

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, JUNE 5, 2023 TIME: 6:15PM

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_GquosmluQqyEGM2nmaFsVA

6:15PM - ANTICIPATED NON-PUBLIC SESSIONS ARE BEING HELD IN CONFERENCE ROOM A

1. COLLECTIVE BARGAINING AGREEMENT – RSA 91-A:3, II (a)
2. CONSIDERATION OF LEGAL ADVICE – RSA 91-A:3, II (I)

AGENDA

**Regular portion of City Council meeting to begin at 7:00 p.m.*

- 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

PROCLAMATION

1. Juneteenth 2023 in Portsmouth

- VII. ACCEPTANCE OF MINUTES – MAY 8, 2023 AND MAY 15, 2023 CITY COUNCIL MEETINGS
- VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS
- IX. PUBLIC COMMENT SESSION (*This session shall not exceed 45 minutes*) – (*participation may be in person or via Zoom*)
- X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS

Adoption of Proposed Budget Resolutions:

- A. Adoption of Budget Resolutions for Fiscal Year July 1, 2023 through June 30, 2024 (FY24)
 - Resolution No. 9-2023 – Municipal Fees (*Sample motion – move to adopt Resolution #9-2023 – Municipal Fees*)
 - Resolution No. 10-2023 – General Fund Expenditures (*Sample motion – move to adopt Resolution #10-2023 – General Fund Expenditures*)

- Resolution No. 11-2023 – Water Fund Expenditures (**Sample motion – move to adopt Resolution #11-2023 - Water Fund Expenditures**)
- Resolution No. 12-2023 – Sewer Fund Expenditures (**Sample motion – move to adopt Resolution #12-2023 – Sewer Fund Expenditures**)
- Resolution No. 13-2023 – Special Revenues (Including American Rescue Plan Act (ARPA), Debt Service, Fund and Committed Fund Balances for Necessary Expenditures (**Sample motion – move to adopt Resolution #13-2023 – Special Revenues (Including American Rescue Plan Act (ARPA), Debt Service, Fund and Committee Fund Balance for Necessary Expenditures**)
- Resolution No. 14-2023 – Investment Policy (**Sample motion – move to adopt Resolution #14-2023 - Investment Policy**)

(Roll call votes are required for Adoption of each Resolution)

First Reading of Ordinance:

- B. First reading of Ordinance amending Chapter 4, Article I – Food Licensing and Regulations, Section 4.101 – Adoption of the FDA 2022 Food Code, Section 4.102 – Amendments, Additions and Deletions to Food Code, Section 4.103 – Adoption of Specific Parts He-P 2300, as amended, and Section 4.107 – Term of License (**Sample motion – move to pass first reading and schedule a public hearing and second reading for June 20, 2023**)

XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager’s Items Which Require Action:

1. Town of New Castle Sewer Agreement
2. Temporary Construction License for Lucky Thirteen Properties, LLC 147 Congress Street

XII. CONSENT AGENDA

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

- A. Request from James Nadeau, LandVest, to install a Projecting Sign at 56 State Street (**Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request**)

Planning Director’s Stipulations:

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

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

B. Request from Elizabeth Andrews, Market Square Jewelers, to install a Projecting Sign at 124 Congress Street **(Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request)**

Planning Director’s Stipulations:

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

C. Letter from Cristine More, Wentworth-Douglass Hospital, requesting permission to hold the 10th Annual Seacoast Cancer 5K Festivities at the Pease Tradeport on Saturday, September 23, 2023 and Sunday, September 24, 2023 **(Anticipated action – move to refer to the City Manager with Authority to Act)**

D. Letter from Mike Effenberger, Seacoast Jazz Society, requesting permission to hold a street performance in three locations – the Vaughan Mall stage, Market Square (by the North Church) and the open space area by the tugboats, for Jazz In The Street on 5 Saturdays this summer (July 1, 2023; July 7, 2023; July 28, 2023; August 5, 2023 and August 19, 2023) from 12:30 p.m. – 2:00 p.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. Email Correspondence **(Sample motion – moved to accept and place on file)**
- B. Letter from Sam Accardi, Yellow Fin Events LLC, requesting permission to hold the Bikes & Beers Cycling event with Cisco Brewers to benefit the Bike Walk Alliance of New Hampshire on Saturday, July 22, 2023 at the Pease Tradeport **(Sample motion – move to refer to the City Manager with Authority to Act)**
- C. Letter from Valerie Rochon, Managing Director, Portsmouth NH 400th, Inc., requesting permission to install lawn signs on municipal property, primarily in gateway areas at the end of June and removed before snow falls as part of the PNH400’s overall marketing initiatives

XIV. MAYOR McEACHERN

1. Appointments to be Considered:
 - Appointment of Linnea Grim to the Arts and Nonprofits Committee, President & CEO of Strawberry Banke Museum Representative
 - Reappointment of Jessica Blasko to the Conservation Commission
 - Appointment of Adam Fitzpatrick to the Conservation Commission
 - Reappointment of Abigail Gindele to the Conservation Commission
 - Reappointment of Barbara McMillan to the Conservation Commission
 - Reappointment of Allison Tanner to the Conservation Commission
 - Reappointment of Lynn Vaccaro to the Conservation Commission
 - Appointment of Linnea Grim to the Prescott Park Master Plan Implementation Blue Ribbon Committee
2. *Appointments to be Voted:
 - Reappointment of David Adams to the Historic District Commission
 - Reappointment of Peter Britz to the Rockingham Planning Commission
3. Resignation of Ernie Carrier from the Planning Board

XV. CITY COUNCIL MEMBERS

A. COUNCILOR TABOR

1. *Portsmouth Community Power launch: June statistics on enrollment and customer savings

B. COUNCILOR MOREAU

1. *Report Back on Land Use Committee meeting of June 2, 2023

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Donation to the Senior Activity Center from Service Credit Union to support refreshments for our Veterans Coffee Afternoons - \$1,200.00 (***Sample motion – move to approve and accept the donation as presented***)
- B. Acceptance of Donation to the Skateboard Park from Lisa Morse - \$1,000.00 (***Sample motion – move to approve and accept the donation as presented***)

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

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

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:** President Lincoln's Emancipation Proclamation declared that as of January 1, 1863 all those enslaved in the states in rebellion against the Union "shall be then, thenceforward and forever free" but it was not until June 19, 1865 for that Proclamation to take effect in Galveston, Texas, when Major General Gordon Granger of the United States Army gave the order declaring the enslaved to be free; and
- Whereas:** Twenty years ago, in October 2003, the accidental unearthing of an African Burying Ground that had been paved over, built over and forgotten beneath a City street began the ongoing effort by this community to reckon with our history of enslavement, to recognize the presence of Africans in the region before enslavement, and to create the African Burying Ground Memorial Park; and
- Whereas:** Ten years ago, in 2013, NH State Senator Martha Fuller Clark sponsored the legislation for New Hampshire to declare Juneteenth as a holiday, and brought the bill forward again in 2017 so our representatives could continue to push for state recognition of Juneteenth, a federal holiday since 2021; and
- Whereas:** The Black Heritage Trail of NH has extended its annual Juneteenth celebration this year to a week-long series of events to honor these early African settlers, their descendants, the Africans who survived the Middle Passage and their successive generations who have contributed to the development, wealth and well-being of New England; and
- Whereas:** In Portsmouth, especially in our 400th year, we recognize Juneteenth to remember a critical part of American history and pay tribute to the achievements and deeply-rooted culture of the Black community in our city and rededicate ourselves to our commitment to being a Racial Justice Municipality.

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

Juneteenth 2023 in Portsmouth

and urge all members of the community to learn more about the Emancipation Proclamation and the history behind this holiday and to join in celebrations, commemorations and other programs and tributes organized by community members including the Black Heritage Trail of NH, the Seacoast African American Cultural Center, Black Lives Matter Seacoast, the Seacoast NAACP, the Racial Unity Team, the Business Association for People of Color and so many others.



Given with my hand and the
Seal of the City of Portsmouth,
on this 5th day of June 2023.

Deaglan McEachern, Mayor of Portsmouth

SPECIAL CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, MAY 8, 2023

PORTSMOUTH, NH
TIME: 6:00PM

I. CALL TO ORDER

Mayor McEachern called the meeting to order at 6:00 p.m.

II. ROLL CALL

PRESENT: Mayor McEachern, Assistant Mayor Kelley, Councilors Tabor, Denton, Moreau, Bagley, Lombardi, Blalock, and Cook

III. PRESENTATION OF FY24 BUDGET – KAREN CONARD, CITY MANAGER AND JUDIE BELANGER, DIRECTOR OF FINANCE & ADMINISTRATION

City Manager Conard said the budget paints a picture of the city and spoke to the goals adopted, which are reflected in the budget. She reported on the elements of the FY24 Proposed Budget:

- Operating Budget
- Non-Operating Budget
- Estimated Revenues
- Estimated Tax Rate
- Water & Sewer User Rates

City Manager Conard spoke in response to the directive by the City Council to achieve a budget increase of no more than 4.5% over FY23, excluding the additional costs of the build-out of the Information Technology Department. She addressed FY24 Budget Impacts:

1. Inflation
2. Contractual Obligations
3. Proposed New Positions
4. Collective Bargaining – (six expired contracts for FY24)
5. McIntyre Impacts
6. Second Year – IT Build-Out
7. Increase Transfer to Community Campus & Indoor Pool
8. Reinstatement of Capital Outlay
9. Regulatory Compliance
10. Loss of One-Time Revenues Received in FY23

City Manager Conard reported according to the Bureau of Labor Statistics inflation is three times higher than it was two years ago. She informed the Council of the 16 Collective Bargaining Agreements in the city, 6 remain unsettled and funds have been set aside in Collective Bargaining Contingency for this purpose. She advised the Council that Collective Bargaining Agreements state the COLA adjustment percentage for FY24 sets a floor of 3%. City Manager Conard spoke to salaries/overtime/longevity and stipends equates to 63.8% of the budget. She addressed retirement rates that prior to FY10 the State of New Hampshire contributed 35% of employer contributions for Teacher's Police and Fire personnel. She advised the City Council that Workers' Compensation General Fund Premiums increased by 10.8% and further stated that the Fire Department pays the highest share of the premium as a result of legislation. She reported on the transition from an outsourced managed services provider to an in-house IT Department.

City Manager Conard spoke regarding the following areas of the budget:

- Rockingham County Tax Obligation Comparison – Portsmouth is at 11.4%
- Debt Service – Percentage Net Debt Service of Budget 7.68%
- Capital Outlay - \$1,820,000.00 | 1.37%
- Capital Investments ARPA Funds - \$759,000.00 or approximately \$.11 on the estimated tax rate
- Rolling Stock/Vehicle & Equipment Replacement Plan - \$877,000.00
- Proposed FY24 Non-Operating Budget - \$25,607,763.00 / Percentage change from FY23 - 2.59%

City Manager Conard reported the General Fund FY24 Proposed Budget is \$137,283,375.00 which equates to a 3.67% increase. She stated that revenues are estimated to decrease by over \$2.7 Million from FY23. She provided a breakdown of Use of Fund Balance for Fiscal Year 2024 Proposed Budget:

Use of Debt Reserve	\$1,700,000.00
Reserve for Tax Appraisal	\$100,000.00
McIntyre Impacts	\$500,000.00
Bond Premium	\$128,379.00
Unassigned Fund Balance	\$2,000,000.00
Total	\$4,428,379.00

City Manager Conard advised the City Council that the estimated tax rate is proposed at \$16.13. She reported that Portsmouth had the lowest equalized tax rate in Tax Year 2021 (Fiscal Year 2022) among New Hampshire's 13 cities and the 51st lowest equalized tax rate in NH out of 234 communities. She reported in terms of the Water and Sewer Enterprise Funds, the City continues to utilize a rate stabilization model, first implemented in Fiscal Year 2014, for addressing long-term financial planning and major capital needs.

Driving Factors of Increases:

- Inflation – Chemicals, materials, and project costs
- Water – Continued EPA PFAS Regulations
- Sewer – Future costs associated with the Pease wastewater treatment facility permit and upgrades

Water User Rate – Proposed 4.5% Increase

Sewer User Rate – Proposed 4.5% increase as a result of the Sewer State Aid Grant (SAG) (*less than the 6% anticipated in the rate model*)

IV. PUBLIC HEARING

A. PROPOSED FY JULY 1, 2023 THROUGH JUNE 30, 2024 BUDGET

Mayor McEachern read the legal notice, declared the public hearing open and called for speakers.

Christina Lusky said the City Council needs to do their homework and not rubber stamp the City Manager's budget. She said the Council can find some areas where there are unnecessary increases. She stated tax increases should be limited and it is the responsibility of each City Council member to lower the budget. She urged the City Council to stick to the basics.

Sue Polidura said the Council can't go on with business as usual because the increase in inflation is affecting all of the residents. She said the request for 35 new positions in the last two years is unheard of. She said there has been no increase in population, but you add new personnel. She urged the Council to hold the line and cut the department's budgets and COLA increases.

Petra Huda asked why the surplus was not given back to the taxpayers. She spoke opposed to additional employees being requested. She stated that spending is out of control and the budget has increased by \$19 million since the City Council took office. She said the population remains the same and struggles to see why it continues to increase. Ms. Huda asked when the assessments are going to be done.

