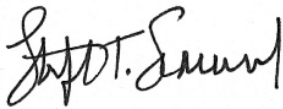
To complete the 50 percent deposit required when the manuscript goes to the publisher on July 1, 2022, the 101 Objects project requests \$2,500 of the committed \$10,000 from PNH400 by that date.

The remaining \$7,500 in PNH400 support is not needed until December 2022.

The payment of the \$2,500 (by check or credit card), if approved, should be made to RiverRun Bookstore (32 Daniel Street, Portsmouth NH 03801), the book publisher, with notice of the transaction to me.

Thank you.

Sincerely yours,



Stephanie Seacord
Project Director
101ObjectsPortsmouthNH.org
sseacord@lemd.com

Cc: 101 Objects Editorial Board

INVOICE

RiverRun Bookstore, Inc.
 Piscataqua Press
 32 Daniel St, Portsmouth NH 03801

Date: 05/21/2022
 INVOICE # SS100

To Stephanie Seacord, Project Director
 A Portsmouth History in 101 Objects
 c/o Leading Edge Box 960
 Newfields NH 03856

Salesperson	Job	Payment Terms	Due Date
Tom		Due on receipt	


Qty	Description	Unit Price	Line Total
2000	Paperback copies of A Portsmouth History in 101 Objects		22,197.00
	Printed through Penmor Lithographics		
	Down Payment of ½ total due June 15		11098.50
	NOTE: Portion of payment due from Portsmouth NH 400	\$2500.00	

Subtotal	11098.50
Sales Tax	n/a
Total	11098.50

Make all checks payable to RiverRun Bookstore, Inc.
Thank you for your business!

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: December 8, 2016
TO: KELLI L. BARNABY, CITY CLERK
FROM: ROBERT P. SULLIVAN, CITY ATTORNEY
RE: CITY OF PORTSMOUTH 400TH ANNIVERSARY TRUST



Enclosed for permanent filing please find the original fully executed City of Portsmouth 400TH Anniversary Trust approved by the City Council on November 21, 2016.

attachment

cc: Trustees of Trust Funds
Judy Renaud, Finance Department

CITY OF PORTSMOUTH 400TH ANNIVERSARY TRUST

This Trust Agreement is made this 8th day of December, 2016 by and between the City of Portsmouth, a municipal corporation with a principal place of business at 1 Junkins Avenue, Portsmouth, County of Rockingham, State of New Hampshire acting through its City Council and the Trustees of Trust Funds of the City of Portsmouth with a principal place of business at 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire.

WHEREAS, the year 2023 will mark the 400th Anniversary of the settlement of the City of Portsmouth, New Hampshire; and

WHEREAS, the Portsmouth City Council desires to commemorate the 400th Anniversary of the City by the planning and scheduling of appropriate programs and events; and

WHEREAS, the Portsmouth City Council desires to create a funding source to allow for the planning, scheduling and performance of those programs and events.

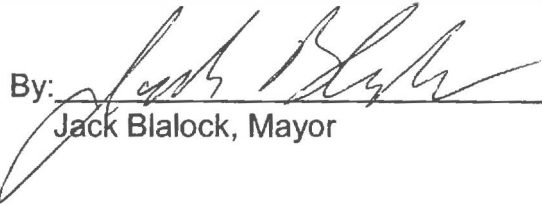
NOW THEN, the Portsmouth City Council and the Trustees of Trust Funds of the City of Portsmouth establish this Trust under the following terms and conditions:

1. The Trust created hereby shall be known as the City of Portsmouth 400th Anniversary Trust.
2. In accordance with the procedure established herein the Trustees of Trust Funds (Trustees) shall receive, administer, hold and disburse funds from any source in any amount for the purposes for which the Trust is created.
3. The principle amount of the Trust shall be determined from time to time for any necessary purpose by the total return method of accounting.

4. The purpose of the Trust shall be to fund such programs and events as may be approved by the City Council or the City Manager of the City of Portsmouth in accordance with the procedures described herein in commemoration at the 400th Anniversary of the City.
5. Annually, as an element of the creation of the municipal budget the City Council shall adopt a budget containing line item expenditures in furtherance of the commemoration of the 400th Anniversary of the City Portsmouth in the year 2023.
6. The Trustees shall disburse funds from the Trust without delineation as to principle or income upon the receipt of written certification by the City Manager of the City of Portsmouth to the Trustees that the disbursement being made is consistent with the purposes for which this Trust has been established and authorized in accordance with its terms.
7. The Trustees shall hold all funds of the Trust in such accounts or investments as allowed by the laws of the State of New Hampshire as either cash or cash equivalents so that the funds in the Trust shall be in liquid form available for expenditure in any amount at any time.
8. The funds in the Trust may be invested and reinvested by the Trustees without restriction against the pooling of the assets of the Trust with any other trust funds held by the Trustees of the City for investment purposes, so long as the funds are subject to separate accounting.
9. On the request of the City Manager of the City of Portsmouth the Trustees shall notify the City Manager at any time of the funds available for expenditure.
10. At any time disbursements from the Trust not previously authorized during the annual budget process may be authorized by majority vote of the City Council.
11. The Trust shall expire on December 31, 2025.
12. On expiration of the Trust all funds remaining in the Trust shall be disbursed by vote of the Portsmouth City Council without limitation as to purpose.

400TH ANNIVERSARY TRUST


11/30/16
Dated

By: 
Jack Blalock, Mayor

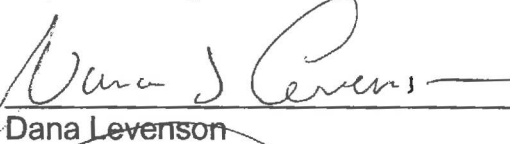
Pursuant to vote of the Portsmouth City Council on November 21, 2016.

TRUSTEES OF THE TRUST FUNDS


12-8-16
Dated


Phyllis Eldridge

12-8-2016
Dated


Dana Levenson

12-8-2016
Dated


Thomas Watson

LICENSE AGREEMENT
75 CONGRESS STREET

The City of Portsmouth (hereinafter "City"), a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, for good and valuable consideration as set forth herein, hereby grants this Revocable License to Michael De La Cruz, owner of The Franklin Block (hereinafter "Licensee" or "Owner") with a principal place of business 75 Congress Street, Portsmouth New Hampshire, 03801 pursuant to the following terms and conditions:

1. **Areas of License and Use:** The Owner owns the land, with buildings and other improvements thereon, in the City of Portsmouth, Rockingham County, State of New Hampshire, located at 75 Congress Street, shown on the City of Portsmouth's Assessor's Map as Tax Map 0117/0005 ("Subject Property"). For the Owner's title to the Subject Property, see Rockingham County Registry of Deeds at Book 2912, Page 1268.

The City authorizes Licensee to temporarily use the sidewalks that abut the Subject Property along 75 Market Street. There will be two separate License Areas for two phases of the project, the specific location for each License Area is depicted in Exhibit A. The License Area was divided into two separate areas with different terms in order to limit scaffolding in front of retailers along Congress Street.

2. **Use:** Licensee shall make use of the License Area for the purpose of exterior brickwork for property located at 75 Congress Street.
3. **Term:** The license for License Area for Phase One shall be from June 8, 2022 through July 7, 2022, for a total of 30 days. The license for License Area for Phase Two shall be from July 8, 2022 through September 9, 2022, for a total of 64 days.

Licensee may terminate this License prior to the end of the term by returning License Area to safe and effective use by the public prior to the expiration of the term of this License. The Licensee shall contact the Director of Public Works for a determination that the License Area has been temporarily returned to safe and effective use. Failure to remove all vehicles, barriers, materials and equipment and to return the License Area to the City in the manner prescribed under this License at the end of the term may result in enforcement action by the City.

4. **Notice:** Licensee shall provide notice to the City's Director of Public Works when Licensee assumes control and use of the License Area and again when it returns the License Area to the City's control and use.
5. **License Fees:** Licenses are subject to the City license fees in accordance with City Council Policy No. 2018-02 entitled "License Fee for Encumbrance of City Property". A license is required when the licensed area has been encumbered beyond 30 days. The License Fee Policy provides that the Licensee will be charged a daily fee of \$0.05 per square foot of encumbered sidewalk.

The License Area includes the sidewalk in front of the Subject Property on 75 Congress Street. Phase One encumbers 65 x 6.3 feet of sidewalk for a total of 409.5 square feet. $409.5 \times \$0.05 = \20.47 per day x 30 days = \$614.10. Phase Two encumbers 65 x 6.3 feet of sidewalk for a total of 409.5 square feet. $409.5 \times \$0.05 = \20.47 per day x 64 days = \$1,310.08. The total License Fees for both Phase One and Phase Two equal \$1,924.18.

The encumbered sidewalk has pass through staging for public access. When the public has access to the License Area through pass through staging, license fees are typically waived.

Because it is in the City's interest that the Licensed Area be returned to the public use as soon as possible, if the License Area is returned to the City prior to the end of the License Term, the City will refund the Licensee the portion of the License Fee paid but not used.

6. **Indemnification:** Licensee agrees to indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury or personal injury which arises as a result of its utilization of the Licensed Areas. This obligation survives termination or revocation of this Agreement.
7. **Insurance:** At all times the Licensee shall maintain insurance for bodily injury and property damage in the amount of at least \$1,000,000 per occurrence. Licensee will provide proof of insurance to the City during the term of this Agreement and the City will be named as an additional insured.

8. **Maintenance of Area:** During the term of this Agreement, Licensee shall maintain the License Area in a safe, neat and orderly fashion and shall take such actions as are necessary to protect the public safety. The Licensee shall secure the perimeter of the License Area and take such other measures as may be necessary for pedestrian and vehicular safety during use of the Licensed Areas.

9. **Damage:** Licensee agrees to remedy any damage to the License Area caused by the Licensee's activities. The work will be performed by Licensee to City specifications and survive the terms of this License Agreement. The City may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.

10. **Compliance with Other Laws:** This Agreement does not relieve Licensee from compliance with any other local, state or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state or federal laws or regulations or any condition of site plan and may at the City's discretion, result in revocation.

11. **Revocation:** The City may terminate this Agreement or any provision contained in this agreement on 72 hours written notice if Licensee fails to meet the terms and conditions of this License or if the public interest requires such termination. No 72 hour written notification is required by the City if it is an emergency.

12. **Contractor and Subcontractor Parking:** Licensee understands and agrees that its contractors and subcontractors for the project shall not use on-street parking. Language will be inserted in Licensee's vendors and suppliers Purchase Orders and Trade Subcontracts that make the prohibition against parking on City streets mandatory. Contractor shall limit/ manage construction vehicles and deliveries to avoid disruption to businesses, particularly during the holiday season. Contractor may use loading zones for active loading and unloading of materials, equipment and tools.

Dated this _____ day of _____, 2022.

City of Portsmouth

By: _____

Karen Conard
City Manager

Pursuant to vote of the City Council
of _____

Dated this _____ day of _____, 2022.