Erik Anderson spoke on the increase in the budget and employees. He said there are costs to adding employees beyond salaries and you need to consider benefits in those costs. He asked where affordability becomes part of the discussion.

Mayor McEachern recessed the public hearing until the June 5, 2022 City Council meeting. He asked Tax Assessor Lentz to speak on assessments. Tax Assessor Lentz advised that new assessments would take effect December 2024 in FY25.

V. REVIEW OF BUDGET WORK SESSION MEETING SCHEDULE

Mayor McEachern outlined the Budget Work Session Scheduled:

- *Monday, May 15th at 9:00 a.m. – 3:00 p.m. – Water, Sewer & Stormwater Departments; Parking & Transportation Department; General Government; School Department; and Public Safety / Fire & Police Departments*
- *Thursday, May 18th – Public Dialogue Budget Sessions*

At the following locations:

- *5:30 p.m. – 6:30 p.m. at Portsmouth Middle School (Stokel Student Commons)*
- *6:00 p.m. – 7:00 p.m. at Community Campus (Movie Room)*
- *7:00 p.m. – 8:00 p.m. at Senior Center (Activity Room 1)*
- *Monday, May 22nd at 6:00 p.m. – Budget Review*

VI. ADJOURNMENT

At 6:55 p.m., Assistant Mayor Kelley moved to adjourn the meeting. Seconded by Councilor Tabor and voted.



KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, MAY 15, 2023

PORTSMOUTH, NH
TIME: 7:00PM

On a unanimous voice vote 9-0, Assistant Mayor Kelley moved to close the Non-Public Session and seal the minutes. Seconded by Councilor Tabor and voted.

III. CALL TO ORDER

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

IV. ROLL CALL

PRESENT: Mayor McEachern, Assistant Mayor Kelley, Councilors Tabor, Denton, Moreau, Bagley, Lombardi, Blalock, and Cook

V. INVOCATION

Mayor McEachern asked for a moment of silence to honor the role of law enforcement in service to society by recognizing the sacrifices and valor of law enforcement, and the efforts of our own police department in educating the community and making it safer for those who serve and for all of us on this National Peace Officers Memorial Day.

VI. PLEDGE OF ALLEGIANCE

Mayor McEachern led in the Pledge of Allegiance to the Flag.

VII. ACCEPTANCE OF MINUTES – APRIL 17, 2023 CITY COUNCIL MEETING

Assistant Mayor Kelley moved to accept and approve the minutes of the April 17, 2023. Seconded by Councilor Tabor and voted.

IX. PUBLIC COMMENT SESSION

Paige Trace said that six councilors met outside the Council Chambers, and it was not by chance which makes it a meeting of the Council and minutes should have been taken.

Petra Huda asked why the city is paying for utilities at Prescott Park. She also asked why there are no figures associated with tables and chairs for areas A & B in Prescott Park.

Sue Polidura thanked the City Council for their work session with departments regarding the budget today. She expressed concern regarding the large increase for contractor services in the IT Department budget. She stated that all information technology services should be merged and not split between the 4 major departments, general government, fire, police, and school departments.

Esther Kennedy expressed concern that there was no information on a CSO event from the large rainfall that recently occurred. She said that in her opinion there was an event, and no information was provided.

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

- A. First reading of Ordinance amending Chapter 10 – Article 5A – CHARACTER-BASED ZONING, Section 10.5A20, Regulating Plan, Subsection 10.5A21.10 Contents of Regulating Plan, Map 10.5A21B – Building Height Standards, Section 10.5A43.30 – Building and Story Heights, Subsection 10.5A43.33, Section 10.5A43.40 – Maximum Building Footprint, Subsections 10.5A43.41-44, and Section 10.5A45 – Community Spaces, Subsection Figures 10.5A45.10 Community Spaces, Section 10.5A46.20 – Requirements to Receive Incentives to the Development Standards, Subsections 10.5A46.21-22, and Article 15 – DEFINITIONS, Section 10.1530 – Terms of General Applicability

Councilor Moreau moved to pass first reading and refer to the Planning Board for report back and further schedule a public hearing and second reading for July 10, 2023 City Council meeting. Seconded by Councilor Tabor.

Councilor Tabor moved to suspend the rules in order to hear a presentation by Principal Planner Nick Cracknell. Seconded by Councilor Moreau and voted.

Principal Planner Cracknell provided a detailed presentation regarding the proposed amendment and reviewed the current definitions for Character-Based Zoning. He spoke to the overlay district that allows developers to receive incentives if community benefits are provided. He also reviewed the five proposed amendments contained in the ordinance.

Councilor Tabor spoke in support of the ordinance moving forward. He addressed the need for workforce housing downtown.

Councilor Moreau spoke to the ordinance and said the amendments made in 2013 are not working and changes need to be made.

Councilor Blalock thanked Councilor Moreau, Assistant Mayor Kelley and staff for their work on this matter and spoke to his support of moving the ordinance forward.

Mayor McEachern passed the gavel to Assistant Mayor Kelley.

Mayor McEachern said he appreciates the work of the Land Use Board and said changes are effective and Portsmouth is better for them. He spoke to the Planning Board reviewing this ordinance and proposed amendments. He recommended having the percentage of dwelling units within a building for workforce housing being increased from 10% to 20% and that this be considered during the Planning Boards review of the ordinance. Councilor Moreau said she would bring that matter forward at the Planning Board level during its review.

Assistant Mayor Kelley returned the gavel to Mayor McEachern.

Motion passed.

Councilor Moreau moved to suspend the rules to bring forward Items XIII. C. – Town of New Castle Sewer Agreement, XIII. A. – Presentation regarding Community Health Profile by Health Officer Kim McNamara and XIII. B. – Presentation from the COVID-19 Recovery Task Force by Abbie Frank. Seconded by Assistant Mayor Kelley and voted.

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

C. Town of New Castle Sewer Agreement

Deputy City Manager Woodland provided a brief introduction to the request from the Town of New Castle to enter into a formal 20-year sewer agreement. Director of Water Resources/Deputy Public Works Director Goetz reviewed the wholesale rates that would be paid by the Town of New Castle.

Discussion followed regarding the wholesale rates and the need for infrastructure improvements in New Castle. Deputy City Manager Woodland spoke to provisions within the agreement to protect the city with flow limits. Mayor McEachern spoke of the need for investments by New Castle to their infrastructure. Mayor McEachern said in terms of the rate he would want to ensure that New Castle does not pay less than our residents for the service. Councilor Cook spoke to the termination clause within the agreement that addresses our concerns.

Assistant Mayor Kelley moved to request that the City Manager bring forward this wholesale sewer agreement for action at the next City Council meeting. Seconded by Councilor Moreau and voted.

A. Presentation Regarding Community Health Profile by Health Officer Kim McNamara

Health Officer Kim McNamara provided a brief review of the Community Health Profile and statistical data contained in this report. She outlined the three recommendations being proposed:

- Community Health Improvement Plan (CHIP) to follow this Community Health Profile and Needs Assessment, based on the findings and greater community input. Set aside \$3,000,000.00 to be used for the outcome of the Community Health Profile, Needs Assessment and Community Health Improvement Plan.
- Provide a mechanism for non-profits providing services to Portsmouth's vulnerable residents so they can make their needs known now, independent of the \$3,000,000.00 requested for after completion of CHIP.
- Apply a *Health in All Policies* approach to City policy development & planning, which incorporates health considerations for all people within this community, and will ensure that diversity, equity and inclusion are protected.

Councilor Bagley spoke to the data surrounding lead paint testing. Health Officer McNamara said there is not enough awareness on testing children for lead paint. Councilor Cook said lead paint affects everyone that lives in a home older than the 1970's. She asked when the plan would be completed. Health Officer McNamara said sometime in December.

B. Presentation from the COVID-19 Recovery Task Force by Abbie Frank

Ms. Frank spoke to the critical areas of need for the Portsmouth Community post COVID. She stated the Blue Ribbon Community was created to evaluate challenges and identify low-cost, high-impact recovery solutions that use ARPA monies. She reviewed high impact – low cost solutions:

- Provide funding to the Community Resource Network to make the website more user friendly.
- Work with the recreation department to help provide scholarships to summer programs for kids and teens and to expand programming for seniors.
- Create and fund a position to coordinate school and community services to help support youth and families.
- Create a streamlined process to help support the non-profits that already exist.
- Create a transportation think tank that could consider buying vans to share between PHA, recreation department, school department, etc.
- Gas & Uber/Lyft vouchers to facilitate transportation to after school programs, mental health appointments, jobs, groceries, childcare.
- Provide scholarships for CDL licenses and early childhood education certificate programs.
- Support the recommendation of the department of health to set aside money to target the needs of the Portsmouth community.
- Fund Library book mobile.
- Further investigate how to support seniors and individuals with developmental disabilities in our community; create a position that coordinates senior services with PHA.
- Support programs for affordable housing.

Councilor Bagley moved to refer the list of solutions to the City Manager for report back on feasible details with any that the city should move forward. Seconded by Councilor Denton.

Mayor McEachern thanked the Task Force for their work.

Motion passed.

At 8:45 p.m., Mayor McEachern declared a brief recess. At 9:00 p.m., Mayor McEachern called the meeting back to order.

XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

1. Approval of License Agreement with the General Services Administration (GSA)

City Manager Conard reported on the agreement which is for 180 days with the General Services Administration and asked for approval by the Council.

Councilor Lombardi moved to authorize the City Manager to execute the proposed license agreement with GSA. Seconded by Councilor Bagley and voted.

2. Renewal of Prescott Park License Agreements between the City and the Gundalow Company, the Prescott Park Arts Festival, and the New Hampshire Art Association

City Manager Conard said there are three license agreements before the Council this evening for approval with five-year renewals.

A) Gundalow Company

Assistant Mayor Kelley moved to approve the Prescott Park License Agreement between the City and the Gundalow Company in a form similar to the attachment in the City Council Packet and to authorize the City Manager to execute the Agreement. Seconded by Councilor Bagley and voted.

B) Prescott Park Arts Festival

Assistant Mayor Kelley moved to approve the Prescott Park License Agreement between the City and the Prescott Park Arts Festival in a form similar to the attachment in the City Council Packet and to authorize the City Manager to execute the Agreement. Councilor Tabor abstained from voting on this agreement. Seconded by Councilor Bagley.

Councilor Tabor said he would need to abstain because he has a fiduciary role with Prescott Park Arts Festival.

Motion passed. Councilor Tabor abstained from voting on this agreement.

C) NH Art Association

Assistant Mayor Kelley moved to approve the Prescott Park License Agreement between the City and the NH Art Association in a form similar to the attachment in the City Council Packet and to authorize the City Manager to execute the Agreement. Seconded by Councilor Lombardi and voted.

3. Request for First Reading Regarding Amendments to Chapter 4, the City's Food Licensing and Regulations Ordinance

City Manager Conard said at the June 5, 2023 City Council meeting we will bring forward first reading of the proposed amendments to the ordinance that will bring the food code up to the 2022 code.

Assistant Mayor Kelley moved to schedule first reading of the amendments to Chapter 4, the City's Food Licensing and Regulations Ordinance, at the June 5, 2023 City Council meeting. Seconded by Councilor Cook.

Mayor McEachern inquired regarding dogs being allowed into restaurants and how that is handled. Health Officer McNamara said that the requirement under the food code is you need to have a cleanable surface for the permittance of dogs.

Motion passed.

4. Street Naming for 3548 Lafayette Road

City Manager Conard said this is for the former Wrens Nest location and Public Works has reviewed the request and has no objection to the approval.

Councilor Moreau moved to authorize the use of Monarch Way as the private street name for the development at 3548 Lafayette Road. Seconded by Councilor Blalock and voted.

5. Approval of the Portsmouth School Department Custodial Collective Bargaining Agreement

City Manager Conard said this agreement was reviewed during our Non-Public Session this evening and is before you for approval.

Assistant Mayor Kelley moved to approve and accept the agreement as presented. Seconded by Councilor Lombardi and voted.

XII. CONSENT AGENDA

- A. Letter from Kelly Hartnett, Seacoast Mental Health Center, requesting permission to hold the Bridges 4 Friendship 10k on Saturday, October 14, 2023 (***Anticipated action – move to refer to the City Manager with Authority to Act***)
- B. Letter from Jason Brewster, Brewster's Bait & Tackle, requesting permission to hold The Blessing of the Fleet on Thursday, July 27, 2023 from 6:00 p.m. – 7:00 p.m. on Four Tree Island (***Anticipated action – move to refer to the City Manager with Authority to Act***)

Councilor Moreau moved to adopt the Consent Agenda. Seconded by Assistant Mayor Kelley and voted.

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- D. Email Correspondence

Assistant Mayor Kelley moved to accept and place on file. Seconded by Councilor Moreau and voted.

- E. Request from Sue Polidura seeking permission to hold a community reading of the Declaration of Independence in front of the North Church on Tuesday, July 4, 2023 at 11:00 a.m.

Councilor Moreau moved to refer to the City Manager with Authority to Act. Seconded by Councilor Blalock and voted.

- F. Letter from Danville Fire Chief Steven Woitkun regarding the quick action of Portsmouth Electrical Inspector John Plourde for intervening at a fire on Sandown Road in Danville, NH and making sure all residents and pets were evacuated safely from the home

Mayor McEachern said Electrical Inspector Plourde was recognized during the Budget Work Session held earlier today for his heroism and quick action at this incident in Danville, NH.

Assistant Mayor Kelley moved to accept and place on file. Seconded by Councilor Tabor and voted.

- G. Letter from Tom Kaufhold, Founder of NH Seacoast LGBTQ History Project, requesting permission to display six panels describing the history of the LGBTQ community on the seacoast at City Hall during the month of June 2023

Councilor Moreau moved to refer to the City Manager with Authority to Act. Seconded by Councilor Cook.

Councilor Cook advised the Council that the exhibit is currently on display at the Athenaeum and spoke in support of the project.

Motion passed.

XIV. MAYOR McEACHERN

1. Appointment to be Considered:
- Reappointment of David Adams to the Historic District Commission

The City Council considered the reappointment of David Adams to the Historic District Commission which will be acted upon at the June 5, 2023 City Council meeting.

2. Appointment to be Voted:
- Peter Splaine to the Cemetery Committee

Councilor Tabor moved to appoint Peter Splaine to the Cemetery Committee until May 1, 2025. Seconded by Councilor Bagley and voted.

XV. CITY COUNCIL MEMBERS

A. COUNCILOR DENTON

1. Draft Ordinance Codifying the Sustainability Committee

Councilor Denton moved to refer the draft ordinance codifying the Sustainability Committee to the Governance Committee and the Legal Department for review and report back to the City Council for first reading. Seconded by Councilor Cook.

Councilor Denton said it has been ten years since the Sustainability Committee was created and feels it is time to make it a standing committee. He said the ordinance would take effect upon action of the City's Climate Action Plan. He discussed members of the Eco-Club being members of the committee regardless of where they live in the school district.

Councilor Cook said she supports the ordinance and spoke to the work of the Governance Committee and their review of Blue Ribbon Committees. She advised the Council that a few of these ordinances would be coming forward for the creation of standing committees.

Motion passed.

B. COUNCILOR MOREAU

1. Report of City-Owned Parcels for Potential Reuse as Workforce Housing

Councilor Moreau briefly reviewed the report with the City Council and advised that four potential locations were suggested.

- 1 Junkins Avenue (the lower city hall parking lot – approx. 1 acre)
- Falkland Way (the open parcel in front of the PHA property / approx. 1 acre)
- 35 Sherburne Road (the Lister Academy / approx. 5 acres)
- 195 Greenleaf Avenue (Greenleaf Recreation Center / approx. 3 acres)

She stated that the City Council would need to decide where to go from here. She said no motion is being requested at this time.

Assistant Mayor Kelley suggested that the next step would be to narrow the list down and bring that information back to the City Council.

Councilor Moreau said the four listed are viable sites for workforce housing.

Councilor Denton said he would like to see the Junkins Avenue lower lot considered, and if all three make sense, we review all locations.

Mayor McEachern recommended reviewing all four properties and working with the Portsmouth Housing Authority.

Discussion followed regarding the report and the four locations suggested.

Councilor Moreau moved to request the Land Use Committee work to prioritize these four lots by which is the most viable lot for development in connection with a request for the President of Portsmouth Housing Authority Housing Development Limited to report back to the City Council with input from the development side.

- **1 Junkins Avenue (the lower city hall parking lot)**
- **Falkland Way (open parcel in front of the PHA property)**
- **35 Sherburne Road (the Robert J. Lister Academy)**
- **195 Greenleaf Avenue (Greenleaf Recreation Center)**

Seconded by Councilor Blalock and voted.

C. COUNCILOR BAGLEY

1. Parking and Traffic Safety Committee Action Sheet and Minutes of the April 6, 2023 meeting

Councilor Bagley moved to accept and approve the action sheet and minutes of the April 6, 2023 Parking and Traffic Safety Committee meeting. Seconded by Assistant Mayor Kelley.

Councilor Bagley reported on the action sheet and informed the Council that speed pillows would be installed this summer for traffic calming measures on Woodbury Avenue.

Motion passed.

2. Parking and Traffic Safety Committee Action Sheet and Minutes of the May 4, 2023 meeting

Councilor Bagley moved to accept and approve the action sheet and minutes of the May 4, 2023 Parking and Traffic Safety Committee meeting. Seconded by Assistant Mayor Kelley.

Councilor Bagley reported on the action sheet and the update on a temporary roundabout trial on Bartlett Street at Thornton Street. He also spoke to Prescott Park parking lot proposal of providing additional handicap parking for events.

Motion passed.

D. COUNCILOR LOMBARDI

1. Economic Development Commission Powers and Duties (Section 1.402)

Councilor Lombardi reported that the Economic Development Commission are recommending changes to their powers and duties.

Councilor Lombardi moved to refer to the Governance Committee and Legal Department for report back to the City Council. Seconded by Assistant Mayor Kelley and voted.

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of NHDES 2022-2024 Strategic Planning Grant Program

Assistant Mayor Kelley moved to authorize the City Manager to enter into a Grant Agreement with the State of New Hampshire Department of Environmental Services to accept up to \$50,000.00 from the NHDES 2022-2024 Strategic Planning Grant Program to assist with paying a portion of the comprehensive planning study and preliminary engineering evaluation of the Lafayette tank pressure zone. Seconded by Councilor Moreau and voted.

- B. Acceptance of Donation to the Senior Activity Center from the Portsmouth Garden Club - \$500.00

Councilor Moreau moved to approve and accept the donation as presented. Seconded by Councilor Blalock and voted.

- C. Acceptance of Various Police Department Grants:
- US Department of Justice for the NH Internet Crimes Against Children Task Force - \$377,882.00
 - 2023 Safe & Active Grant award from the Injury Prevention Center of Dartmouth-Hitchcock for 50 multi-sport helmets, 50 bike lights and educational materials

Assistant Mayor Kelley moved to approve and accept the grants for the Police Department as presented. Seconded by Councilor Lombardi and voted.

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

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

XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

Councilor Moreau announced the first signature event for the PortsmouthNH 400th will be the parade held on Saturday, June 3, 2023.

- Parking Agreements for Special Events on June 3, 2023 with Bethel Assembly of God and The Islamic Society of the Seacoast Area (Not on agenda)

Councilor Moreau moved to authorize the City Manager to negotiate and enter into two special event Parking Agreements with the Bethel Assembly of God and The Islamic Society of the Seacoast Area for special event parking on June 3, 2023. Seconded by Assistant Mayor Kelley and voted.

Councilor Bagley announced that Mayor McEachern's Bike Ride will be held on Saturday, May 21, 2023 at the Portsmouth Middle School/Public Library parking lot.

Councilor Denton announced Memorial Day Events:

- The Burial at Sea Ceremony will take place on Friday, May 26, 2023 at 11:00 a.m. at Prescott Park near the anchor
- The Memorial Day Ceremony will be held at Plains Field on Monday, May 29, 2023 at 2:00 p.m.

XIX. ADJOURNMENT

At 10:15 p.m., Assistant Mayor Kelley moved to adjourn the meeting. Seconded by Councilor Bagley and voted.

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

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF FEE SCHEDULE
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

**RESOLUTION # 9-2023 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, 2023.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL:

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

CITY OF PORTSMOUTH
PROPOSED SCHEDULE OF FEES
FISCAL YEAR 2024



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

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

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

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

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

Following are the FY 24 Departments with recommended fee changes:

Department	Page
Planning	14,15,16
Inspection	19,20,22,23,24,25
Health	46
Parking/Transportation	48,49,50
Water/Sewer	56,57
Library	60
Prescott Park	62,63,64,65,66,

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

GENERAL FUND

FY 2023 Budget	\$132,424,911
Fees as a percentage of total General Fund Revenues:	
	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

	FY 23 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$24,000
Planning	\$170,000
Inspection	\$1,195,000
Police	\$30,000
Fire	\$106,500
Public Works	\$155,800
Recreation	\$127,000
Health	\$80,000

Total Local Fees, Licenses and Permits

Portion of GF	\$1,888,300
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**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Non Sufficient Funds check processing fee	Pre FY 02	\$30.00	\$30.00 per check	\$30.00
(1) Any copy made for non-City use	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
(1) all subsequent pages	Pre FY 02	\$0.50	\$0.50 all subsequent pages	\$0.50
(1) USB Drive for transfer of electronic files	FY 18	\$8.00	\$8.00	\$8.00
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
All copies made on 11 x 17 pages.	Pre FY 02	\$0.50	\$0.50 per copy	\$0.50
Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00	\$1.00 Each Print	\$1.00
Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00	\$75.00

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article I Section 109C</u>				
Licenses-Gen. Provisions- Duties of licensee				
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per Occurrence
				\$1.00
<u>Chapter 6: Article I Section 110B</u>				
Licenses-Gen. Provisions-Transfer of license				
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per Occurrence
				\$10.00
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				\$25.00
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				\$25.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article IV Section 403C</u>				
Coin Operated Amusement Devices				
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
				* (Indicates change from current fee)
Circus (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
Fairs (For Operation)	Pre FY 02	\$10.00	\$10.00	Per Day
Including Each Amusement Device	Pre FY 02	\$5.00	\$5.00	Per Day
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per Day
 <u>Chapter 6: Article IX Section 902</u>				
Circus License				
Total fee for Circus license shall not be less than	Pre FY 02	\$75.00	\$75.00	Per Day
 <u>Chapter 6: Article X Section 1003</u>				
Theatricals, Parades, Open Air Meetings				
License	Pre FY 02	\$300.00	\$300.00	Not to exceed per day
License to exhibit in any hall	Pre FY 02	\$50.00	\$50.00	Not to exceed per day
 <u>Chapter 6: Article XIII Section 1315</u>				
Hawkers and Peddlers				
License	Pre FY 02	\$250.00	\$250.00	Per Year

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article XIV Section 1402</u>				
Pawn Brokers				
License	FY 14	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XV Section 1502</u>				
Roller Skating Rinks				
License	Pre FY 02	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>				
Magazine Subscription Solicitors				
License	FY 06	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Restaurant Chairs	FY 18	\$10.00	\$10.00 Each Restaurant Chair	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>	
* (Indicates change from current fee)					
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Suspended for 2022 per Council vote 02/22/22				
Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services					
	FY 12	\$10.00	N/A	per square foot-6 month season-no proration	N/A
	FY 12	\$2,000.00	N/A	minimum fee	N/A
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Amended for 2023 per Council vote 02/21/23 "readopt the 2022 outdoor dining"				
Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services					
	FY 22	\$5.00	\$5.00	per square foot-6 month season-no proration	\$5.00
	FY 22	\$1,000.00	\$1,000.00	minimum fee	\$1,000.00
Use of Parking Space	FY 22	\$1,500.00	\$1,500.00	per space	\$1,500.00
Waiver for food service establishment on City property that abide by the Composting requirements of the Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)					
	FY 22	(\$200.00)	(\$200.00)	Waiver Amount	(\$200.00)
Ward checklist	FY 18	\$75.00	\$75.00	per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00		\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00		\$50.00
Ordinance Books	Pre FY 02	\$100.00	\$100.00		\$100.00
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00		\$50.00

**City Clerk
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22	Budget FY 23
Other Fees	\$16,897	\$16,566	\$15,968	\$16,760	\$12,000
Other Licenses	\$22,500	\$7,535	\$5,305	\$13,755	\$12,000

Total City Clerk Revenue from Fees

	FY 20 Issued	FY 21 Issued	FY 22 Issued	FY 20 Revenue	FY 21 Revenue	FY 22 Revenue
License						
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	3	4	5	\$275	\$825	\$1,175
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	3	7	7	\$1,275	\$525	\$3,650
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	5	5	4	\$1,250	\$1,250	\$1,000
Pawn Brokers	3	5	2	\$150	\$250	\$100
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions						
Obstruction (including Restaurant Table)	41	Waved	26	\$3,415	Waved	\$1,950
Other						
Notarization	279	283	244	\$1,395	\$1,415	\$1,220
Tag day, permits	6	6	4	\$120	\$120	\$80
Ward checklist	0	2	0	\$0	\$2,310	\$0
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	8	2	29	\$400	\$100	\$1,450
Ordinance Books	0	0	0	\$0	\$0	\$0
Ordinance book supplements	0	0	0	\$0	\$0	\$0
Voter certification	4	3	7	\$20	\$15	\$35
Voter History Disk	13	2	7	\$1,625	\$250	\$875
Articles of agreement filing	4	4	1	\$20	\$20	\$5
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
PLANNING BOARD					
<u>Recording</u>					
Mylar Recording	FY 24	N/A	N/A	*	\$150.00
Deed Recording	FY 24	N/A	N/A	*	\$100.00
Preapplication review (site plan or subdivision)					
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00		\$200.00
Design Review	FY 18	\$500.00	\$500.00		\$500.00
<u>SUBDIVISIONS</u>					
Subdivision application (residential)	FY 15	\$500.00	\$500.00	*	\$600.00
Plus Per Lot	FY 15	\$200.00	\$200.00		\$200.00
Subdivision application (non-residential)	FY 15	\$700.00	\$700.00	*	\$800.00
Plus Per Lot	FY 15	\$300.00	\$300.00		\$300.00
Subdivision Amendment					
Administrative Approval	FY 21	\$200.00	\$200.00		\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00		\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00		\$250.00
Lot Line Revision Amendment					
Administrative Approval	FY 21	\$100.00	\$100.00	*	\$200.00
TAC or Planning Board Approval	FY 21	\$150.00	\$150.00	*	\$250.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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	* \$300.00
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 23	\$1,000.00	\$1,300.00	\$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	* \$500.00