By: _____

Michael De La Cruz

h/jferrini/license/75congressstreet

CM Action Item #3

Encumbrance Permit Application 4.19.22
Walk Under Scaffolding for Repointing

75 CONGRESS ST (AKA 63 TO 83 CONGRESS ST)

REPOINTING & REPAIR WORK WILL BE DONE IN TWO PHASES TO MINIMIZE THE TIME THAT SCAFFOLDING IS IN FRONT OF RETAILERS

- West Half of Ben Franklin Block Facade, 65' of frontage, PHASE 1, START APRIL 26TH TYPICALLY 6 WEEKS
- East Half of Ben Franklin Block Facade, 65' of frontage, PHASE 2 STARTS RIGHT AFTER PHASE 1 & TYPICALLY 6 WEEKS

PEDESTRIAN WILL BE ABLE TO WALK UNDER ALL SCAFFOLDING; PEDESTRIAN WILL BE ABLE TO WALK NEXT TO ALL SCAFFOLDING

SCAFFOLDING HAS FALLING DEBRIS PROTECTION AND NETTING ABOVE STOREFRONTS

SCAFFOLDING WILL BE ABOUT 6'3" WIDE.

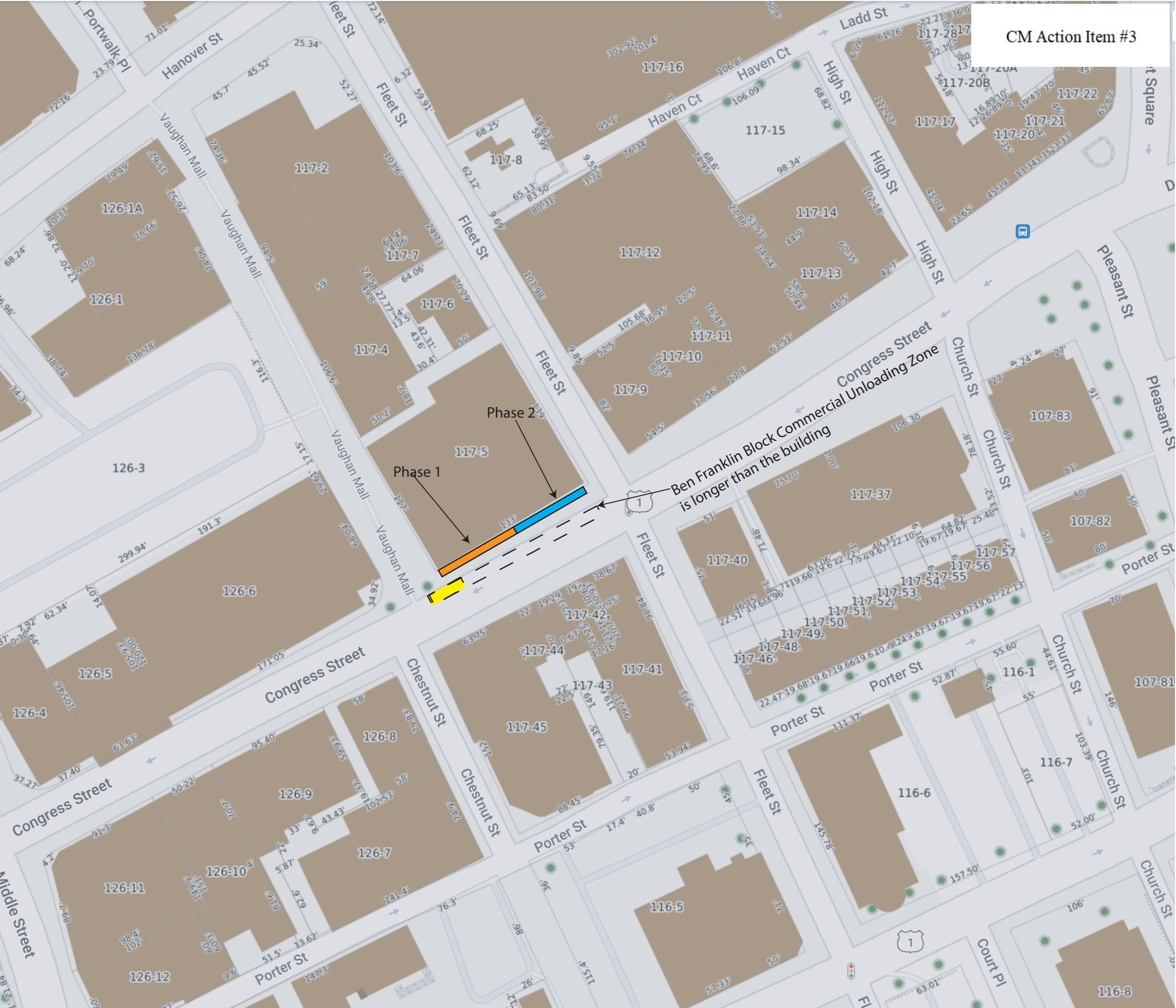
ON CONGRESS STREET, PEDESTRIANS WILL ALSO BE ABLE TO WALK NEXT TO SCAFFOLDING BECAUSE THE SIDE-WALK IS ALMOST 11' WIDE.

IN ORDER TO MINIMIZE IMPACT TO RETAILERS AND PEDESTRIANS:
SCAFFOLDING WILL START ABOVE RETAILERS SIGNAGE; AND SCAFFOLDING SUPPORTS WILL NOT INTERFERE WITH TENANTS ENTRANCES.

- There is a commercial truck unloading zone that spans the full length of the Ben Franklin Block Building Facade. The scaffolding company, New England Scaffolding, will unload the scaffolding from their 26' long truck; parked for 3 days at the head of the Zone. Leaving another 100'+ for other unloading vehicles.

CONTACTS:
Mike De La Cruz- Franklin Block 603.475.3510

Mark Young- East Coast Masonry 207.252.1923



MEMORANDUM

TO: Karen Conard, City Manager

FROM: Beverly Mesa-Zendt, Planning Director *Beverly Mesa-Zendt*

DATE: May 23, 2022

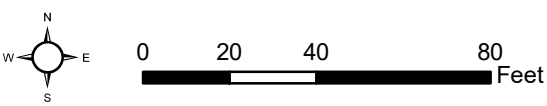
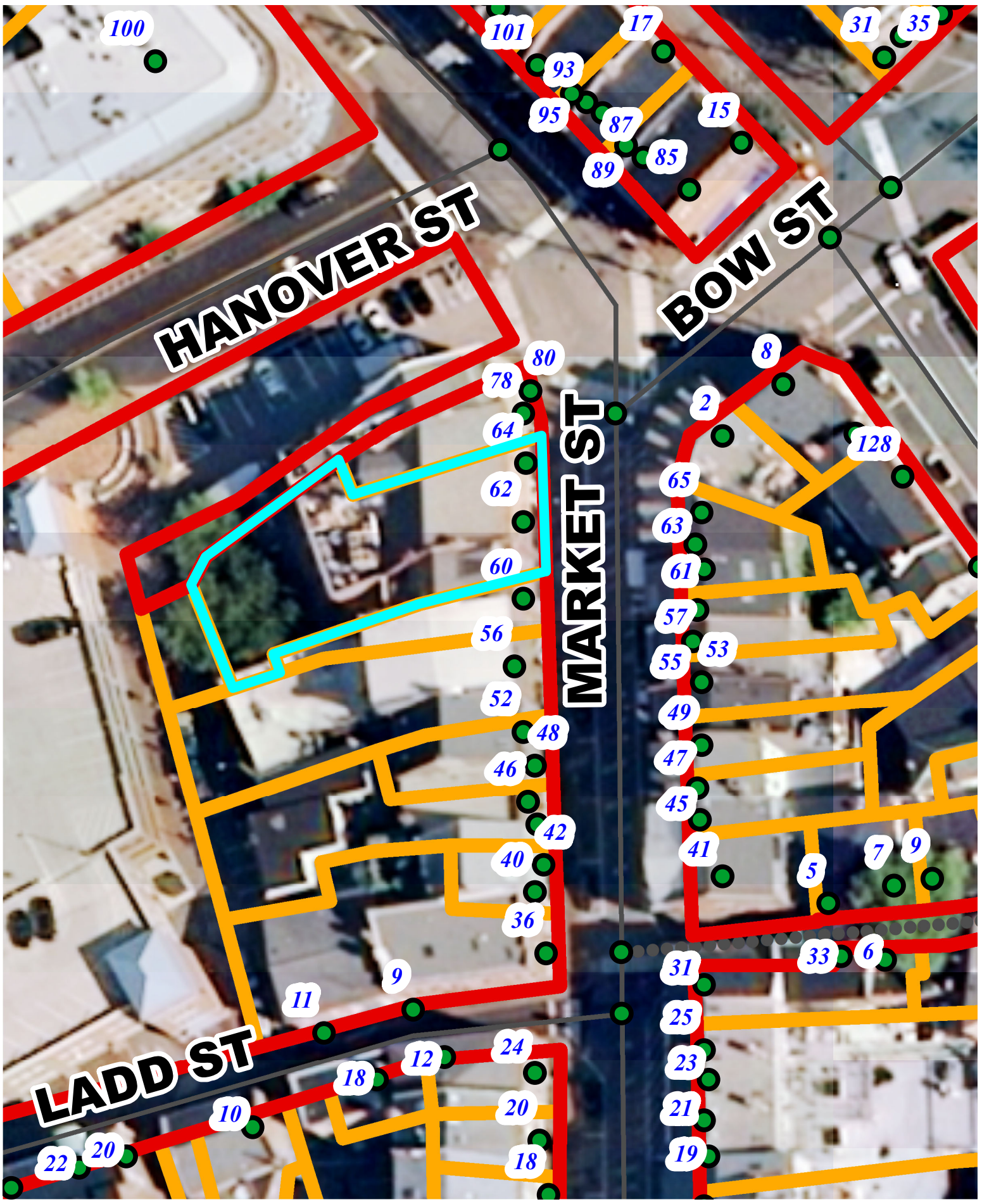
RE: City Council Referral – Projecting Sign
Address: 62 Market Street
Business Name: Local Anchor 603
Business Owner: Nina Braun

Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 36" x 36"
Sign area: 9 sq. ft.