PLANNING-BOARD OF ADJUSTMENT

Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	* \$200.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	* \$300.00
5-and over	FY 15	\$250.00	\$250.00	* \$350.00
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	* \$400.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$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)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
PLANNING-SITE PLAN REVIEW				
All developments	FY 14	\$500.00	\$500.00	* \$600.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 08	\$15,000.00	\$15,000.00	* \$20,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	* \$400.00
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 per work session	\$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	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 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 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Planning Board	\$79,937	\$145,187	\$162,856	\$159,288	\$90,000
Board of Adjustments	\$37,909	\$34,081	\$24,705	\$47,412	\$45,000
Site Review	\$39,619	\$22,633	\$9,290	\$5,741	\$35,000
Total Planning Department	\$157,465	\$201,901	\$196,851	\$212,441	\$170,000

The Planning Department reported the following application numbers:

	FY 19	FY 20	FY 21	FY 22
Site Plan Review	17	21	18	13
Subdivision/Lot Line revisions	14	16	12	13
Wetland Conditional Use	30	19	28	17
Non-Wetland Conditional Use	19	13	18	13
HDC	184	198	227	159
Preliminary Conceptual Consultation	7	11	11	9
Design Review	1	6	2	4
Board of Adjustment	95	80	123	88

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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	*	\$75.00
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	*	\$150.00
Commercial Roofing	FY 23	N/A	\$100.00 Flat Rate	*	Delete

~~Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators,
temporary structures, change-in-occupancy with no construction.~~

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Demolition Permits	FY 06	\$50.00	\$50.00 For structures up to 2,000 SF floor area	* \$75.00
	FY 04	\$10.00	\$10.00 per \$1,000 of demolition cost for structures over 2,000sf	\$10.00
General Renovations Residential Rates,	FY 04	\$7.00	\$7.00 per \$1,000 of renovation cost	* \$8.00
New Construction, Renovation/Remodel and Additions Commercial Rates	FY 04	\$10.00	\$10.00 per \$1,000 of renovation cost	* \$11.00
Sign Permits-Minimum Fee	FY 04	\$50.00	\$50.00	\$50.00
Special Event Sign	FY 07	\$35.00	\$35.00 per single event	\$35.00
Fee per sq ft of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00	\$1.00
Chapter 12: Part I Section 109.7				
International Building Code- and Chapter 12: Part II Section R109.5				
International Residential Code-				
Reinspection Fee	FY 07	\$100.00	\$100.00 Per Reinspection	\$100.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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Chapter 12: Part I Section 108.4

International Building Code-
and

Chapter 12: Part II Section R108.7

International Residential Code-

Fee for Nonpermitted Work

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure 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-

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

International Building Code-

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

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
ELECTRICAL FEES:				
<u>Chapter 12: Part I Section 108.2</u>				
International Building Code-				
	and			
<u>Chapter 12: Part II Section R108.2</u>				
International Residential Code-				
Plan Review Fee	FY 04	\$50.00	\$50.00	* \$75.00
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 second for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00	* \$75.00
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
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

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
All fees shall be rounded up to the nearest				
\$5.00 with a minimum fee of \$50.00 \$100 (Commercial)	FY 04	\$50.00	\$50.00	* \$100.00
Commercial-Contract Cost Fee Method				
First \$5000.00 of electrical construction cost from				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$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
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**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 14: Section 102A E</u>				
Housing Code				
Certificate of Occupancy	Pre FY 02	\$1.00	\$1.00 Per Dwelling Unit (Good for 3 years)	\$35.00
	FY 24	N/A	N/A Minimum Fee *	\$100.00

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 *	\$75.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Commercial rate:					
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing	\$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical	\$50.00
Minimum Permit Fee:	FY 04	\$50.00	\$50.00	*	\$100.00
Commercial-Contract Cost Fee Method					
First \$5000.00 of plumbing/Mechanical construction cost from					
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost	\$25.00
Next \$5000.00 of plumbing/electrical construction cost from					
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost	\$20.00
Next \$5000.00 of plumbing/electrical construction cost from					
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost	\$15.00
Each \$1000.00 of plumbing/electrical construction cost from					
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost	\$10.00
Commercial Range & Duct Extinguishing System:					
Base Permit Fee (Per System):	FY 06	\$150.00	\$150.00		\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.					
	FY 13	\$300.00	\$300.00		\$300.00
Special Inspection Fee	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00	Per Hour	\$60.00
Chapter 15, Part I of II: Section 107.1.2.4					
International Plumbing Code					
Reinspection Fee	FY 07	\$100.00	\$100.00		\$100.00

Chapter 15, Part II of II: Section 107.6

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
International Mechanics Code				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

Chapter 15, Part I of II: Section 108.8

International Plumbing Code

Work Commencing Before Permit Issuance

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

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

Commencing work before permit issuance

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

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

**INSPECTION DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Total Inspection Department	\$1,607,252	\$1,114,996	\$1,773,397	\$1,270,718	\$1,195,000
	FY 19	FY 20	FY 21	FY 22	
Permits					
Residential	1896	1679	2027	2041	
Commercial	977	955	1028	1055	
Value	\$157,936,179	\$134,866,113	\$212,826,565	\$144,822,449	
Inspections	6672	6292	6719	7087	

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
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Chapter 5: Article VIII Section 802

Alarm Systems Service Charge

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

Chapter 7: Article V Section 504

Bicycles

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

POLICE DEPARTMENT
Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Police Alarms	\$37,125	\$19,050	\$33,555	\$37,025	\$30,000
Alarm Systems Service Charge					
Police-Unfounded Emergency calls	FY 19	FY 20	FY 21	FY 22	
0-3 Occurrences per calendar year	708	660	553	601	
4th Occurrence per calendar year	76	75	61	79	
5th Occurrence per calendar year	53	51	42	58	
6th Occurrence per calendar year	35	40	30	39	
7th Occurrence per calendar year	23	28	29	21	
8th Occurrence per calendar year	17	19	18	15	
9th Occurrence per calendar year	9	17	13	10	
10th-15th Occurrences per calendar year	23	22	46	35	
16th-20th Occurrences per calendar year	7	8	5	14	
21th-25th Occurrences per calendar year	0	0	0	5	
Each Occurrences 26 or over per calendar year	0	0	0	3	
Total Calls	951	920	797	880	

**City of Portsmouth
Fee Schedule
Fire Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 5: Article IX Section F403.2</u>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

INSPECTION FEES

PLACE OF ASSEMBLY

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

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

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

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

**City of Portsmouth
Fee Schedule
Fire Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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
per dwelling unit	FY 20	\$100.00	\$100.00	Every three years
				\$100.00
				\$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
per room	FY 20	\$2.50	\$2.50	Annually
				\$100.00
				\$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				
ROOMING HOUSE	FY 20	\$100.00	\$100.00	Annually
				\$100.00

**City of Portsmouth
Fee Schedule
Fire Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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
INSPECTIONS				in conjunction with State Licensing
				\$30.00
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
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
Second Occurrence	FY 20	\$400.00	\$400.00	
				\$400.00
Third and Additional Occurrences	FY 20	\$500.00	\$500.00	
				\$500.00

**City of Portsmouth
Fee Schedule
Fire Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Fire Alarm Systems:	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Hot Work Permit-1 day	FY 22	\$50.00	\$50.00		\$50.00
Hot Work Permit-per week	FY 23	\$100.00	Delete		Delete
Hot Work Permit-per month	FY 23	N/A	\$100.00		\$100.00
Hot Work Permit-per year	FY 23	N/A	\$500.00		\$500.00
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Malicious	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	4th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	5th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	6th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Each Occurrences 7 or over per calendar year	\$300.00

**FIRE DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Fire Misc Fees	\$1,485	\$795	\$1,500	\$0	\$1,500
Fire Inspections	N/A	\$121,503	\$126,316	\$103,848	\$105,000
Total Fire Department	\$1,485	\$122,298	\$127,816	\$103,848	\$106,500

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 23	\$50.00	\$75.00	Application/Permit Fee \$75.00
City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05	\$0.05	per square foot per day \$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term)				
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)				
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days \$400.00
	FY 19	\$200.00	\$200.00	each additional 30 day period \$200.00
Blasting Permit	FY 18	\$100.00	\$100.00	\$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 Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	Suggested
Excavation Permit	FY21	\$250.00	\$250.00	1st 100 sf.	\$250.00
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days)	\$500.00
	FY23	N/A	\$500.00	Refundable Deposit	\$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf.	\$150.00
Flagging Permit	FY 23	\$25.00	\$50.00		\$50.00
	FY 23	\$50.00	\$75.00	Expedited Permit (within 3 business days)	\$75.00
	FY 23	N/A	\$300.00		\$300.00
Cracksealing Fee					
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial Certification	\$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension	\$500.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Maps				
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print \$0.50
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print \$0.50
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print \$20.00
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print \$5.00
11 x 17	FY 06	\$5.00	\$5.00	Each Print \$5.00
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print \$20.00
Utility/Geodetic Control Map-				
for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00	\$0.00
by Email	FY 09	\$0.00	\$0.00	\$0.00
on Cd	FY 09	\$10.00	\$10.00	\$10.00
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00	\$10.00
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00	\$50.00
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00	\$100.00
Recycle Bin	FY 23	N/A	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Disposal of Tires	FY 04	\$5.00	\$5.00	per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00	per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00	per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00	per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00		\$50.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00	each event	\$5.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Washer	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00	each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00	each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00	each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00	each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00	each	\$10.00
Refrigerators	FY 21	\$20.00	\$20.00	each	\$20.00

PUBLIC WORKS DEPARTMENT	Actual	Actual	Actual	Actual	Budget
Revenues from fees	FY 19	FY 20	FY 21	FY 22	FY 23
Excavation Permit	\$55,960	\$48,347	\$57,200	\$97,500	\$70,000
Flagging Permit	\$5,625	\$6,300	\$11,800	\$10,600	\$9,200
Solid Waste	\$60,554	\$56,517	\$85,162	\$89,188	\$75,000
Blasting Permit	\$200	\$100	\$400	\$100	\$100
New Driveway Permit	\$950	\$650	\$800	\$450	\$1,500
Total Public Works Department	\$122,139	\$111,164	\$155,362	\$197,838	\$155,800

	FY 19	FY 20	FY 21	FY 22
Blasting Permits	2	5	2	2
New Driveway Permits	15	14	13	9
Excavation Permits	93	92	117	158
Excavation Permits (expedited)	30	39	48	24
Flagging Permits	192	113	177	208
Flagging Permits (expedited)	79	88	77	20

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
RECREATION-SPINNAKER PT.				
Adult Resident	FY 23	\$216.00	\$220.00 per year	\$220.00
Senior Citizen Resident	FY 23	\$108.00	\$110.00 per year	\$110.00
Adult Non-Resident	FY 23	\$432.00	\$440.00 per year	\$440.00
Senior Citizen Non-Resident	FY 23	\$216.00	\$220.00 per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00 per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00 per day	\$10.00
RECREATION-INDOOR POOL				
5 & Under, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
5 & Under, Resident/Membership	FY 23	\$180.00	\$190.00 per year	\$190.00
5 & Under, Non-Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00 per session	\$10.00
6-17, Resident/Membership	FY 23	\$180.00	\$190.00 per year	\$190.00
6-17, Non-Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00 per session	\$10.00
18-59, Resident/Membership	FY 23	\$300.00	\$318.00 per year	\$318.00
18-59, Non-Resident/Membership	FY 23	\$540.00	\$572.00 per year	\$572.00
Senior Citizen, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Senior Citizen, Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
Senior Citizen, Non-Resident/Membership	FY 23	\$300.00	\$318.00 per year	\$318.00
First Adult, Resident/Family Rate	FY 23	\$300.00	\$318.00 per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$540.00	\$572.00 per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$180.00	\$190.00 per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$300.00	\$318.00 per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$720.00	\$763.00 per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$720.00	\$763.00 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 23	\$150.00	\$192.00 per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00	\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00	\$25.00
RECREATION-OUTDOOR POOL				
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00 per day	\$0.00
18 & Under, Non-Resident	FY 23	\$2.00	\$3.00 per day	\$3.00
19 & Over, Resident	FY 23	\$2.00	\$3.00 per day	\$3.00
19 & Over, Non-Resident	FY 23	\$4.00	\$5.00 per day	\$5.00
Military Discount: (City Council adopted 05/02/22)				
18 & Under	FY 22	\$0.00	\$0.00 per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00 per day	\$2.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
RECREATION-MISCELLANEOUS				
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00 per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00 per hour	\$50.00
*Does not include local non-profits & youth sports leagues				
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00 per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00 per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00 per hour	\$75.00
*Does not include local non-profits & youth sports leagues				
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00 per use	\$60.00
Room Rentals:	PRE FY 02	Delete	Delete	Delete
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00 per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00 per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00 per hour	\$50.00
Peirce Island Boat Launch:				
Boat Launch (Non-Resident)	FY 23	\$150.00	\$175.00 per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00 per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00 per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 23	\$75.00	\$100.00 per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00 per launch	\$50.00

**City of Portsmouth
Fee Schedule
Recreation**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Commercial (Non-Resident) Military Discount: (City Council adopted 05/02/22)	FY 22	\$300.00	\$300.00 per season	\$300.00
Motorized craft	FY 22	\$10.00	\$10.00 per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00 per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00 per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00 per launch	\$15.00

RECREATION DEPARTMENT
General Fund Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Outdoor Pool	\$24,322	\$22,881	\$1,276	\$14,300	\$15,000
Spinnaker Point	\$241,703	\$198,000	\$2,868	\$179,307	\$100,000
Boat Ramp Fees	\$7,935	\$10,860	\$17,338	\$19,397	\$12,000
Total General Fund Recreation Fee Revenue	\$273,960	\$231,741	\$21,482	\$213,004	\$127,000
Special Revenue Fund Fee Revenue					
	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Indoor Pool	\$428,315	\$337,720	(\$6,046)	\$251,031	\$446,251
Total Recreation Revenue from Fees	\$702,275	\$569,461	\$15,436	\$464,035	\$573,251

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
HEALTH				
Class				
A4 Restaurants (400 + seating capacity)	FY21	\$650.00	\$650.00	Annually \$650.00
A3 Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually \$600.00
A2 Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually \$550.00
A1 Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually \$450.00
B Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually \$350.00
C Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually \$300.00
D Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually \$275.00
E Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually \$200.00
E Bakeries	FY21	\$200.00	\$200.00	Annually \$200.00
E Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually \$200.00
E Catering	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
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually \$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually \$100.00
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually \$200.00

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 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)	FY 10	\$15.00	\$15.00 (up to four (4) weeks before the day of the event)	\$15.00
	(Portsmouth business with food service permit exempt)	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	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00 per event	\$200.00
	Inspection Fees:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00 Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00 Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21	\$70.00	\$70.00 Annually	* Delete
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00 per event	\$100.00

**HEALTH DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Health Permits	\$80,380	\$70,765	\$58,030	\$94,960	\$80,000

FY 22 Health Permits were as follows:

# of Permits	Fees Collected	
3	\$1,950.00	Restaurants (400 + seating capacity)
9	\$5,400.00	Restaurants (300-399 seating capacity)
19	\$10,450.00	Restaurants (200-299 seating capacity)
41	\$18,450.00	Restaurants (100-199 seating capacity)
18	\$6,300.00	Restaurants (76-99 seating capacity)
38	\$11,400.00	Restaurants (51-75 seating capacity)
20	\$5,500.00	Restaurants (26-50 seating capacity)
107	\$21,400.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
1	\$125.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
12	\$1,200.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
13	\$2,600.00	Mobile Food Operations
37	\$4,625.00	Temporary Food Permit
1	\$150.00	Limited Events (1 to 4 events per year)
23	\$3,220.00	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)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

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

Vendor from Motor Vehicle

Vendor From Motor Vehicle	FY 10	\$5,000.00	\$5,000.00	Minimum Bid	* \$1,500.00
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Permit April 15- November 15

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

(This Fee in the Ordinance)

Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	space per day	\$20.00
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Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00	space per day	\$30.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone A	FY 23	\$675.00	\$1,500.00	annually	\$1,500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone B	FY 23	\$675.00	\$500.00	annually	\$500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Chapter 7: Article I Section 114A

Construction Permit

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Per Day	\$35.00
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Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00	High Occupancy Space Per Day	\$50.00
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**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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 Per Snow Ban Event	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place Parking Facility	FY 19	\$3.00	\$3.00 Per Snow Ban Event	* \$5.00
Chapter 7: Article IV Section 402 C				
High Hanover Parking Garage				
Rates	FY21	\$2.00	\$2.00 Hourly Rate	\$2.00
	FY21	\$5.00	\$5.00 Resident-Sunday-Maximum	\$5.00
	FY 20	\$200.00	\$200.00 Monthly 24 hr-Resident Pass	\$200.00
	FY21	\$275.00	\$275.00 Monthly-24 hr-All other Passes	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00 Garage Pass Deposit	\$100.00
	FY 08	\$15.00	\$15.00 Pass late Fee	\$15.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 7: Article IV Section 402 L				
Foundry Place Parking Garage				
Rates	FY 19	\$1.00	\$1.00	Hourly Rate
				\$1.00
	FY 19	Free	Free	Resident-Sunday
				Free
	FY 19	\$100.00	\$100.00	Monthly 24 hr-Resident Pass
				\$100.00
	FY 19	\$125.00	\$125.00	Monthly-24 hr-All other Passes
				\$125.00
	FY 19	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate
				20 Hrs@ Hr rate
	FY 19	\$100.00	\$100.00	Garage Pass Deposit
				\$100.00
	FY 19	\$15.00	\$15.00	Pass Late Fee
				\$15.00
	FY 19	\$5.00	\$5.00	Special Event Parking
				\$5.00
	FY21	\$3.00	\$3.00	Special Event Parking
				* Delete
Downtown Employee HOURLY Parking Program:				
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.				
	FY 21	\$3.00	\$3.00	per use: Maximum allowable days: 20 10 Hour pass
				\$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	hourly first 4 hours
				\$1.25
	FY 20	\$3.00	\$3.00	hourly thereafter
				\$3.00
Chapter 7: Article IV Section 408				
Boat launch				
Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00	\$15.00	Nightly
				\$15.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00 Annually	\$250.00
<u>Chapter 7: Article IX Section 903</u>				
Summons Administration Fee				
Summons Administration Fee	FY 16	\$150.00	\$150.00	\$150.00
<u>Chapter 7: Article X Section 1004B</u>				
Towing				
Immobilization Administration Fee	FY 15	\$150.00	\$150.00	\$150.00
Residential Neighborhood Parking	N/A	TBD	TBD	TBD

PARKING / TRANSPORTATION DIVISION
Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Parking-Area Service Agreements	\$123,090	\$127,850	\$371,002	\$48,900	\$50,000
Foundry Place Parking Garage Hourly	\$71,690	\$173,811	\$170,210	\$327,813	\$502,000
Foundry Place Parking Garage Passes	\$185,240	\$298,907	\$305,634	\$393,844	\$451,500
Hanover Parking Garage Hourly	\$2,321,821	\$1,885,976	\$1,805,836	\$2,549,787	\$1,909,000
Hanover Parking Garage Passes	\$1,564,885	\$1,506,888	\$1,308,949	\$1,304,841	\$1,265,100
Hanover Parking Garage Passes Reinstatement	\$4,445	\$2,345	\$990	\$1,241	\$750
Foundry Place Parking Garage Passes Reinstatement	\$2,070	\$1,500	\$1,395	\$1,775	\$750
Immobilization Admin Fee	\$7,350	\$150	\$5,250	\$5,614	\$5,000
Summons Admin Fee	\$225	\$50	\$0	\$0	\$0
Total Parking/Transportation Fee Revenue	\$4,266,726	\$3,993,432	\$3,969,267	\$4,633,816	\$4,184,100

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 19	Actual FY 20	Actual FY 21	Actual FY 22
Vendor From Motor Vehicle				
Permits	1	1	0	0
Revenue	\$2,500	\$2,500	\$0	\$0
Hanover Parking Garage Monthly Passes Issued				
Resident	202	201	161	118
Non-Resident	453	459	286	282
Total	655	660	447	400
Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)				
Resident	102	78	96	122
Non-Resident	226	157	176	221
Total	328	235	272	343
Peirce Island Overnight Parking	FY 19	FY 20	FY 21	FY 22
Permits	0	0	0	1
Revenue	\$0	\$0	\$0	\$15
Commercial Loading Zone permit				
Permits	39	30	20	5
Revenue	\$3,900	\$3,000	\$2,000	\$1,250

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 11: Article II Section 204				
Private Sewage Disposal				
Inspection Fee	PRE FY 02	N/A	N/A	N/A
Chapter 11: Article II Section 205				
Building Sewers and Connections				
Storm Water Connection Permit Fee (Dependent upon revision of ordinance)				
Stormwater Connection Permit	FY 21	\$150.00	\$150.00	New Customer
Stormwater Connection Fee	FY 21	\$250.00	\$250.00	New Customer
Industrial Discharge Permit Fee, Including Permit Renewals				
Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00	per permit
Class 4, Permit	FY 08	\$500.00	\$500.00	per permit
Class 5, Permit	FY 08	\$500.00	\$500.00	per permit

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit	\$100.00

WATER and SEWER FEES

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

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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 Plus cost of parts	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Meter Rental (any size)	FY 20	\$10.00	\$10.00 daily	\$10.00
Water Services Application Fee 5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95 monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27 monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25 monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91 monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26 monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74 monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27 monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01 monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02 monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00 per Test	\$200.00
	FY 17	\$100.00	\$100.00 per Visit	\$100.00
Fire Services, Fee per Month				
1"	FY 08	\$2.55	\$2.55 monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82 monthly	\$3.82
2"	FY 08	\$5.09	\$5.09 monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64 monthly	\$7.64
3"	FY 08	\$12.22	\$12.22 monthly	\$12.22
4"	FY 23	\$21.82	\$22.85 monthly	* \$23.93
5"	FY 23	\$39.46	\$41.54 monthly	* \$43.73
6"	FY 23	\$63.84	\$67.32 monthly	* \$70.99

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
8"	FY 23	\$136.46	\$144.33	monthly	* \$152.65
10"	FY 23	\$245.67	\$260.12	monthly	* \$275.42
12"	FY 23	\$397.08	\$420.72	monthly	* \$445.77
Hydrant Rentals to Municipalities per hydrant	FY 23	\$325.00	\$350.00	Annually	* \$375.00
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial Certification	\$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension	\$500.00
Backflow Test	FY 23	\$55.00	\$60.00	per device each occurrence	\$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	per LB	\$0.17
Pease	FY 15	\$0.17	\$0.17	per LB	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00	per 1,000 gallons	\$75.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	new customer	\$150.00

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

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Industrial Discharge Permits	FY 15			-----Delete No Longer Used-----	
Sewer Connection Fees	FY 15	\$350.00	\$350.00	new customer	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00	per visit	\$100.00
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	per hour	\$15.00
Pump Truck	FY 20	\$150.00	\$150.00	per hour	\$150.00
Backhoe	FY 23	\$50.00	\$60.00	per hour	\$60.00
Excavator	FY 16	\$75.00	\$75.00	per hour	\$75.00
Dump	FY 23	\$50.00	\$65.00	per hour	\$65.00
Compressor	FY 17	\$20.00	\$20.00	per hour	\$20.00
Tapping	FY17	\$25.00	\$25.00	per hour	\$25.00
Pump	FY 14	\$15.00	\$15.00	per hour	\$15.00
Roller	FY 16	\$30.00	\$30.00	per hour	\$30.00
Loader	FY 16	\$60.00	\$60.00	per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00	per hour	\$15.00
Vactor	FY 23	\$150.00	\$175.00	per hour	\$175.00
Paver	FY 17	\$65.00	\$65.00	per hour	* Delete
TV Camera Vehicle	FY 17	\$150.00	\$150.00	per hour	
Water - Capacity Improvement Multiplier (CIM)					
EDU = equivalent dwelling unit					
1"	FY 23	\$1,300.00	\$1,434.00	per EDU New Service	\$1,434.00
1 1/2"	FY 23	\$2,600.00	\$2,868.00	per EDU New Service	\$2,868.00
2"	FY 23	\$4,160.00	\$4,588.80	per EDU New Service	\$4,588.80
3"	FY 23	\$8,320.00	\$9,177.60	per EDU New Service	\$9,177.60
4"	FY 23	\$13,000.00	\$14,340.00	per EDU New Service	\$14,340.00
6"	FY 23	\$26,000.00	\$28,680.00	per EDU New Service	\$28,680.00
8"	FY 23	\$41,600.00	\$45,888.00	per EDU New Service	\$45,888.00

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

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
10"	FY 23	\$62,400.00	\$68,832.00	per EDU New Service	\$68,832.00
Sewer - Capacity Improvement Multiplier (CIM)					
EDU = equivalent dwelling unit					
1"	FY 23	\$1,800.00	\$3,985.00	per EDU New Service	\$3,985.00
1 1/2"	FY 23	\$3,600.00	\$7,970.00	per EDU New Service	\$7,970.00
2"	FY 23	\$5,760.00	\$12,752.00	per EDU New Service	\$12,752.00
3"	FY 23	\$11,520.00	\$25,504.00	per EDU New Service	\$25,504.00
4"	FY 23	\$18,000.00	\$39,850.00	per EDU New Service	\$39,850.00
6"	FY 23	\$36,000.00	\$79,700.00	per EDU New Service	\$79,700.00
8"	FY 23	\$57,600.00	\$127,520.00	per EDU New Service	\$127,520.00
10"	FY 23	\$86,400.00	\$191,280.00	per EDU New Service	\$191,280.00

WATER AND SEWER DIVISION
Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23	
Hydrant Rentals to Municipalities						
Permits	1040	1040	1040	1040	1040	
Revenue	\$260,000	\$286,000	\$312,000	\$338,000	\$364,000	Water Only
Backflow Test						
Permits	2102	1111	2057	1778		
Revenue	\$115,610	\$64,775	\$102,850	\$97,790	\$128,760	Water Only
Dumping Fees per 1,000 gals						
M gallons	2.193	1.74	1.075	1636		
Revenue	\$214,310	\$290,815	\$80,634	\$102,805		Sewer Only
Water - Capacity Improvement Multiplier (CIM)	\$61,400	\$56,940	\$65,950	\$153,870	\$121,000	
Sewer - Capacity Improvement Multiplier (CIM)	\$58,770	\$71,640	\$136,080	\$181,020	\$243,500	

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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
LIBRARY				
Interlibrary loan fee for out of state materials	FY 24	N/A	N/A	\$15.00
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-3 months	FY 24	N/A	N/A	* \$35.00
Non-Resident Library Card-6 months	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate-3 months	FY 24	N/A	N/A	* \$30.00
Non-Resident Library Card-Senior Rate-6 months	FY 20	\$50.00	\$50.00	\$50.00

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

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

**Library
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22
Library Cards	\$35,408	\$32,169	\$25,170	\$31,950

Note: Revenue recorded in a Special Revenue Fund.