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

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



**Request for license
62 Market Street**

existing



proposed



36" x 36"

3/4" painted mdo

applied vinyl


2 sided

hanging from existing bracket

Tulips sign to be removed

M E M O R A N D U M

TO: Karen Conard, City Manager

FROM: Beverly Mesa-Zendt, Planning Director 

DATE: May 23, 2022

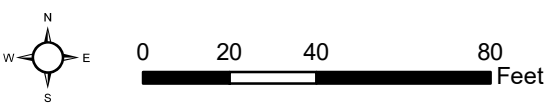
RE: City Council Referral – Projecting Sign
Address: 54 Daniel Street
Business Name: RNR Partners
Business Owner: Kyle Reilly

Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

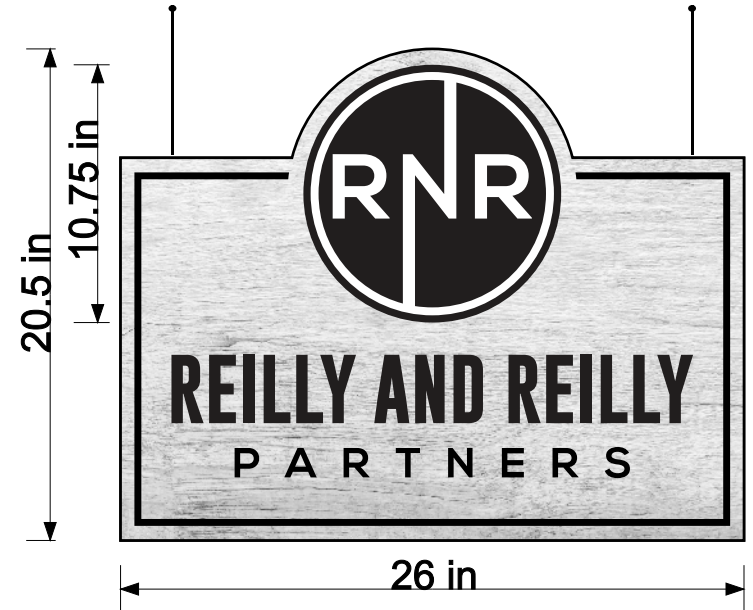
Sign dimensions: 26" x 20.5"
Sign area: 3.7 sq. ft.



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

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



**Request for license
54 Daniel Street**



 PortsmouthSign.com 603-436-0047	REVISION: All orders under \$250 include 1 revision only. All orders over \$250 include 2 revisions only. Additional revisions will be charged at \$25 per revision. PLEASE NOTE: Designs are NOT actual size and color may vary depending on printer and/or monitor.	5/20/2022 RETURN SIGNED TO: service@portsmouthsign.com I understand this Order Form is the final production order and replaces all previous drawings, notes and verbal instructions to this job. Standard vinyl & paint colors will be used. Custom colors and specific matches to PMS colors will be an additional fee. I have carefully reviewed this form and verify that it contains all necessary specifications and represents my order. I authorize fabrication according to this approval. SIGNATURE: _____ Date: _____	Member of:  GREATER PORTSMOUTH CHAMBER OF COMMERCE the Greater York Region Chamber of Commerce
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Shop Use Only	Qty: SS <input type="checkbox"/> DS <input type="checkbox"/>	Materials:	Background Color:	Vinyl Color: HP <input type="checkbox"/> Int <input type="checkbox"/>	Other:
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PORTSMOUTH PROFESSIONAL FIRE FIGHTERS

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
LOCAL 1313

P.O. BOX 207 • PORTSMOUTH, NH 03802-0207



May 5, 2022

Mayor Deaglan McEachern and City Council
Portsmouth City Hall
1 Junkins Ave.
Portsmouth, NH 03801

Honorable Mayor McEachern and members of the City Council:

The International Association of Firefighters (IAFF) is the largest contributor to the Muscular Dystrophy Association (MDA) nationwide. The Portsmouth Professional Firefighters Local 1313 membership are proud members of the IAFF and have annually supported the MDA with their fundraising efforts for many years. Last year the members of Local 1313 raised over \$6,000 through our Fill-the-Boot campaign.

The Fill-the-Boot Drive is a voluntary “toll booth”, which has been traditionally located at Market Square. During the event, firefighters collect donations for the MDA from passing motorists and pedestrians. Our Fill-the-Boot campaign has been so successful in the past because of the support of the City Council.

Once again, we are asking for the City Council to support our efforts in assisting the MDA. We respectfully request permission to hold a boot drive this year on Saturday August 13, 2022. We would collect donations between the hours of 8am to 4 pm. We would like to continue to utilize the Market Square location as it has been very successful for us in the past.

The Portsmouth Professional Firefighters began its fundraising efforts for MDA over 15 years ago. Each year the money collected has benefited afflicted children from Portsmouth, the surrounding seacoast, and across the State of New Hampshire. This year our goal is to raise \$10,000 for this worthy cause, and with the City Council’s support we believe we can achieve this.

The Portsmouth Professional Firefighters look forward to working with you on this and would like to thank you for your continued support in our efforts to help the MDA. If there are any questions or concerns, please feel free to contact Firefighter Ezekiel Tappin at 603-315-9187.

Sincerely,

Allan Scholtz, Secretary
Portsmouth Professional Firefighters Local 1313

May 13, 2022

To: Karen Conard
City Manager
1 Junkins Ave
Portsmouth, NH 03801

Dear Ms. Conard:

I am writing today to request that we be allowed to hold the Portsmouth Halloween Parade this year on Monday, October 31st at 7:00pm. Never more than now we value the collaboration with city staff and public safety to ensure a smooth and fun Parade. We will seek the usual insurance that is required and look forward to your response. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Monte Bohanan', with a long horizontal flourish extending to the right.

Monte Bohanan
President, Board of the Portsmouth Halloween Parade
mbohanan@themusichall.org
603.674.3378 (cell)

From: [New England Run](#)
To: [Jessica S. Griffin](#)
Subject: New England Run For The Fallen
Date: Monday, May 16, 2022 11:55:27 AM

Hello

Please find below the requested information on regards to the event coming through Portsmouth NH on August 21, 2022. the first link below will take you to the Day 3 map and show you the route we will be running through your Town on Sunday morning. We will not be shutting any streets down but our caravan and runners will be traveling along the side of the road from one hero marker to the next to honor fallen heroes since 9/11. We did this last year and had assistance from the police department. You may need to copy and paste the link in order to get to the map.

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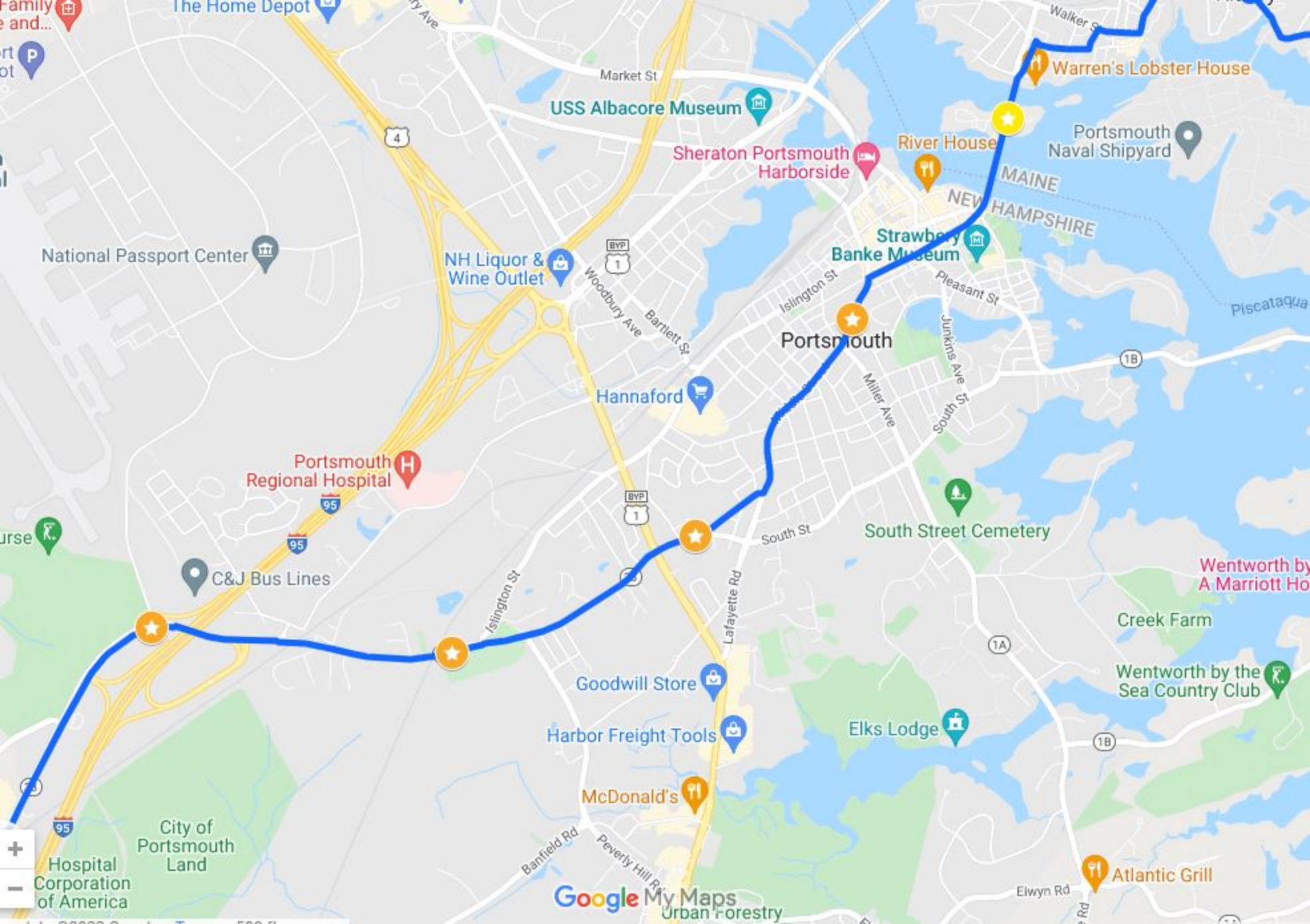
Brian Miller
Massachusetts State Chapter Director
Honor and Remember
Honor and Sacrifice
machapter@honorandremember.org

Director New England Run For the Fallen
neengland@runforthefallen.org

413-378-8541

-

-https://www.google.com/maps/d/edit?mid=1i4o5szzrAdjO_5ILN0qReFf5alRFsgSfx&usp=sharing



USS Albacore Museum

Sheraton Portsmouth Harborside

River House

Warren's Lobster House

Portsmouth Naval Shipyard

MAINE
NEW HAMPSHIRE

Strawbery Banke Museum

NH Liquor & Wine Outlet

National Passport Center

Portsmouth

Hannaford

Portsmouth Regional Hospital

South Street Cemetery

Wentworth by A Marriott Ho

C&J Bus Lines

Creek Farm

Wentworth by the Sea Country Club

Goodwill Store

Harbor Freight Tools

Elks Lodge

McDonald's

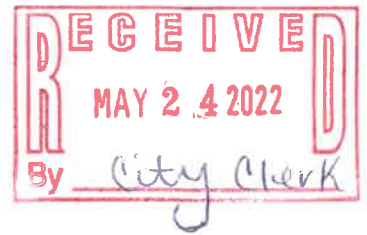
Atlantic Grill

City of Portsmouth Land

Hospital Corporation of America

Google My Maps

Urban Forestry



To Portsmouth City Council:

I am requesting to organize the sixth annual Race To Educate on Saturday, July 30, 2022. All proceeds from the race will benefit the organization, *Education For All Children, Student-to-Student* (EFAC S2S). I have held this race for the past six years, raising over \$45,000.

This year's race will include a family-fun duathlon and triathlon (dependent on pool staff availability). The duathlon will consist of a running portion followed by a bike ride followed by another running loop. Depending on COVID-19 transmission rates, we will ensure proper social distancing among participants, as deemed necessary by local health officials. The race will begin at 10am on Saturday, July 31 and last until approximately 1pm. Similar to past races, the runs will ideally take place in the trails behind the high school. The 7.5mile bike ride will ideally go through Portsmouth, New Castle & Rye. All set-up and transition area will be in the parking lot of Portsmouth High School / Portsmouth Indoor Pool.

If the pool is available, participants will have the choice to replace the first running leg of the duathlon with a swim in the Portsmouth Indoor Pool, to complete a triathlon.

I understand I need permission from the City Council and if granted the permission I will work with the police department and the other towns (New Castle and Rye) to ensure it is a safe event. I will also continue to work with Director Henley in regards to pool availability.

Please call or email me with questions.

Lilia Potter-Schwartz, (603) 553-4632, efactri@gmail.com.

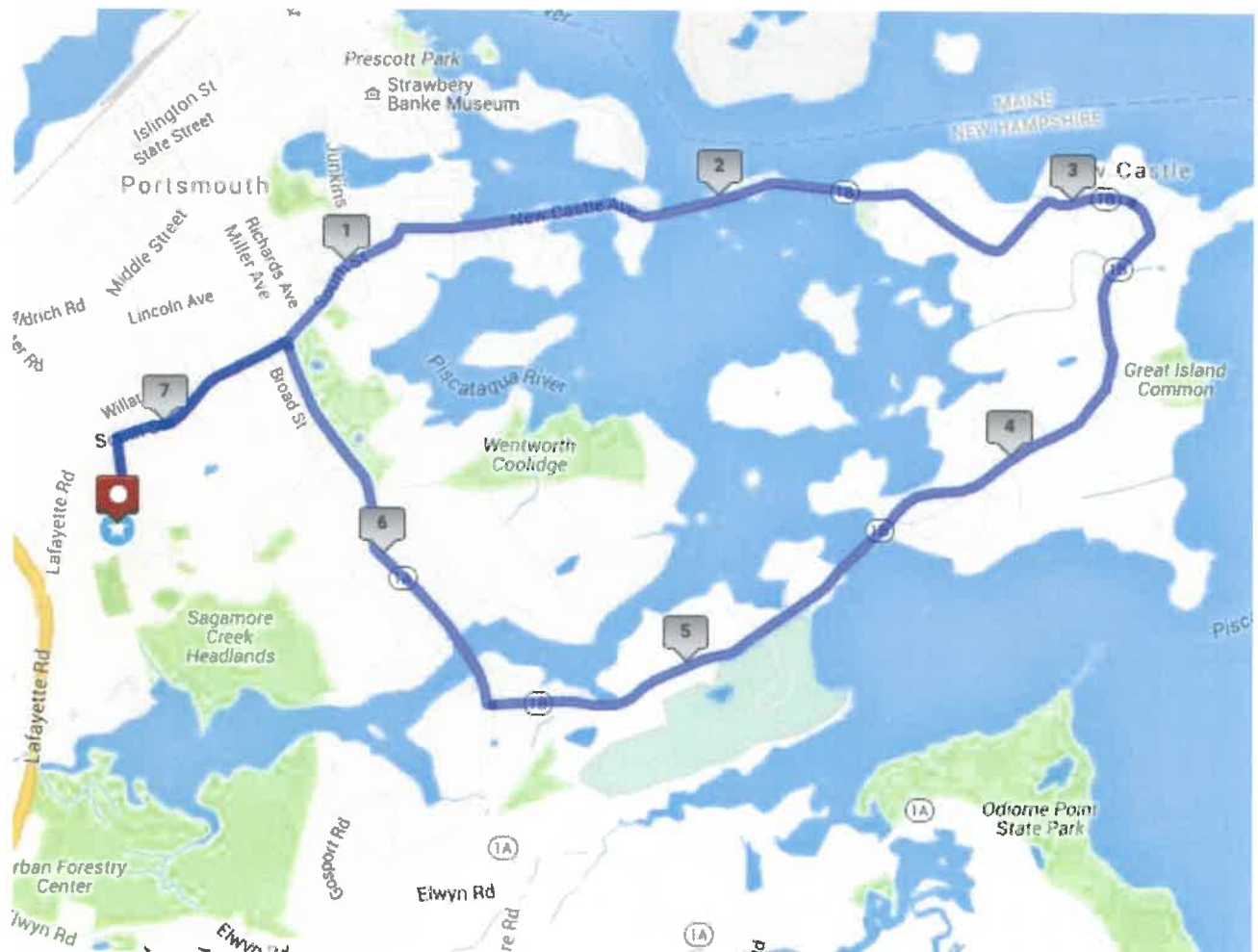
About EFAC S2S

Education For All Children, Student-to-Student (EFAC S2S) is a student-run organization founded in Portsmouth, NH in 2016. We work to raise money to support the secondary and university education of Kenyan students, raise awareness about global educational inequalities, connect American and Kenyan students, and foster leadership among American high school youth. As only 40% of Kenyan students can afford an education past primary school, this funding changes the economic and health trajectory of

sponsored students, their extended family, and their community. EFAC S2S connects American and Kenyan students through frequent Zoom discussions, pen-pal relationships, and classroom presentations. With multiple chapters nationwide, EFAC S2S has become a sustainable organization of student leaders who oversee peer engagement in their local and global communities. To date, EFAC S2S has secured over \$263,000 in funding to support the secondary and university education of 32 Kenyan students. All student scholarships are administered through the organization, Education For All Children.

Leg 1: Run: Around high school or **Swim:** Portsmouth Indoor Pool

Leg 2: Bike Ride:



Leg 3: Run: In trails behind high school



Richard A. Mason, Logistic Chair
2022 Veterans Count 5K Road Race
3 Suzanne Drive, Portsmouth, New Hampshire 03801
Rmason55@comcast.net cell: 603-396-8604

March 10, 2022

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

Dear Mr. Brean:

Veterans Count is seeking the appropriate approvals for our Pack & Boots 5K Road Race sponsored by the Seacoast Veterans Count, an affiliate of Easter Seals-NH. We offer the following information, and will follow all the details from our May 17, 2014 road race, following the same route.

- DATE/TIME:** July 4, 2022 with an 8:00 am start with the 1-mile survival run restricted to the immediate area of 14 Manchester Street followed at 8:30 am with the 5K road race (times may be earlier).
- LOCATION:** The 5K portion's location will be the same as the race we sponsored in May 2014. The beginning will be in front of 14 Manchester Square and will cross International Drive on to Corporate Drive and stay on Corporate Drive until it intersects again with International Drive. The race will go on International Drive until turning back on Manchester Square to the finish line. We are still developing the 1 mile survival run (map attached).
- ATTENDEES:** We are hoping for about 300 runners in the 5K and possibly 50 in the Pack & Boots race.
- TIMEFRAME:** We anticipate being cleaned and off premises at 11:00 am.
- FOOD:** We will have donated off-site prepared food, we will seek the appropriate permits and information. There will be no alcohol at this event.
- SANITATION:** If 14 Manchester Square is not available, we will have the appropriate number of porta-potties on site, working with the Portsmouth Health Officials.
- POLICE:** We will work with the Portsmouth Police Department to have details as required as we have previously. In 2014 we had Portsmouth Police officers at the following intersections:
- International & Corporate (near the start/finish line)
 - Corporate & Grafton Road
 - Corporate & International

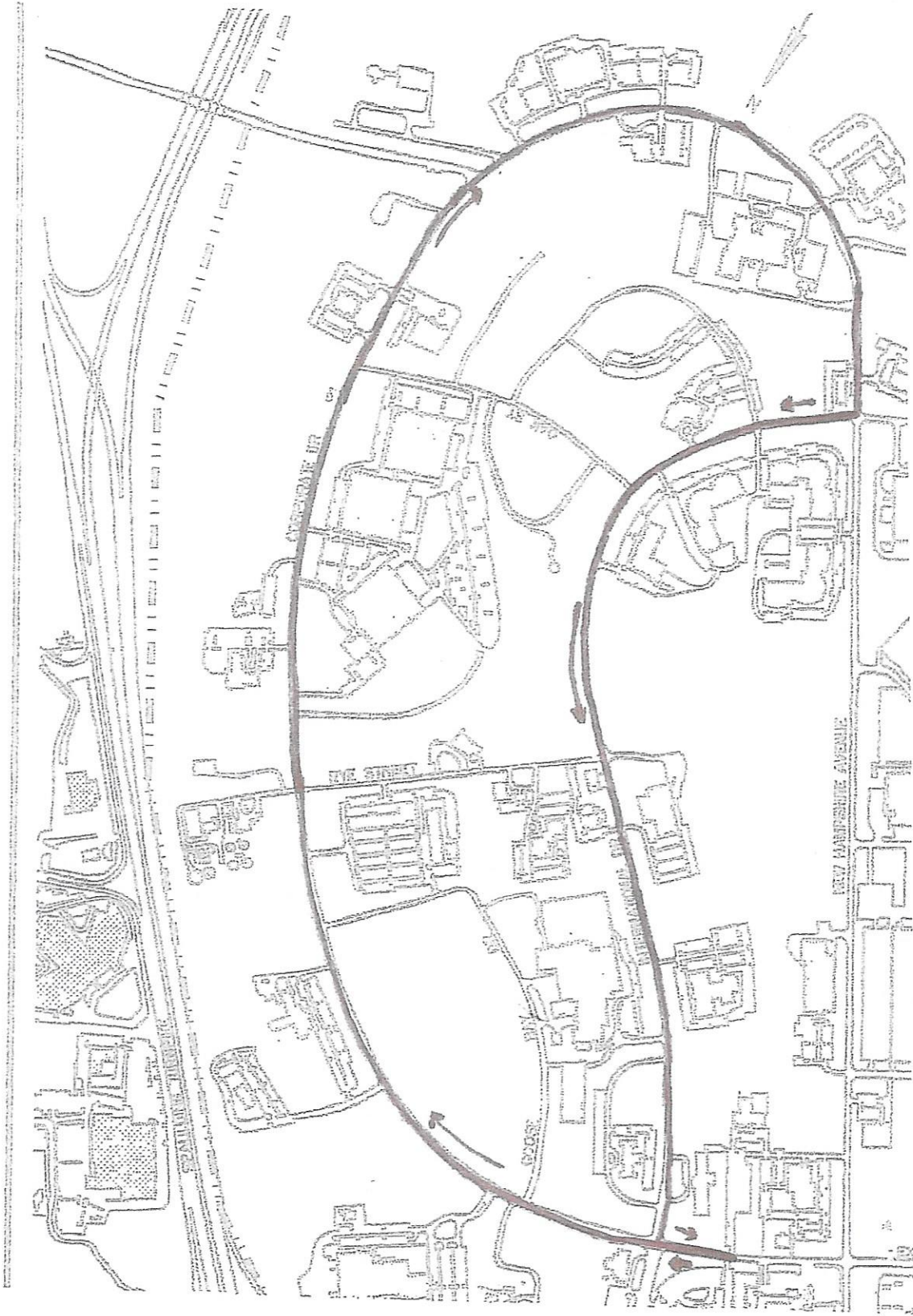
I am available at the above contact information for further questions or if you wish me to attend a logistics meeting with the PDAs.

Thanks!