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
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Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

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

HOURLY RATE WOODEN DOCKS

HOURLY RATE - WOODEN DOCKS

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 19	\$4.00	\$4.00	Per Hour	*	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$5.00	\$5.00	Per Hour	*	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00	\$6.00	Per Hour	*	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00	\$9.00	Per Hour	*	\$10.00
For craft over fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	*	\$11.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$8.00	\$8.00	Per Hour	*	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$11.00	\$11.00	Per Hour	*	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	\$15.00	Per Hour	*	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	\$19.00	Per Hour	*	\$20.00
For craft over fifty (50) ft overall	FY 19	\$23.00	\$23.00	Per Hour	*	\$24.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$3.00	\$3.00	Per Hour	*	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$3.00	\$3.00	Per Hour	*	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	\$5.00	Per Hour	*	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	*	\$9.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
For craft over fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	* \$10.00

NON-RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour	* \$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour	* \$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour	* \$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	* \$11.00
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour	* \$14.00

4 HOUR MINIMUM RATE - CEMENT DOCK

RESIDENT (May 1-Sep 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	* \$17.00
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	* \$21.00
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	* \$33.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	per 4 hours-over 4 hrs pay daily rate	* \$37.00

NON-RESIDENT (May 1-Sep 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	* \$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	* \$33.00
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	* \$41.00
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	* \$65.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	per 4 hours-over 4 hrs pay daily rate	* \$73.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
RESIDENT (Oct 1-Apr 30)					
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
Craft up to twenty (20) ft in length overall	FY 20	\$8.00	\$8.00	per 4 hours-over 4 hrs pay daily rate	* \$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	* \$17.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	* \$29.00
For craft over fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	* \$33.00
NON-RESIDENT (Oct 1-Apr 30)					
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	* \$25.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	* \$29.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	* \$33.00
For craft over fifty (50) ft overall	FY 20	\$44.00	\$44.00	per 4 hours-over 4 hrs pay daily rate	* \$45.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Park Property-Per Day Docking Fees (to be paid in advance)					
RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$42.00	\$42.00	Per Day	* \$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	* \$62.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
NON-RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$96.00	\$96.00	Per Day	* \$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$120.00	\$120.00	Per Day	* \$122.00
For craft over fifty (50) ft overall	FY 20	\$144.00	\$144.00	Per Day	* \$146.00
RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$18.00	\$18.00	Per Day	* \$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$22.00	\$22.00	Per Day	* \$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$24.00	\$24.00	Per Day	* \$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$30.00	\$30.00	Per Day	* \$32.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	Per Day	* \$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	* \$62.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
Park Property-Seasonal Rental Docking Fees					
RESIDENT (April 2 - November 1)	FY 20	\$122.00	\$122.00	Per Season per boat foot	* \$140.00
	FY 20	\$1,675.00	\$1,675.00	Per Season Minimum	* \$2,100.00
NON-RESIDENT (April 2 - November 1)	FY 20	\$150.00	\$150.00	Per Season per boat foot	* \$173.00
	FY 20	\$2,050.00	\$2,050.00	Per Season Minimum	* \$2,595.00
Park Property-Docking Utility Access Fees					
Dock Utility Access:					
Resident	FY 15	\$10.00	\$10.00	per Day	* \$15.00
	FY 21	\$275.00	\$275.00	Per Season	* \$300.00
Non Resident	FY 15	\$10.00	\$10.00	per Day	* \$15.00
	FY 21	\$275.00	\$275.00	Per Season	* \$300.00

**City of Portsmouth
 Fee Schedule
 Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Park Property-Wedding Reservation Fee				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
Weddings which include 1-10 participants in total	FY 21	\$175.00	\$175.00	\$175.00
Weddings which include 11-74 participants in total	FY 21	\$400.00	\$400.00	\$400.00
Weddings which include more than 74 participants in total	FY 21	\$775.00	\$775.00	\$775.00

**Prescott Park
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22
Dock Fees (Marine Maintenance Trust)	\$68,259	\$57,944	\$58,812	\$71,975
Weddings	\$5,625	\$2,250	\$3,225	\$3,525

Note: Revenue recorded in a Special Revenue Fund.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
GENERAL FUND APPROPRIATION BILL
FOR FISCAL YEAR ENDING JUNE 30, 2024**

RESOLUTION # 10-2023

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, 2024.

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, 2024, for the specific purposes stated in the General Fund Budget adopted herewith. Said sums to be appropriated from the General Fund Revenues as follows:

General Government	\$25,761,255
Police	\$13,392,993
Fire	\$10,460,307
School	\$60,577,961
Collective Bargaining	\$563,000
Transfer to Indoor Pool	\$200,000
Transfer to Prescott Park	\$243,653
Transfer Community Campus	\$476,443
Non-Operating	\$25,607,763
Total	\$137,283,375

THAT, there is therefore appropriated the total sum of **One Hundred Thirty-Seven Million, Two Hundred Eighty-Three Thousand, Three Hundred Seventy-Five 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, 2024**

RESOLUTION # 11-2023 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, 2024.

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, Nine Hundred Forty-Four Thousand, Six Hundred Ninety-Seven (\$11,944,697) 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, Three Hundred Ninety-Two Thousand, Four Hundred Fifty-Two (\$12,392,452) 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, 2023, is **\$4.74** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$5.70** 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, 2023, is **\$5.70** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$10.76** for consumption over 10 and up to 20 units consumed, and **\$13.28** 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, 2024**

RESOLUTION # 12-2023 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, 2024.

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-One Million, Six Hundred Eighty-Four Thousand, Two Hundred Sixteen (\$21,684,216) 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-Four Million, Seven Hundred Thousand, Forty (\$24,700,040) 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, 2023 is **\$16.49** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$18.14** per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY THE CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF
SPECIAL REVENUES (INCLUDING AMERICAN RESCUE PLAN ACT (ARPA)), DEBT SERVICE
FUND, AND COMMITTED FUND BALANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

RESOLUTION #13-2023

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, 2024.

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, 2024.

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, 2024.

THAT, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2024.

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, 2024.

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, 2024.

THAT, there is hereby appropriated any sums received from Special Revenue Sources, to a maximum of **Thirty-Eight Million (\$38,000,000) 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 in the amount of **Nine Hundred Nine Thousand (\$909,000) Dollars**.

APPROVED BY:

DEAGLAN MCEACHERN, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
ANNUAL APPROVAL OF INVESTMENT POLICY
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

**RESOLUTION # 14-2023 A RESOLUTION APPROVING AN INVESTMENT POLICY FOR
THE FISCAL YEAR ENDING JUNE 30, 2024**

**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, 2024 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

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 4, Article I – **FOOD LICENSING AND REGULATIONS**, Section 4.101 – **Adoption of the FDA 2009 2022 Food Code**, Section 4.102 – **Amendments, Additions and Deletions to Food Code**, Section 4.103 – **Adoption of Specific Parts He-P 2300, as amended**, and Section 4.107 – **Term of License**, 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 I: FOOD LICENSING AND REGULATIONS

Section 4.101: Adoption of the FDA 2022 Food Code

That a certain document, three copies of which are on file in the office of the City Clerk of the City of Portsmouth, New Hampshire being marked and designated as the Food Code, 2009 2022 Recommendations of the United States Public Health Service/Food and Drug Administration and Annexes “FDA Food Code” as published by the U.S. Department of Health and Human Services, Public Health Services, Food and Drug Administration be, and is hereby adopted, subject to the following amendments, additions and deletions.¹

If specific provisions of the FDA Food Code are not referenced below, the text remains as written.

¹For a copy of the FDA Food Code, **2009 2022** go to
<https://www.fda.gov/food/guidanceregulation/retailfoodprotection/foodcode/ucm2019396.htm>.**foodcode2009**
<https://www.fda.gov/food/fda-food-code/food-code-2022>

Section 4.102: Amendments, Additions and Deletions to Food Code

1-201.10 Food Establishment.

(2) ~~(B)~~**(b)** These facilities must be in compliance with Portsmouth Health Department’s Guidelines.

Add subsection to read as follows:

4-301.13 Drainboards.

Dual drainboards must be integral to warewashing sinks, in addition, UTENSIL racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be

provided per necessary **UTENSIL** holding before cleaning and after **SANITIZING**.

~~Add new subsection to read as follows:~~

~~4-302.13 — Temperature Measuring Devices, Manual Warewashing.~~

~~(B) — In hot water mechanical **WAREWASHING** operations, an irreversible registering temperature indicator shall be provided and readily accessible for measuring the **UTENSIL** surface temperature.~~

Change subsection to read as follows:

4-501.16 Warewashing Sinks, Use Limitation.

(A) A warewashing sink may not be used for handwashing as specified under §2-301.15, **and or** drawing potable water, wash produce, or thaw foods.

Annex **2009 2022**, Annex 1, Section 8-905.10 through 8-908.20 and replace with the following:

Section 8-905.10 FOOD LICENSING BOARD OF APPEALS

SECTION 8.905.12 LIMITATION OF AUTHORITY

An appeal shall be based on a claim that the Health Officer or Health Department staff improperly interpreted or applied the **2009 2022** FDA Food Code as adopted in this Chapter. The Board may hear and decide appeals from the denial, suspension or revocation or a Food License but shall have no authority to waive requirements of the **2009 2022** FDA Food Code as adopted in this Chapter.

SECTION 8.905.15 PROCEDURE FOR HEARING AND DECISION

Add the following as first paragraph of subsection:

Annex **2009 2022**, Annex 7, Model forms Guides and Other Aids.

Model forms are adopted as amended by the Portsmouth Health Department.

Section 4.103

Adoption of Specific Parts He-P 2300, as amended:

Specific parts of the N.H. Code of Administrative Rules, Part He-P 2300, Sanitary Production and Distribution of Food (“He-P 2300”) published as of the date this Chapter is adopted, are hereby adopted subject to the following amendments, additions and deletions. Any section not referenced is not adopted.

Adopt the following definitions:

He-P 2301 DEFINITIONS **(as defined in He-P 2300, unless otherwise noted):**

- (a) “Acid foods”
- (b) “Acidified foods”
- (c) “Applicant”
- (d) “Bed and breakfast”
- (e) “Beverage”
- ~~(f) “Bulk food”~~
- (g)(f) “Caterer”**
- (g) “Certified food protection manager” means the person in charge who has shown proficiency of required information through passing a test that is part of an accredited program or as stated in 2-102.12(A) of the Food Code.**
- (h) “Change of ownership” Change of ownership means any time a controlling interest in a sole proprietorship, joint venture, partnership, corporation, limited liability company, or any other kind of entity is transferred to another sole proprietor, joint venture, partnership, corporation, limited liability company or any other kind of entity. The transfer of a business entity to a trust and its controlling interest to a trustee for estate planning purposes will not be deemed a change of ownership, provided that the transfer is not made to avoid compliance with this Chapter.
- (i) “Continental breakfast”
- (k) “Corrective Action Plan (CAP)”
- (l) “Critical control point”
- (m) “Critical limit”
- (n) “Department” means the Portsmouth Health Department.**
- (ab) “Low acid foods”
- (av) “Soup kitchen”
- (aw) “Time/Temperature Control for Safety (TCS) food”
- (p) “Food”
- (q) “Food Code” means the US Department of Health and Human Services, Public Health Services, Food and Drug Administration, Food Code, 2022 edition.**

- (r) **“Food establishment” means “food service establishment” as defined in RSA 143-A:3, IV, or “retail food store” as defined in RSA 143-A:3, VII.**
- (s) “Food processing plant”
- (u) “Foodborne disease outbreak”
- (x) “Immediately endangers public health or safety”
- (y) “Imminent health hazard”
- (z) “License”
- (aa) “License holder”
- (ab) **“Low-acid foods” means “low-acid foods” as defined by 21 CFR 114.3(d), namely, “any foods, other than alcoholic beverages, with a finished equilibrium pH greater than 4.6 and a water activity (aw) greater than 0.85. Tomatoes and tomato products having a finished equilibrium pH less than 4.7 are not classed as low-acid foods.”**
- (ac) “Major food allergen”
- (ad) “Mobile food unit” means a food service establishment mounted on wheels or otherwise designed to be immediately moveable **and works out of a licensed commissary.**
- (af) “Package”
- (ah) “Potentially hazardous food”
- (al) “Public water system” means “public water system” as defined in RSA 485:1-a, XV
- (ap) “Regulatory authority”
- (aq) “Remodeled”
- (ar) **“Retail food store” means “retail food store” as defined in RSA 143-A:3, VII**
- (as) “Sanitization”
- (au) “Sewage”