Richard Mason

CC: Renee Plummer
Richard Hartley (Race Chair)
Genevieve Wolfe (Easter Seals)

5 K Map
Veterans Comm
Road Race on
May 17, 2014



The start and finish line
near the 14 Manchester
Square sign depending
upon certification

CITY COUNCIL E-MAILS

Received: May 16, 2022 (after 4:30 p.m.) – June 3, 2022 (before 9:00 a.m.)

June 6, 2022 Council Meeting

Submitted on Tue, 05/17/2022 - 13:04

Full Name

Erik Anderson

Email

andy42152@aol.com

Subject

May PDA BOD meeting

Address

38 Georges Terrace

Message

Dear Councilors,

As consistent with past months of reporting of the PDA BOD meeting agenda for Thursday, May 19, 2020 @ 8:30 am the following would be what I feel is important to the concerns of the City of Portsmouth.

1) Air Cargo Development - With recent news articles about PROCON / Kane re-adjusting their position about potential air cargo development at Pease, they will be making a presentation on their findings and any details they are willing to inform the BOD. While the air cargo direction that they initially proposed has caused some surrounding community controversy and polarization their new direction and adjustment to development of the identified parcels, in opinion, needs more detail and clarification since it will have impact of some dimension to Portsmouth and beyond. I feel they will not disclose any "end user" at this time but it is important to know what potential impact might be expected and incurred. More to follow with their presentation and disclosed information.

2) Lonza continues to expand its scope of operation at Pease with leasing additional "research and development" space that has been vacated by John Hancock. Additional is a small 8200 sq. ft. expansion to their main terminal building. The full "Iron Parcel" expansion has yet to begin but when it does it will be significant.

3) The new Pease passenger air terminal Phase 1 construction continues for completion. A Phase 2 prospect is proceeding with the announcement of FAA funding that PDA is applying for and feels they have good opportunity to be eligible. More information will follow with the application for expansion funding.

I wish there was more to report but the mentioned items are the most pertinent to Portsmouth's concerns. As always if there are any concerns that are felt to be important and require attention please do not hesitate to bring them to my attention so I can bring them forward.

With thanks to your time and welcome any reply.

Sincerely,

Erik Anderson

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

Submitted on Wed, 05/18/2022 - 07:53

Full Name

steven detrolio

Email

2ndstate@gmail.com

Subject

Public Engagement

Address

54 Taft Rd

Message

To All City Councilors,

I am writing in regards to Councilor Tabor's recent presentation on Community Engagement. As part of my work for the Sustainable Practices Blue Ribbon Committee I have come across something which I think is worth bringing to your attention.

Consider.it (<https://consider.it/>) is a forum for community engagement. A quick look at their website demonstrates many features which I believe would benefit public dialog in Portsmouth. It allows people to voice their opinion in a more robust way than by simply being "for or against" something, and more than just checking a box on a survey. It also allows them to read, consider, and even amplify other peoples ideas. The broad spectrum of peoples opinions is graphically displayed in a pretty user-friendly format, and the site can be moderated as the city sees fit to keep the dialog on point and respectful (there is even a "code of conduct" agreement when people register). I feel that people would be comfortable engaging in this format. Not everyone wants to go speak at a council meeting, but everyone has an opinion on Facebook, right?

Community engagement is going to play a big role in the shaping and implementation of our nascent Climate Action Plan, and it is my opinion that an engagement tool such as this is going to be needed in this regard. In light of Councilor Tabor's presentation, and considering some of the issues the City now faces with public dialog, I feel that Consider.it (or some similar service) would go a long way in addressing these issues by bringing public dialog a bit more into the 21st century.

I urge all Councilors to take a few minutes to look into this, and I ask them to consider having the city implement this or some similar application in its efforts to improve public dialog.

Again, the website is: <https://consider.it/>

Thank you for your consideration of this matter,

Steve Detrolio

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

Submitted on Fri, 05/20/2022 - 07:47

Full Name

Ed Doherty

Email

ekdoh79@proton.me

Subject

Jake Brakes

Address

132 Blue Heron

Message

Good Morning City Councilors,

I'm writing this as I think I'll start here, then see what strides we can make with this issue.

Years ago the city outlawed Jake brakes AKA air brakes on big rig trucks. Over the years the sound of Jake brakes has become very commonplace. They are being used unnecessarily as these air brakes are supposed to be used on steep grade declines and I-95 is not one. These 'Babababa' sounds are being made by the truckers because they can.

I live in Osprey Landing and can hear the trucks on i-95 as if they're running right behind my apartment. All hours, everyday, every season.

I'm sure Spinnaker Point, Atlantic heights, and the area south of i-95 can hear it as well.

I know residents have complained about noise, I'm complaining about real noise.

Take a listen, and thank you.

Ed Doherty

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

Submitted on Tue, 05/24/2022 - 14:44

Full Name

Bill Bowen

Email

bbowen7@comcast.net

Subject

FY2023 Budget

Address

1163 Sagamore Avenue; Unit 40

Message

Thank you for your efforts to seek public input on the FY2023 City budget.

We are entering a period of greater financial uncertainty than most of the Council members have seen in your lifetimes - high inflation (affecting both the City and its citizens); potential recession; a probable US Congress which will provide less federal funding.

The City has significant unknown funding ambitions - the McIntyre project; the Community Campus project.

It would be prudent to look forward to what the Council may face with the FY2024 budget, and to provide as much flexibility as possible.

That would entail using a clean baseline for addressing the FY2023 budget (without one time FY2022 income or expenses), avoiding the hiring of discretionary employees, and negotiating contracts without significant automatic cost of living increases.

This may be late in the budget preparation cycle, but not too late to affect some of the decisions which you will be making. Do not ignore the storm clouds on the horizon.

Thank you.

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

Submitted on Thu, 05/26/2022 - 09:03

Full Name

Peter Geremia

Email

pgeremia@mac.com

Subject

Gilley's Diner

Address

315 Maplewood Ave.

Message

I have been meaning to write to you about this, but the article in the Portsmouth Herald really prompted me to do so. A business conglomerate like JGROUP who owns "The Franklin" seems to have power to do whatever they want in the city. Fleet Street should NEVER be allowed to go to ONE WAY for dining purposes as it seriously is reducing REVENUE for a family owned business like Gilley's. Gilley's does not have the backing of a gazillionaire to survive these difficult times. They rely on their clientele MANY of whom rely on the short cut to Gilley's w/o having to navigate Congress. This is especially important when the city starts to get busy for the Spring/Summer.

In talking to city people about this, you were advised to NOT do the outdoor dining due to the absolute nightmare it causes logistically in the city. You all decided to IGNORE the people who know best and do it anyway.

Now your actions are SERIOUSLY IMPACTING a LOYAL LONG TIME BUSINESS in the city.

I am glad this is now out to the general public as we can start a discussion as to WHY you are doing this unfairly and clearly with out any thought process and against the recommendations of the city departments.

I would highly recommend that you ALLOW traffic to flow up to GILLEY'S and PROPERLY SIGN it at the FLEET ST ENTRANCE saying GILLEY'S ACCESS ONLY so you dont get the turn around problem that Stephanie Seacord DISHONESTLY told the Portsmouth Herald. From what I understand there was NO discussion to come to a good solution to help Gilley's. All of this was done W/O consultation. So Seacord's statement was made OUT OF CONTEXT and she should be reprimanded for it. I believe Gilley's was giving reasons WHY outside dining should not be done not advocating for something that would hurt their business.

Please let me know if you can make this happen to help Gilley's out as they desperately NEED the business. Let's get this done ASAP so Gilley's does not suffer any more decrease in business.

Thank You,

Peter Geremia

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

Submitted on Thu, 05/26/2022 - 17:28

Full Name

Nancy Pearson

Email

nespearson@gmail.com

Subject

what you can do for gun control

Address

104 Lincoln Ave

Message

Dear Mayor and Councilors: Please consider joining other local elected leaders across the country in signing an open letter to Congress urging your Senators & Representatives to quickly enact stronger laws that keep guns from irresponsible individuals and to join local leaders in providing a solution to this ongoing threat. Here is the link to sign the letter:

<https://forms.office.com/pages/responsepage.aspx?id=vFSDTE28-kSeEoTSEanuag-I4M0xd-9ltyQ4-XmoV-1UQU1FQIFENkVSUjhISkZWU1hZUVi4ODZOMyQIQCN0PWcu>

Thank you,

Nancy Pearson

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

Submitted on Fri, 05/27/2022 - 12:40

Full Name

Drew Cahill

Email

dcahill6@gmail.com

Subject

School Safety

Address

276 Dennett Street

Message

Good afternoon, Mr. Mayor, Councilors,

My wife, daughter and I reside at 276 Dennett St. With our daughter set to begin kindergarten at New Franklin in the fall, and in light of the horrific recent events in Uvalde, Texas, I am writing to inquire about Portsmouth's current school safety plan, particularly at New Franklin. I do feel, as many others do, that the larger problem of gun access and gun prevalence in this country is the root cause of these shootings. But, seeing as how that issue is unlikely to be fixed anytime soon, my wife and I have concern about security policies and procedures at our schools. To be blunt, what can Portsmouth do to protect our children if a heavily armed gunman shows up at one of our schools? I think we need to be asking this question now and doing all we can to have the best systems and protections in place. This may include increased police funding for schools and regular presence of tactically armed and trained police at our schools, as much as I don't want to believe that is necessary in our society today. I'd really appreciate a detailed response and would welcome the opportunity to speak with you or city personnel about the issue. I will look to attend future council hearings to bring up the issue. Thank you for your service to our community. It is greatly appreciated.

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

Submitted on Tue, 05/31/2022 - 15:13

Full Name

Mark Griffin

Email

griffinm1@comcast.net

Subject

Redoing the sidewalks on State Street

Address

728 State St Portsmouth apt 1, NH 03801

Message

Hello, this is in response to the State Street sidewalk work that will be done this summer. We have been told that all of the sidewalks will be concrete, even the existing brick ones. I am on the part of State Street that currently has brick sidewalks, and I am asking you to replace what is currently in brick with brick and not concrete. Replacing the current historic brick with concrete will diminish the look of our part of the street.

Thank You

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

Submitted on Tue, 05/31/2022 - 19:13

Full Name

Nancy Ellen Clarke

Email

nancy_clarke@comcast.net

Subject

Removal of bricks on Cabot Street and replacing them with cement (whatever)

Address

147 Cabot Street, unit 2

Message

I'm sending this message to the City Counselors to advise them of my opposition to replacing the BRICK sidewalks along Cabot Street with ANY other material.

The sidewalks are brick and should remain brick.....also, the lovely lighting should be extended down Islington from downtown to west end in Front of Cabot Street area.

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

Submitted on Wed, 06/01/2022 - 12:05

Full Name

Ashley Vogler

Email

ashleyv@harmonyhomesnh.com

Subject

Ribbon Cutting Ceremony Celebrating On Site Childcare for Employees at Harmony Homes Assisted Living

Address

55 Briggs Way
Durham, New Hampshire. 03824

Message

Good afternoon all,

Harmony Homes Assisted Living in Durham, NH is proud to announce our partnership with A Place to Grow, a nature based early learning center. We will be hosting a ribbon cutting ceremony with the Portsmouth Chamber of Commerce on June 28th at 9:00 a.m. Our on site childcare program will offer highly affordable childcare for our employees and tailor our childcare program to meet the needs of the children. We will offer intergenerational activities which provide benefit to both our children & seniors living in our Assisted Living communities. We would love to extend an invitation to you to join us as we break down barriers in NH for employees to access important services such as childcare that works for each employees budget while having the benefit of seeing your child at work. Thank you for your consideration.

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

Submitted on Thu, 06/02/2022 - 08:04

Full Name

Hamilton Stevens

Email

hbrooksstevens@gmail.com

Subject

Reducing Increases to Budget - PENSION TENSION - Easy fix.

Address

Martine Cottage Rd

Message

As a city taxpayer it is alarming that the largest increase in the 2022 budget is the result of the State of NH pension funding rate increase. (\$1,821,385 increase to an existing \$10,726,795 burden) Portsmouth taxpayers have little we can do to combat this other than to raise taxes or cut service.

HOWEVER, We can become more aggressive about reducing "employee benefits" which for obvious reason the City Manager or City HR director DO not want to do as it would impact THIER personal pension and that of fellow employees. At this time, Portsmouth is required to participate in the NH retirement fund for Firefighters, Teachers and Policeman unions. Many states have initiated legislation to not make this mandatory and have been successful. However, IT is NOT again NOT a requirement that our "OTHER EMPLOYEES - (Non Fire Dept, Police and School Dept) be including in the pension.

The City of Portsmouth would save MULTI MILLIONS by switching this "OTHER" group of employees to a "DIFFERED CONTRIBUTION PLAN" to fund their individual retirements. The differed contribution plan for municipal employees is known as by the New Hampshire Retirement system as a 457b deferred compensation plan - similar to a 401k. Simply by having City Employees contribute to their own personal 457 plan for retirement with a City Match like most large employees do would accomplish this and save MILLIONS from our city budget. City Employees would benefit as they would have better control of their retirement dollars and not be tied to the City. It would also create healthy turnover. Pensions cannot continue to be administered as they have for the past 50 plus years. Modifying a retirement plan involves a tug-of-war between satisfied employees and maintaining city coffers and taxpayer obligations. Corporate America has moved away from pensions for the same reason the City of Portsmouth should do the same. Many communities in NH have done this and Portsmouth should do the same!! Again -for current employees, all accrued benefits that a city employee earned would be grandfathered and supplemented with their own individual 457 plan with a contribution match provided by the City. Taxpayers should not be "completely" on the hook to fund employee retirements.

Much of this information can be found on NH Retirement system website. You can view other NH cities where employees are not covered. How many employees are their on Junkins Ave - Peverly Hill DPW , Wastewater treatment plant etc.. ?the answer - hundreds and hundreds. Getting them off the city pension and converting them going forward would resolve Portsmouth problem of pension tension.

Again it is my feeling that the City Manager, HR director hold the key to this dilemma and for obvious reason they do not want to play that card.

I would recommend diving into this. The residents of the city would commend you on your reporting this and getting it out there. :)

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

Submitted on Thu, 06/02/2022 - 12:28

Full Name

Hamilton Stevens

Email

hbrooksstevens@gmail.com

Subject

City Budget - Pension Tension

Address

60 Martine Cottage Rd

Message

In Followup to my earlier email - Because the City Councilors are elected officials I realize it may be difficult for you to discuss such a topic as some of your constituents maybe City employees. So, My recommendation would be for the City to hire a consultant to review the options the City has to reduce the pension line item. After all we hired consultants for many other things. Pensions are the largest line item on the City budget and it can be reduced as other towns/cities in NH and across the country are doing.

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

Submitted on Thu, 06/02/2022 - 19:34

Full Name

Jason Stringer

Email

jstringer20@gmail.com

Subject

brick sidewalk preservation

Address

145 CABOT ST # 1

Message

Hi - please do not destroy our historical brick sidewalks on Cabot Street or any other street nearby. This would be like paving over a park and putting in a strip mall. From talking to my neighbors, nobody wants concrete sidewalks. Sincerely, Jason

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



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

Name: Martin Ryan Telephone: 603-502-8635

Could you be contacted at work? YES/NO - If so, telephone # 207-438-5537

Street address: 221 Woodbury Ave

Mailing address (if different): _____

Email address (for clerk's office communication): mlr10000@yahoo.com

How long have you been a resident of Portsmouth? 26 years

Occupational background:

I am a licensed Architect in the State of NH. I am currently working for the Portsmouth Naval Shipyard as the Architecture as an architect in the public works department. In the past, I have owned my own architectural practice in the City of Portsmouth serving several non-profit agencies in the region. Prior to my own practice I was employed by two different local architectural firms. I have spent the last 30 years working in the field of architecture and construction.

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

Reasons for wishing to continue serving: _____

I have been a resident and home owner in Portsmouth since 1995. I recognize that the City possess a wide and unique architectural heritage that needs to be properly preserved while the city needs to continue to grow and remain viable. I believe I have the experience, education and judgment necessary to serve on this commission.



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

I have served on the Portsmouth Listens Group.
I am a member of NCARB
A member of NICET
A former member of the AIA, Baltimore Chapter.

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

- 1) Vince Lombardi, 75 Aldrich Rd. Portsmouth, 603-828-2324
Name, address, telephone number
- 2) Eric Weinrieb, 9 Middle Road, Portsmouth 603-427-5105
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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

Signature: RYAN.MARTIN.L .1392571589 Date: 14 May 2022

Digitally signed by RYAN.MARTIN.L.1392571589
DN: c=US, o=U.S. Government, ou=DoD,
ou=PKI, ou=USN,
cn=RYAN.MARTIN.L.1392571589
Date: 2019.05.14 11:18:03 -0400

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6-1-2025

Annual Number of Meetings: 19 2021 Number of Meetings Absent: 0

Date of Original Appointment: 12-5-2016

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

The City of Portsmouth is pursuing Community Power – increasing the electric energy options available for all residents

Community Power Is Coming to You!

To learn more about Community Power join for a live event on: **Wednesday, June 29, 2022, at 7PM at 3S Artspace**
View Events Details & Ticket Information here: <https://www.portsmouthsmartgrowth.org/community-power/>

Community Power, authorized by NH RSA 53-E, allows local governments to procure electric power on behalf of their residents, businesses, and municipal accounts. Community Power empowers towns, cities, and counties to choose their source of electric energy. This program allows residents to take advantage of this pooled supply, stay with Eversource or a 3rd party supplier.

There are three main components of Community Power:

- Bulk Electricity Purchases
- Electric Distribution Utilities
- The Community Benefits by having access to, for example, green power options

What is Community Power?

New Hampshire cities, towns, and counties procure electric power supply on behalf of their residents and businesses and provide related services.



Pooled Purchasing Power for Energy Supply

- Access to competitive markets
- Joint risk management = lower costs & price stability
- Option to source power locally & build new renewables



Utility Company Delivers Power

- Utilities own & maintain power grid
- Connecting generation to load
- Ensuring reliable electric service



Communities Benefit from Value Added Services

- Affordable rates
- Access to green power options
- Time-of-Use rate options
- Solar, storage, electric vehicle support

Enabling Legislation: [RSA 53-E, Relative to Aggregation of Electric Customers by Municipalities & Counties](#)

Community Power offers several community benefits for residents and businesses including:

- Local Control
- Competitive Rates
- Availability to Renewables
- Resilience & Innovation

Benefits of Community Power



Local Control

Democratizing energy procurement to the community level



Lower Costs

MA, NY, CA and other markets have demonstrated lower rates than regulated utilities



Renewables

Build & Buy Clean Energy Support more local renewables



Resilience & Innovation

New Technologies Market Competition Price Signals Customer Empowerment

Make Your Voice Heard!

We want your feedback and hear your questions to inform Portsmouth's Community Aggregation Electric Plan. In the coming months, the Portsmouth Energy Advisory Committee will be working with the City, and a variety of community stakeholders, to further communicate, educate and continue the dialogue to formulate this Plan.

JOIN US!

To learn more about Community Power, join the Portsmouth Energy Advisory Committee and Portsmouth Smart Growth for a Community event: <https://www.portsmouthsmartgrowth.org/community-power/>

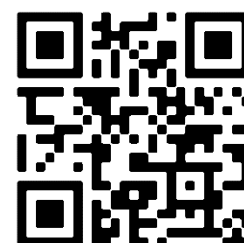
Wednesday, June 29, 2022, at 3S Artspace
7PM for a LIVE Event & ZOOM

Event panelists will feature:

- Sam Evans-Brown, ED, Clean Energy NH
- Julia Griffin, Town Manager, Town of Hanover
- Henry P. Herndon, Consultant, CPCNH

For more information about Portsmouth Community Power:

<https://www.cityofportsmouth.com/citycouncil/mayors-blue-ribbon-portsmouth-energy-advisory-committee>



**CLEAN VERSION OF AMENDMENTS TO Chapter One, Article VIII,
CODE OF ETHICS of the Ordinances of the City of Portsmouth** are as follows:

ARTICLE VIII: CODE OF ETHICS

Section 1.801: DEFINITIONS

For purpose of this Article, the following terms shall be defined in the following manner:

- A. Charged Party: That Officer or Employee alleged to have violated this Ordinance and is the subject of the Complaint.
- B. Complaint: Any written communication meeting the requirements of Section 1.806 (A).
- C. Complainant: The person making the Complaint.
- D. Employee: The term "Employee" shall include all employees of the City including the Police, School and Fire Departments whose salary is paid in whole or in part from the City Treasury.
- E. Ethics Investigation Officer (EIO): That person serving in the capacity as described in Section 1.805.
- F. Governing Body: The term "Governing Body" shall mean the City Council, School Board, Police Commission, or Fire Commission.
- G. Officer: The term "Officer" shall be defined to include every person who serves the City of Portsmouth in any official position which is established by state law, the Municipal Charter, the Ordinances of the City or by appointment of the City Council.
- H. Official Duties: The term "Official Duties" shall mean the following:
 - 1. In the case of members of the City Council, School Board, Fire Commission, Police Commission and the City Manager, those duties and responsibilities set forth in the City Charter and/or established by State law.
 - 2. In the case of all other Officers, those duties and responsibilities set forth in the legislation or vote which establishes the position held by the Officer or the job description for that position.
 - 3. In the case of the Chief of Police, the Superintendent of Schools, the Fire Chief, and all employees, those duties and

responsibilities set forth in the respective job description for each party or employee.