Adopt the following subsection in its entirety:

He-P 2304.15 Trade Secrets and Confidentiality

- (a) **The department shall treat as confidential, in accordance with RSA 350-B, information that meets the criteria specified in RSA 350-B for a trade secret and is contained on inspection report forms. In the plans and specifications submitted as specified under He-P 2304.12 and in any HACCP plans submitted.**
- (b) **Consumer complaints received regarding illness or sanitation of a food establishment shall have the name, address, and phone number or other identifying information of the individual making the complaint maintained as confidential and such information shall not be released without written permission of the complainant.**

Adopt the following subsection as amended:

He-P 2305.02 Correction of Deficiencies Identified During an Inspection of Food Processing Plants

- (a) All deficiencies identified in the inspection report shall be corrected at the time of inspection, as practicable.**
- (b) For food processing plants; if any violation is found during an inspection and cannot be corrected immediately and permanently in the presence of the inspector, the applicant or licensee shall:**
 - (1.) Agree to temporarily correct the violation and to permanently correct it in a specified time frame, not to exceed 10 calendar days after the inspection; or**
 - (2.) Complete a Corrective Action Plan (CAP) in the presence of the inspector in accordance with He-P 2305.03**

Adopt the following subsection as amended:

He-P 2305.03 Corrective Action Plan (CAP):

- (a) When a deficiency identified in the inspection report cannot be corrected either immediately and permanently in the presence of the inspector or permanently within 10 calendar days after the inspection, pursuant to He-P 2305.02(b), the licensee shall complete, date, and sign, at the time of inspection, a Corrective Action Plan form provided by the inspector, including:**
 - 1. How the licensee intends to correct each deficiency;**
 - 2. The date by which each deficiency shall be corrected; and**
 - 3. What measures will be put in place to ensure that the deficiency does not recur.**
- (b) The department shall review and accept each CAP that:**
 - 1. Achieves compliance with RSA 143, RSA 143-A, He-P 2300;**
 - 2. Addresses all deficiencies and deficient practices as cited in the inspection report;**
 - 3. Prevents a new violation of RSA 143, RSA 143-A, He-P 2300, or Chapter 4 as a result of the implementation of the CAP, and**
 - 4. Specifies the date upon which the deficiencies will be corrected.**

(c) The department shall verify the implementation of any CAP that has been accepted by:

1. Reviewing materials submitted by the licensee; or
2. Conducting a follow-up inspection;

(d) If the department finds the licensee to be out of compliance with the CAP by the specified completion date at the time of the next inspection, the department shall:

1. Revoke the license in accordance with Section 4.107 Term of License.

Section 4.107 Term of License.

Food service licenses shall be issued upon compliance with all of the provisions of this Chapter. All annual licenses expire September 30th. Seasonal licenses are valid from April 15 through October 15 of the calendar year. Temporary licenses are valid for the length of the event, **not to exceed a period of 3 days.**

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

Date: June 1, 2023

To: Honorable Mayor McEachern and City Council Members

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

Re: City Manager's Comments on City Council Agenda of June 5, 2023

X. Public Hearings and Votes on Ordinances and/or Resolutions:

A. Adoption of Proposed Budget Resolutions for Fiscal Year July 1, 2023 through June 30, 2024 (FY24):

On Monday evening, I am requesting that the City Council adopt the proposed FY24 Budget (July 1, 2023 through June 30, 2024). For your review and action, there are six proposed Resolutions relative to the annual budget adoption:

- **Resolution No. 9-2023 – Municipal Fees** adopts Municipal Fees that have been recommended by the Fee Committee. The total revenue generated from these fees is estimated at \$2,111,600 or 1.5% of the total FY24 General Fund Revenues.
- **Resolution No. 10-2023 – General Fund Expenditures** for both the Operating and Non-Operating appropriations for a total of \$137,283,375.
- **Resolution No. 11-2023 – 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 4.5% increase in water user rates. The irrigation water usage is not subject to sewer charges.
- **Resolution No. 12-2023 – 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 4.5% increase in sewer user rates.

- **Resolution No. 13-2023 – 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. 14-2023 – 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.

B. First Reading of Ordinance Amending Chapter 4, Article I – Food Licensing and Regulations, Section 4.101 – Adoption of the FDA 2022 Food Code, Section 4.102 – Amendments, Additions and Deletions to Food Code, Section 4.103 – Adoption of Specific Parts He-P 2300, as Amended, and Section 4.107 – Term of License:

The City’s Food Licensing and Regulations Ordinance, Chapter 4, (aka the City’s Food Code Ordinance) was last amended in late 2017. At that time, the City Council adopted amendments to our Food Code Ordinance (Chapter 4) by adopting the 2009 version of the FDA Food Code with local amendments, along with portions of the NH Code of Administrative Rules, Part He-P 2300, Sanitary Production and Distribution of Food, with local amendments.

The [proposed amendments to Chapter 4](#) include the adoption of the recently released 2022 version of the FDA Food Code with local amendments. Adopting the most recent version of the 2022 FDA Food Code is necessary in order to maintain the “uniform system of provisions that address the safety and protection of food offered at retail and in food service” (FDA.gov). The amendments to Chapter 4 also include adding definitions and other sections of He-P 2300 that specifically apply to food processing/food manufacturing plants.

The adoption of both these updated codes, along with our local amendments, is necessary for our Retail Food program and our Manufactured Food program to align with our State regulatory partners for regulatory consistency. Additionally, adopting the updated codes will allow us to take advantage of newer, more efficient food service inspection software.

Of note, consistent with the City’s past practice, the Health Department will schedule a public information session on June 8, 2023. Prior to that informational public meeting, the City will establish a separate webpage that contains a copy of Chapter 4 as amended.

I recommend that the City Council move to pass first reading and schedule a public hearing and second reading at the June 20th City Council meeting.

XI. City Manager's Items Which Require Action:

1. **Town of New Castle Sewer Agreement:**

By letter dated May 8, 2023, the Town of New Castle requested that the City Council enter a 20-year wholesale, bulk sewer agreement with the Town. At the May 15, 2023 meeting, the City Council heard from both City staff and Town representatives on the proposed agreement, with a robust exchange of questions and answers. In response to the discussion, the Town of New Castle agreed to work with City staff to add additional language to the proposed agreement to reflect the concerns of the City Council. With that response, the City Council moved to request that the City Manager bring this agreement with changes back for action at the next City Council meeting. [Attached is an updated version of that agreement](#) with changes tracked for proposed action. Changes can be found on pages 1-4.

I recommend that the City Council move to authorize the City Manager to accept all changes to the draft wholesale sewer agreement as proposed, to finalize and execute it.

2. **Temporary Construction License for Lucky Thirteen Properties, LLC, 147 Congress Street:**

Lucky Thirteen Properties, LLC, ("Owner") is making improvements to property it owns at 147 Congress Street, shown on the City of Portsmouth's Assessor's Map as Tax Map 126, Lot 4 ("Property"). The Owner is constructing a 700 square foot addition to the building and front and rear canopies. The Owner has encumbered the sidewalks that abut the Property along Congress Street and Maplewood Avenue. The encumbrance permit expires on June 13, 2023 and in order to encumber the sidewalk beyond 30 days, a license approved by the City Council is required.

The Owner seeks to encumber the sidewalks that abut the Property to complete the project in two phases; 1,401 square feet of sidewalk along Maplewood Avenue for four months and 500 square feet of sidewalk along Congress Street for two months. Encumbrances for longer than 30 days are subject to the City Council's policy for encumbering city property entitled "License Fee for Encumbrance of City Property." Under this policy, a daily fee is calculated per square foot of encumbered sidewalk. The Owner seeks to encumber 1,401 square feet of the sidewalk that abuts the Property along Maplewood Avenue (License Area 1) for 4 months (June 14, 2023 through October 12, 2023, 121 days). The Owner has also requested to encumber License Area 2, 500 square feet of sidewalk in front of the Property along Congress Street for two months (June 19, 2023 through August 17, 2023, 60 days). The License Fee for License Area 1 is $1,401 \times .05 = \$70.05$ per day $\times 121$ days = \$8,476.05. The License Area for License Area 2 is 500 square feet $\times .05$ per day = \$25 per day $\times 60$ days = \$1,500. The total license fee for License Areas 1 and 2 is \$9,976.05.

Note that the [License Area in Exhibit A](#) also includes encumbering three parking spaces at the rear of the building in the Worth Lot. These spaces are currently reserved exclusively for the Owner's use per separate agreement with the City and therefore do not require a license.

In addition, the Owner has worked with the Department of Public Works to ensure appropriate signage is posted to redirect pedestrians when the sidewalks are closed during the term of this License.

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 Congress Street and Maplewood Avenue for property located at 147 Congress Street, an appropriate motion would be:

Move that the City Manager be authorized to execute and accept the temporary construction license to encumber the sidewalks along Congress Street and Maplewood Avenue that abut 147 Congress Street as requested.

XII. Consent Agenda:

A. Projecting Sign License – 56 State Street:

Permission is being sought to install a projecting sign at [56 State Street](#) that extends over the public right of way, as follows:

Sign dimensions: 16” x 30”

Sign area: 3.3 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.*

B. Projecting Sign License – 124 Congress Street:

Permission is being sought to install a projecting sign at [124 Congress Street](#) that extends over the public right of way, as follows:

Sign dimensions: 24" x 21.66"

Sign area: 3.6 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.*

XVI. Approval of Grants/Donations:

A. Acceptance of Donation for the Senior Activity Center - \$1,200:

[Attached please find a donation from Service Credit Union](#) for the weekly Veterans Coffee at the Senior Activity Center in the amount of \$1,200.

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

B. Acceptance of Donation for the Skateboard Park - \$1,000:

[Attached please find a donation from Lisa Morse](#) for the Skateboard Park in the amount of \$1,000.

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

XVII. City Manager's Informational Items:

There are no City Manager informational items for consideration at this evening's meeting.

NEW CASTLE WHOLESALE, BULK SEWER AGREEMENT

This New Castle Wholesale, Bulk Sewer Agreement (“Agreement”) is by and between the City of Portsmouth (“Portsmouth”) and the Town of New Castle (“New Castle”), both parties being municipalities duly established and existing under New Hampshire Revised Statutes annotated (“RSA”) Chapter 31.

RECITALS

1. Municipalities in the State of New Hampshire are required by State and Federal law to satisfactorily treat sanitary sewage prior to discharge to a waterbody.
2. Portsmouth operates as part of an integrated system of billing, operation and maintenance, two wastewater treatment facilities, one at the Pease International Tradeport that serves Tradeport tenants and the Peirce Island Wastewater Treatment Facility (PI WWTF) that serves customers in Portsmouth, Rye, and Greenland;
3. New Castle owns and operates a wastewater collection system consisting of sewer lines, pumps stations, force mains, and other appurtenances that collect sanitary sewage from New Castle residents and conveys it to the Peirce Island WWTF;
4. Under U.S. EPA rules, New Castle is considered a co-permittee to the Peirce Island WWTF National Pollution Discharge Elimination System (NPDES) No. NH100234 (Portsmouth) and NHCO 010234 (New Castle);
5. Portsmouth and New Castle entered into an Agreement dated February 22, 1978, pursuant to which Portsmouth agreed to accept sewage from New Castle for treatment at the PI WWTF;
6. The parties have continued their relationship with a rate adjustment occurring in 2009 and billing to date being based off New Castle’s flow meter readings at the River Road pump station;
7. In 2015, New Castle conducted a study and identified deficiencies in its collection system. As a result of the findings, New Castle began an effort to address those deficiencies including the replacement of pumps, installation of bypass structures and electrical system upgrades. There is additional work to do.
8. As a consequence of the ongoing operations and maintenance needs and the identified additional improvements, New Castle’s sewer user rate is at the time of this agreement one of the highest in the state of New Hampshire at \$20.80 per unit. This is over 20% higher per unit than Portsmouth’s current tier one sewer rate.

~~7.9.~~ In order to meet ongoing operations and maintenance requirements and establish capital reserves necessary to accomplish additional upgrades within its collection system, New Castle desires to ~~continue to~~ secure long-term wastewater treatment services from Portsmouth at a wholesale rate;

~~8.10.~~ Portsmouth completed a wastewater master plan in 2010 and upgraded its PI WWTF subsequent thereto increasing its capacity and level of treatment;

~~9.11.~~ Portsmouth has sufficient capacity to continue to provide bulk wastewater treatment service to New Castle;

~~10.12.~~ Portsmouth's rate consultant has conducted an updated wholesale sewer rate analysis which is attached as Exhibit A; and

~~11.13.~~ Portsmouth and New Castle have determined to enter into this Agreement to secure wastewater treatment services for New Castle in accordance with an updated wholesale sewer rate and additional conditions.