Section 1.802: CONFLICTS OF INTEREST

- A. No Officer or employee shall engage in any business or transaction or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/or her official duties.
- B. **Representing Private Interests Before City Agencies:** No Officer or employee shall appear in behalf of private interests before any governing body or land use regulatory board of which the officer or employee is a member or membership on which is subject to approval by the officer or employee.
Officers and employees, however, may appear without compensation in behalf of constituents or in the performance of public or civic obligations. This section shall not prohibit appearances upon matters only incidentally requiring official action which do not develop into a substantial part of the employment, provided, that the retainer is not for the purpose of appearing before the governing body or land use regulatory board.
- C. **Representing Private Interests Before Courts:** No officer or employee shall represent private interests in any action or proceeding against the interests of the land use regulatory board or governing body of which the officer or employee is a member, or membership on which is subject to approval by the officer or employee in any litigation to which the City is a party.
- D. **Disclosures of Interest in Legislation:** A Councilor who has a direct or indirect financial or other private interest in any proposed legislation shall publicly disclose, on the official records of the Council, the nature and extent of such interest.
- E. **Disclosures by Officer or Employee of Interest in Legislation:** An officer or employee who has a direct or indirect financial interest or other private interest in any legislation and who participates in discussion before or gives official opinion to the Council, shall publicly disclose on the official record the nature and extent of such interest.
- F. **Gifts and Favors:** No officer or employee shall accept any gift, over \$100.00, whether in the form of service, loan, thing or promise, any other form from any person, firm or corporation which to his/or her knowledge is interested directly or indirectly in any manner whatsoever, in business dealings with the City. This provision shall not apply to campaign contributions of \$100.00 or less.

- G. Disclosures of Confidential Information: Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- H. Investments in Conflict with Official Duties: Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- I. Incompatible Employment: No officer or employee shall engage in or accept private employment or render or seek services or goods for private interests when such employment or service creates a conflict with his/her official duties.

Section 1.803: CONSEQUENCES OF VIOLATION

Any violation of any provisions of this ordinance shall constitute cause for public censure, fine, suspension or removal from office or, in the case of Employees disciplinary action as may be set forth in any collective bargaining or employment agreement up to and including termination from employment.

Section 1.804: BOARD OF ETHICS

- A. A Board of Ethics (“BOE”) is hereby created. This BOE shall consist of five (5) persons: two members shall be selected from the City Council and one member each from the School Board, Police Commission and Fire Commission. All members shall be selected by lot to maintain a full board as necessary. The City Attorney (ex officio) or such other legal counsel (ex officio) shall provide legal advice and support for the BOE. The BOE members shall be selected by lot and drawn at the first meeting of the calendar year of the governing bodies.
- B. Each BOE Member selected is required to serve unless the BOE Member is the subject of the Complaint, has a conflict of interest, or is excused due to unavailability or exceptional causes (such as a health issue).
- C. The BOE Members shall elect a chairperson and the BOE may adopt such rules for the conduct of its business as it sees fit. The BOE shall have the power to draw upon City departments for reports and information and stenographic and clerical help. They shall have all subpoena powers as may be available to them under State law.

Section 1.805: ETHICS INVESTIGATION OFFICER

- A. The position of Ethics Investigation Officer (EIO) is hereby created. The City Manager shall have the power to identify and retain an EIO to assist with the investigation and prosecution of any Complaint which has been referred for investigation. The EIO shall have sufficient experience and training to conduct the investigation.
- B. In the event the Complaint is against the City Manager, the responsibility to identify and retain an EIO shall reside with the City Attorney in consultation with the Mayor.

Section 1.806: COMPLAINTS, INVESTIGATIONS AND HEARING

- A. Complaint Requirements. Any person may submit a written complaint alleging one or more violations of Section 1:802. Such complaint must be based on personal knowledge, and set forth facts with enough specificity and detail for a determination of sufficiency for investigation. The Written Complaint must be signed under oath and include contact information, including: home address, phone number and email address (such personal contact information to be treated as confidential upon request). The Complaint shall be delivered to the City Attorney with a copy to the Mayor and City Clerk. The City Attorney shall promptly provide a copy of the Complaint to the Charged Party.
- B. Review for Sufficiency.
 - 1. A Review for Sufficiency of the Complaint will be completed within thirty (30) days of receipt. This review will be based on the allegations contained in the Complaint and the immediately available record of any public meetings or records referenced in the Complaint.
 - 2. The City Attorney and the Mayor shall conduct the Review for Sufficiency except in cases in which either is the subject of the Complaint. Complaints against the City Attorney shall be reviewed by the City Manager and Mayor. Complaints against the Mayor shall be reviewed by the City Attorney and the Assistant Mayor.
 - 3. If the Complaint is deemed insufficient, the Complainant will be notified in writing of that decision with a copy provided to the Charged Party. A Complaint will be deemed sufficient if it is determined that the Complaint establishes some reasonable

possibility that a violation of the Code of Ethics may have occurred.

4. If the Complaint is deemed to be sufficient for further investigation, it shall be referred to the EIO for further action and all parties will be notified of this step through a communication in writing. That communication in writing will contain the following:

This Determination of Sufficient does not determine the truth or falsity of any of the allegations contained in the Complaint or constitute any finding or conclusion that a violation occurred.

- C. Investigation Phase. The EIO shall be provided the full cooperation of the City government to conduct such investigation as may be necessary to determine whether any violation may have occurred and next steps. The EIO shall have all subpoena powers as may be available under State law. The Charged Party shall have an opportunity to provide a response to the Complaint.

The EIO's investigation shall be completed within forty-five (45) days of the date of referral unless the Charged Party and the City's representative (City Manager or City Attorney) mutually agree to a longer period.

The EIO shall provide a written report with the conclusions reached in the completed investigation to the BOE. The EIO shall provide a non-binding recommendation as to the disposition of the Complaint to the BOE. Thereafter, all action with regard to the Complaint shall be taken by the BOE.

- D. Board of Ethics Hearings.
 1. The BOE shall take no further evidence on any Complaint, but shall make its determination based upon the report received from the EIO. However, the BOE shall hold at least one (1) public hearing at which the EIO, the Complainant, and the Charged Party shall be afforded an opportunity to present oral and written argument to the BOE. The BOE may hear from such other and further parties as it determines appropriate.
 2. Any party may be represented by legal counsel at his or her own expense at any stage of an ethics proceeding.
 3. The BOE shall issue a written decision within thirty (30) days of the final public hearing with findings and a disposition, dismissal or referral for further action if a violation has been found. If a violation

has been found, the BOE shall recommend a sanction or penalty, and refer the matter to the City Council (if an Officer or the City Manager) or to the City Manager (if an Employee) for disposition, sanction or other action as set forth in Section 1:807.

- E. If the employee is a member of a bargaining unit covered by the terms of a collective bargaining agreement, the investigation will comply with those provisions of the applicable collective bargaining agreement; this may include, but is not limited to the employee having Union representation at any investigative interview that may lead to discipline.

Section 1.807: DISPOSITION AND SANCTION

- A. In the event that the BOE determines that any Officer or the City Manager committed a violation of this Ordinance, the City Council may take any of the following actions:
 - a. Vote for removal pursuant to the City Charter as amended;
 - b. Vote to publicly censure or admonish the offending member;
 - c. Vote to place the matter on file; or
 - d. Vote to overturn the finding of a violation.
- B. In the case of Employees, the City Manager shall have all rights available under any employment agreement or collective bargaining agreement to discipline or terminate the employee and the City Manager shall make such report to the City Council as it determines necessary, in public or non-public session as may be determined at the time, as to the action taken.
- C. Criminal Sanctions: In addition to the civil sanctions imposed by this ordinance violation of any provision of this ordinance shall constitute a criminal offense and the City Council may authorize the City Attorney or any other attorney approved by it to prosecute such a violation in the Portsmouth District Court.

The penalty for violation of any provision of this Ordinance upon conviction in the Portsmouth District Court shall be \$1,000 for each offense.

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter One, Article VIII, **CODE OF ETHICS** of the Ordinances of the City of Portsmouth be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

ARTICLE VIII: CODE OF ETHICS

Section 1.801: DEFINITIONS

For purpose of this Article, the following terms shall be defined in the following manner:

- A. Charged Party: That Officer or Employee alleged to have violated this Ordinance and is the subject of the Complaint.**
- B. Complaint: Any written communication meeting the requirements of Section 1.806 (A).**
- C. Complainant: The person making the Complaint.**
- D. Employee: The term "Employee" shall include all employees of the City including the Police, School and Fire Departments whose salary is paid in whole or in part from the City Treasury.**
- E. Ethics Investigation Officer (EIO): That person serving in the capacity as described in Section 1.805.**
- F. Governing Body: The term "Governing Body" shall mean the City Council, School Board, Police Commission, or Fire Commission.**
- AG. Officer: The term "Officer" shall be defined to include every person who serves the City of Portsmouth in any official position which is established by state law, the Municipal Charter, the Ordinances of the City or by appointment of the City Council. ~~member of the City Council, School Board, Police Commission, Fire Commission, each member of every land use regulatory board, i.e. the Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, Technical Advisory Committee, Traffic Safety Committee, Building Code Board of Appeals, Recreation Board, Planning and Development Council, and Economic Development Commission, every department head as that term is used in the Administrative Code, Chief of Police, Fire Chief,~~**

~~Superintendent of Schools, the Trustees of the Trust Funds and members of the Housing Authority.~~

~~B. Employee: The term "Employee" shall include all employees of the City including the Police, School and Fire Departments whose salary is paid in whole or in part from the City Treasury.~~

~~C. Governing Body: The term "Governing Body" shall mean the City Council, School Board, Police Commission, and Fire Commission.~~

DH. Official Duties: The term "Official Duties" shall mean the following:

1. In the case of members of the City Council, School Board, Fire Commission, Police Commission and the City Manager, those duties and responsibilities set forth in the City Charter and/or established by State law.
2. In the case of ~~all other Officers, members of Land Use Regulatory Boards, the Trustees of the Trust Fund and the Portsmouth Housing Authority,~~ those duties and responsibilities set forth in the legislation **or vote which establishes the position held by the Officer or the job description for that position that established each board and/or outlines the duties and responsibilities of each board.**
3. In the case of the Chief of Police, the Superintendent of Schools, the Fire Chief, and all employees, those duties and responsibilities set forth in the respective job description for each party or employee.

Section 1.802: CONFLICTS OF INTEREST

- A. No Officer or employee shall engage in any business or transaction or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/or her official duties.
- B. Representing Private Interests Before City Agencies: No Officer or employee shall appear in behalf of private interests before any governing body or land use regulatory board of which the officer or employee is a member or membership on which is subject to approval by the officer or employee.
Officers and employees, however, may appear without compensation in behalf of constituents or in the performance of public or civic obligations. This section shall not prohibit appearances upon matters only incidentally requiring official action which do not develop into a

substantial part of the employment, provided, that the retainer is not for the purpose of appearing before the governing body or land use regulatory board.

- C. Representing Private Interests Before Courts: No officer or employee shall represent private interests in any action or proceeding against the interests of the land use regulatory board or governing body of which the officer or employee is a member, or membership on which is subject to approval by the officer or employee in any litigation to which the City is a party.
- D. Disclosures of Interest in Legislation: A Councilor who has a direct or indirect financial or other private interest in any proposed legislation shall publicly disclose, on the official records of the Council, the nature and extent of such interest.
- E. Disclosures by Officer or Employee of Interest in Legislation: An officer or employee who has a direct or indirect financial interest or other private interest in any legislation and who participates in discussion before or gives official opinion to the Council, shall publicly disclose on the official record the nature and extent of such interest.
- F. Gifts and Favors: No officer or employee shall accept any gift, over \$100.00, whether in the form of service, loan, thing or promise, any other form from any person, firm or corporation which to his/or her knowledge is interested directly or indirectly in any manner whatsoever, in business dealings with the City. This provision shall not apply to campaign contributions of \$100.00 or less.
- G. Disclosures of Confidential Information: ~~No~~ **Any** officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- H. Investments in Conflict with Official Duties: Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- I. Incompatible Employment: No officer or employee shall engage in or accept private employment or render or seek services or goods for private interests when such employment or service creates a conflict with his/her official duties.

Section 1.803: CONSEQUENCES OF VIOLATION

Any violation of any provisions of this ordinance shall constitute cause for **public censure**, fine, suspension or removal from office or, **in the case of Employees disciplinary action as may be set forth in any collective bargaining or employment agreement up to and including termination from** employment.

Section 1.804: BOARD OF ETHICS

- A. ~~There A Board of Ethics (“BOE”)~~ is hereby created ~~and established a method for appointing a Board of Ethics~~. This ~~Board BOE~~ shall consist of five (5) persons: ~~one member each two members shall be selected by lot~~ from the City Council, ~~and one member each from the~~ School Board, Police Commission and Fire Commission ~~and the~~. ~~All members shall be selected by lot to maintain a full board as necessary~~. The City Attorney (ex officio) or such other legal counsel (ex officio) ~~that shall provide legal advice and support for the Board BOE should decide~~. The ~~Board BOE~~ members shall be ~~selected by lot and~~ drawn at the first meeting of the calendar year of ~~each of~~ the governing bodies.
- B. ~~Each BOE Member selected is required to serve unless the BOE Member is the subject of the Complaint, has a conflict of interest, or is excused due to unavailability or exceptional causes (such as a health issue).~~
- C. ~~The members of Board BOE Members~~ shall elect a chairperson. ~~They shall and the BOE may~~ adopt such rules for the conduct of ~~their~~ its business as ~~they-it~~ sees fit ~~and they~~. The ~~BOE~~ shall have the power to draw upon ~~the various~~ City departments for reports and information and stenographic and clerical help. They shall have all subpoena powers as may be available to them under State law.

Section 1.805: ETHICS INVESTIGATION OFFICER

- A. ~~The position of Ethics Investigation Officer (EIO) is hereby created. The City Manager shall have the power to identify and retain an EIO to assist with the investigation and prosecution of any Complaint which has been referred for investigation. The EIO shall have sufficient experience and training to conduct the investigation.~~
- B. ~~Advisory Opinions: Upon the written request of the Officer or employee concerned, the Board shall render advisory opinions based upon the provisions of this Code. The Board shall file its advisory opinions with the City Clerk but may delete the name of the officer or employee involved. In the event the Complaint is~~

against the City Manager, the responsibility to identify and retain an EIO shall reside with the City Attorney in consultation with the Mayor.

- ~~C. Hearings and Determinations: Any individual having information that an officer or employee as defined in Section 1:801, other than the City Manager or the City Attorney, is engaged in improper activities or has a conflict of interest may present his or her complaint to the City Attorney.~~
- ~~1. Said complaint shall be in writing, under oath, specific and to the point. The City Attorney shall review the written complaint with the Mayor and if either the Mayor or the City Attorney feels that the complaint is of substance, then the Mayor shall refer the matter to the Board.~~
 - ~~2. If both the Mayor and City Attorney believe that the complaint is without substance, the person making the complaint and the subject of the complaint shall be notified in writing of that fact.~~
 - ~~3. The Board shall hold a hearing which may be public or private at the discretion of the Board and at which the accused party shall be entitled to be represented by Counsel at his or her own expense to examine the party making the complaint, to summon witnesses and to present evidence on his or her behalf. If the Board finds that the individual is guilty as charged in the complaint, the whole matter shall be referred to the appropriate governing body for enforcement as set forth in Section 1:805.~~
 - ~~4. Complaints against the City Manager and/or City Attorney for violations of this Ordinance shall be in writing, under oath, specific and to the point, and shall be referred directly to the Mayor or Assistant Mayor. If either the Mayor or Assistant Mayor believes that the complaint is of substance, then the complaint shall be referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance, then the person making the complaint and the Mayor shall be notified of that decision.~~
 - ~~5. Complaints against the Mayor shall be filed with the City Attorney who shall review them with the Assistant Mayor. If either the City Attorney or the Assistant Mayor believes that the complaint is of substance, then the complaint shall be~~

~~referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance then the person making the complaint and the Mayor shall be notified of that decision.~~

- ~~6. All members of the City Council (including the Mayor), School Board, Police Commission and Fire Commission are eligible to serve and must serve on the board when requested to do so except, however, that any person that has been charged in a complaint shall be barred from serving on that particular board.~~
- ~~7. All complaints shall be disposed of or forwarded to the Board by the City Attorney and/or the Mayor and/or the Assistant Mayor within thirty days after receipt.~~
- ~~8. The Board shall have thirty days to investigate and hold meetings and to report to the appropriate governing body as a whole if their findings warrant further action.~~
- ~~9. The statements of the findings of the Board shall be issued upon the request of any person charged.~~

Section 1.806: COMPLAINTS, INVESTIGATIONS AND HEARING

- A. Complaint Requirements.** Any person may submit a written complaint alleging one or more violations of Section 1:802. Such complaint must be based on personal knowledge, and set forth facts with enough specificity and detail for a determination of sufficiency for investigation. The Written Complaint must be signed under oath and include contact information, including: home address, phone number and email address (such personal contact information to be treated as confidential upon request). The Complaint shall be delivered to the City Attorney with a copy to the Mayor and City Clerk. The City Attorney shall promptly provide a copy of the Complaint to the Charged Party.
- B. Review for Sufficiency.**
 - 1. A Review for Sufficiency of the Complaint will be completed within thirty (30) days of receipt. This review will be based on the allegations contained in the Complaint and the immediately available record of any public meetings or records referenced in the Complaint.**

2. The City Attorney and the Mayor shall conduct the Review for Sufficiency except in cases in which either is the subject of the Complaint. Complaints against the City Attorney shall be reviewed by the City Manager and Mayor. Complaints against the Mayor shall be reviewed by the City Attorney and the Assistant Mayor.
3. If the Complaint is deemed insufficient, the Complainant will be notified in writing of that decision with a copy provided to the Charged Party. A Complaint will be deemed sufficient if it is determined that the Complaint establishes some reasonable possibility that a violation of the Code of Ethics may have occurred.
4. If the Complaint is deemed to be sufficient for further investigation, it shall be referred to the EIO for further action and all parties will be notified of this step through a communication in writing. That communication in writing will contain the following:

This Determination of Sufficient does not determine the truth or falsity of any of the allegations contained in the Complaint or constitute any finding or conclusion that a violation occurred.

- C. **Investigation Phase.** The EIO shall be provided the full cooperation of the City government to conduct such investigation as may be necessary to determine whether any violation may have occurred and next steps. The EIO shall have all subpoena powers as may be available under State law. The Charged Party shall have an opportunity to provide a response to the Complaint.

The EIO's investigation shall be completed within forty-five (45) days of the date of referral unless the Charged Party and the City's representative (City Manager or City Attorney) mutually agree to a longer period.

The EIO shall provide a written report with the conclusions reached in the completed investigation to the BOE. The EIO shall provide a non-binding recommendation as to the disposition of the Complaint to the BOE. Thereafter, all action with regard to the Complaint shall be taken by the BOE.

- D. **Board of Ethics Hearings.**

1. The BOE shall take no further evidence on any Complaint, but shall make its determination based upon the report received

from the EIO. However, the BOE shall hold at least one (1) public hearing at which the EIO, the Complainant, and the Charged Party shall be afforded an opportunity to present oral and written argument to the BOE. The BOE may hear from such other and further parties as it determines appropriate.

2. Any party may be represented by legal counsel at his or her own expense at any stage of an ethics proceeding.
3. The BOE shall issue a written decision within thirty (30) days of the final public hearing with findings and a disposition, dismissal or referral for further action if a violation has been found. If a violation has been found, the BOE shall recommend a sanction or penalty, and refer the matter to the City Council (if an Officer or the City Manager) or to the City Manager (if an Employee) for disposition, sanction or other action as set forth in Section 1:807.

- E. If the employee is a member of a bargaining unit covered by the terms of a collective bargaining agreement, the investigation will comply with those provisions of the applicable collective bargaining agreement; this may include, but is not limited to the employee having Union representation at any investigative interview that may lead to discipline.

Section 1.8057: ENFORCEMENT DISPOSITION AND SANCTION

- A. ~~Sanctions:~~ In the event that the ~~Board of Ethics-BOE~~ determines that any ~~officer~~Officer or ~~employee subject to its control, has engaged in any act prohibited by the City Manager~~ committed a violation of this ~~ordinance or failed to make a mandated disclosure, the governing body shall~~ Ordinance, the City Council may take any ~~one~~ of the following ~~steps~~ actions:

~~1. In the case of the Governing body members:~~

- a. Vote for removal pursuant to the City Charter as amended;
- b. Vote to publicly censure **or admonish** the offending member;
- c. Vote to place the matter on file; **or**
- d. Vote **for innocence of any wrong doing to overturn the finding of a violation.**

~~2. In the case of all officers and employees the governing body, consistent with the Merit System and any applicable bargaining agreements, shall:~~

- ~~a. Vote for removal~~
- ~~b. Vote for dismissal~~
- ~~c. Vote for suspension for a definite period~~
- ~~d. Vote for the censuring~~
- ~~e. Vote to place the matter on file~~
- ~~f. Vote for innocence of any wrongdoing.~~

B. In the case of Employees, the City Manager shall have all rights available under any employment agreement or collective bargaining agreement to discipline or terminate the employee and the City Manager shall make such report to the City Council as it determines necessary, in public or non-public session as may be determined at the time, as to the action taken.

BC. Criminal Sanctions: In addition to the civil sanctions imposed by this ordinance, violation of any provision of this ordinance shall constitute a criminal offense and the City Council may authorize the City Attorney or any other attorney approved by it to prosecute such a violation in the Portsmouth District Court.

The penalty for violation of any provision of this Ordinance upon conviction in the Portsmouth District Court shall be \$1,000 for each offense.

(Adopted In Its Entirety 4/4/88)

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

DRAFT



HEADSTONE CLEANING REPORT
Submitted by Co-Chair Susan Sterry
of the
CEMETERY COMMITTEE

Update: Successful May 7th Headstone Cleaning Event

On a very windy, cold but sunny Saturday, fifteen volunteers reported to North Cemetery. John Lord of New Hampshire Old Graveyard Association demonstrated how to safely and properly clean 200-year-old headstones. In spite of the less than optimal conditions, eighty Headstones were cleaned in two hours.

Trainer, John Lord praised the volunteers for being one the best groups he had instructed over the years. The cemetery committee now has a group of well-prepared volunteers to train and oversee new volunteers who join our project. The headstone cleaning will continue through September with the remaining supplies.



Sample headstone before



A cleaned headstone