NOW THEREFORE, in consideration of the mutual promises and covenants herein set forth, the parties agree as follows:

ARTICLE I – DEFINITIONS

For all purposes of this Agreement, including any amendments, the following terms shall have the meanings set forth below:

- A. "Abnormal Occurrence" means any unplanned or unanticipated discharge to the sewer system which has the reasonable potential to result in: an upset of the PI WWTF processes; damage to the PI WWTF facility; or a discharge from the PI WWTF in excess of authorized effluent limitations.
- B. "Capacity Use Surcharge" means that charge set annually as part of the Portsmouth budget for new/expanded sewer connections.
- C. "Collection System" means New Castle's facilities for collection, storage, pumping, metering, and transmission of wastewater.
- D. "Connection Point" means where New Castle's River Street Pump Station force main physically connects to the flow meter at the PI WWTF headworks building.
- E. "Excessive Flow" means sewer flows that exceed those allowed by this Agreement.
- F. "Force Majeure" means Acts of god, strikes, lockouts, or other industrial disturbances, acts of any public enemy, wars, blockades, riots, acts of armed forces, epidemics, delays by carriers, inability to obtain materials or rights-of-way on reasonable terms, acts or failures to act by public authorities not under the control of either party to this Agreement, or acts or failures to act by regulatory authorities.

G. "PI WWTF" means the Peirce Island Wastewater Treatment Facility located in Portsmouth, NH.

H. "Person" means any individual, firm, company, association, society, corporation, political subdivision, fire district, or group.

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ARTICLE II – GENERAL PROVISIONS

- A. The Recitals set forth above are true and correct.
- B. Portsmouth agrees to accept and treat domestic and sanitary sewage including reasonable infiltration delivered by New Castle to Portsmouth in accordance with the terms and conditions contained herein, the rules and regulations of the State of New Hampshire Department of Environmental Services (NHDES) and the U.S. Environmental Protection Agency (EPA).

C. New Castle agrees that it will meet the applicable laws of the State of New Hampshire and United States pertaining to wastewater collection and treatment and the regulations of NH DES and EPA. To that end, New Castle agrees that it will, and has a duty to, continue to make reasonable investments in its operation and maintenance of its Collection System to meet regulatory requirements and protect the environmental health of local water bodies. New Castle shall be presumed to be meeting such duty of investment if its user rate is no less than the Portsmouth sewer user rate per unit as each community's rate may be adjusted from time-to-time.

~~C.D.~~ New Castle acknowledges and agrees that in order for Portsmouth to meet its obligations to NHDES and EPA and the National Pollution Discharge Elimination System (NPDES) permits issued to Portsmouth, New Castle may be required to adopt or adhere to portions of Portsmouth's Sewer Use Ordinance as it may be amended over the term of this Agreement so as to facilitate and implement programs for NPDES permit compliance.

~~D.E.~~ The parties agree that neither assumes any financial responsibility for the operation and maintenance of the other's sewer system.

~~E.F.~~ Portsmouth shall notify New Castle as soon as practicable of an emergency event that will cause disruption of service. Portsmouth shall provide as much advance warning as is reasonable under the circumstances. An example of "an emergency event" would include a force main break or failure of equipment at the headworks. Septage hauling trucks or temporary emergency piping would be utilized where needed to manage/transport sewage. If the emergency event was a result of a failure (e.g. whether due to an operational issue, equipment malfunction or infrastructure break) in the Portsmouth system, i.e. from the Connection Point to the PI WWTF, the City would be responsible for the cost. If the emergency event were the result of a failure within the Collection System (e.g. whether due to an operational issue, equipment malfunction or infrastructure break), New Castle would be responsible for the cost

ARTICLE III – BULK SEWER TREATMENT SERVICE

- A. New Castle may collect and transmit sewage to the Connection Point and Portsmouth agrees to accept and treat the sewage from New Castle's collection system at rates of flow not to exceed the following:

Average Day Flow Rate	180,000 gallons per day
Maximum Day flow Rate	450,000 gallons per day
Peak Hourly flow Rate	37,500 gallons per hour

- B. Portsmouth shall not be liable for any damages, direct, indirect or consequential, resulting from its inability or failure to provide sewage treatment services on a temporary or emergency basis due to a Force Majeure event. Portsmouth will use its best efforts to provide the treatment capacity required hereunder. If restrictions are imposed by governmental regulatory authorities, Portsmouth reserves the right to temporarily reduce the capacity treated pursuant to this Agreement, but only for such time as the capacity cannot be accommodated as the result of the imposed governmental restrictions.
- C. In the event of an Abnormal Occurrence, New Castle agrees to provide proper notification to Portsmouth and to any applicable governmental regulatory agency as soon as possible and as may be required by law.
- D. Portsmouth's ability to provide service to new customers from New Castle is not guaranteed. The City will apply to New Castle the same standards relative to new service as applied to Portsmouth's customers.
1. New Castle shall provide to Portsmouth within thirty (30) days a copy of each application for any new sewer service. In the case of a property that is being modified, re-developed or expanded and that has a reasonable likelihood to increase existing sewer flows from the property by more than 30%, an application for increased sewer service should also be completed and provided to Portsmouth.
 2. Each application shall be accompanied by a completed service application data form, identifying each plumbing fixture and estimates of flow and peak demand as may be reasonably requested by Portsmouth for which service will be required. At the discretion of Portsmouth, this information may be provided in a letter signed by the Applicant's architect or engineer.

ARTICLE IV – OWNERSHIP, MAINTENANCE AND REPAIRS

- A. New Castle will, in accordance with applicable laws and regulations, own and maintain at its own expense its Collection System to the Connection Point. New Castle agrees to construct and maintain its Collection System to meet design hydraulic conditions reasonably established by Portsmouth. New Castle improvements to its Collection System will be sized to function properly under variation in flow, hydraulic conditions, and other factors which may reasonably be expected to occur over time in the New Castle service area.

- B. Portsmouth will, in accordance with applicable laws and regulations, own and maintain, at its own expense, that portion of the sewage treatment system from the Connection Point to and within the PI WWTF, including the sewer flow meter at the Connection Point. The Connection Point determines the limits of maintenance and ownership for both parties. The parties will maintain their facilities in accordance with the standards prescribed by applicable regulatory agencies and will maintain a level of performance, maintenance and repair that will not adversely affect customers of either party.
- C. Sewage flow shall be metered at the Connection Point by Portsmouth.

The sewage flow meter at the Connection Point will be tested by Portsmouth and recalibrated, when necessary, at least annually in accordance with the American Water Works Association Standards for Meter Testing or other mutually agreeable standard. New Castle has the right to observe the annual test and recalibration of the sewage flow meter. Portsmouth may retain the services of a third party to perform the sewage flow meter test to verify the calibration. Portsmouth agrees to provide New Castle with copies of the annual test report. The parties reserve the right to conduct additional meter testing at their own expense. Portsmouth shall notify New Castle, in writing, at least fourteen (14) calendar days in advance of any meter testing and/or recalibration.

i. If the meter registers an accuracy error greater than the American Water Works Association standards, as it may be updated over time (currently 98.5% to 101.5% accurate when tested), and the meter is out of calibration on the high side, that is, greater than 101.5% then Portsmouth shall refund to New Castle the amount billed in error for one-half the period since the last test. The one-half period will not exceed six (6) months, provided, however, that if it can be shown that the error was due to a cause, the date of which can be determined, the overcharge will be computed back to such date.

ii Whenever the meter is found to register less than the standard described above, that is less than 98.5%, then Portsmouth may bill New Castle an additional amount that will be due for one-half the period since the last test. The one-half period may not exceed six (6) months, provided, however, that if it can be shown that the error was due to some cause, the date of which can be determined, the undercharge will be computed back to such date.

- D. Facilities within New Castle's service area shall be repaired by New Castle if: (1) there are Excessive Flows due to a storm, a sudden surge of groundwater, infiltration and inflow, or other like conditions; or, (2) if any generally accepted testing or method of determining the condition of sewer lines indicates that a line is in need of repair or replacement. Lines or equipment may be repaired or replaced if they are not functioning in accordance with applicable design standards. Portsmouth shall notify New Castle upon the occurrence of any Excessive Flows. If Portsmouth reasonably determines repairs or replacements are needed, New Castle shall have ninety (90) days from written notification from Portsmouth to evaluate the Collection System and develop a plan of action acceptable to both parties to perform any necessary improvements or repairs to the Collection System. If New Castle's evaluation of the Collection System reflects that the Collection System does not need to be repaired, New Castle shall inform Portsmouth of those results. If New Castle's evaluation reflects that improvements to the Collection System are required, these improvements shall be completed within a reasonable period

of time. If, after notification, New Castle fails to perform the required evaluation and necessary improvements or repairs, and that failure contributes to an Abnormal Occurrence, New Castle may be held responsible for its proportional share of any resulting monetary fines or required improvements ordered by any regulatory agency which are directly related to the Abnormal Occurrence.

ARTICLE V – BULK SEWER FEES AND CONNECTION CHARGES

- A. In consideration for the sewage treatment services provided by Portsmouth, New Castle shall pay to Portsmouth the wholesale rate of \$11.39 as described in Exhibit A. The rate may be adjusted annually during the course of this Agreement provided that: (1) the rate adjustment is based on the analysis of a qualified rate consultant; and (2) New Castle has an opportunity to review a draft of the proposed study or report recommending a rate adjustment and providing comment.
- B. Portsmouth agrees that it will meet annually with New Castle representatives in October or November of each year to review any issues and to provide Portsmouth with an opportunity to forecast any changes to the wholesale rate, such changes to be set by Portsmouth during its budget process and to become effective July 1.
- C. Portsmouth will invoice New Castle, on a monthly basis, for sewage treatment based upon the sewer flow meter readings taken by the City as described herein. New Castle will make payment within thirty (30) calendar days after receipt of an invoice from Portsmouth. Portsmouth will, as part of the setting of the wholesale rate described in paragraph A, credit amounts due to New Castle to account for the Shapleigh Island property owners (who are Portsmouth residents and billed by Portsmouth) who discharge into the Collection System at the retail rate New Castle charges its customers.
- D. Portsmouth will assess and New Castle shall pay the Capacity Use Surcharge for all new or modified sewer connections based on the applications submitted under Article III, (D) to the extent such Capacity Use Surcharge would be charged to a Portsmouth customer.
- E. Where the use of developed property is modified or where property is re-developed or expanded, Portsmouth may require the payment of a Capacity Use surcharge.

ARTICLE VI – DISCHARGE AND PERMITTED FLOWS

New Castle will reasonably cooperate with Portsmouth to coordinate flows to the Connection Point and ultimately to Portsmouth's sewer treatment plant to mitigate the potential for any Abnormal Occurrence within Portsmouth's sewer system. New Castle will require present and future commercial customers of New Castle to install and maintain devices deemed necessary by the NHDES and EPA and consistent with Portsmouth's industrial pre-treatment requirements to trap and remove certain identified wastes other than domestic sewage from the sewage generated by commercial customers.

ARTICLE VII – TERM, RENEWAL AND TERMINATION

- A. This Agreement shall be effective seven (7) days after the approval of this Agreement by the Portsmouth City Council and the New Castle Board of Selectmen for a term of twenty

(20) years, subject to termination prior to the end of the term as set forth in paragraphs B and C, below. This Agreement represents the entire and integrated Agreement between New Castle and Portsmouth and supersedes all prior negotiations, representations, or agreements, whether written or oral with respect to the subject matter hereto. All other prior agreements with respect to the subject matter hereto are considered terminated and have no further force or effect from the date of execution of this agreement.

- B. Unless either party provides notice to the other of its intent to terminate this Agreement not less than two years before the end of the then current term, the Agreement will automatically renew for an additional five years. Termination of this Agreement by New Castle under this section shall not relieve New Castle of its obligation to pay Portsmouth for any services rendered pursuant to this Agreement prior to the date of termination.
- C. Either party may terminate this Agreement prior to the time specified in Article VII if the other party has violated any covenant or duty of this Agreement. Except as otherwise expressly stated herein, the party seeking to terminate for cause shall give the offending party sixty (60) days written notice, specifying the particulars of the violation claimed, prior to termination. If at the end of sixty (60) days, the party so notified has not removed or remedied the cause of complaint with prompt, reasonable, and substantial efforts resulting in compliance with this Agreement, then the termination of this Agreement shall be deemed complete. Termination of this Agreement by New Castle under this section shall not relieve New Castle of its obligation to pay Portsmouth for any services rendered

ARTICLE VIII INSURANCE AND INDEMNITY

- A. New Castle shall, to the extent of available coverage, indemnify and save harmless Portsmouth from all claims and demands for injuries to persons, loss of life, damage to property, or other losses arising out of the negligent acts or omissions or willful misconduct of the Town of New Castle relating to the performance of this Agreement which Portsmouth is obligated or legally bound to pay, excepting such claims and demands that are the result of Portsmouth's negligent acts or omissions or willful misconduct.. The phrase "claims and demands" shall include but shall not be limited to damages; judgments; settlements; and costs for the defense of legal actions, claims, proceedings, or appeals. New Castle shall maintain pooled risk management liability coverage in the amount of \$1,000,000 bodily injury and property damages.

New Castle agrees to furnish a certificate of the above-mentioned coverage to Portsmouth within fourteen (14) days from the date of this agreement and to provide renewal certificates timely. Such certificate shall state that in the event of cancellation or material change, written notice shall be given to the City Attorney, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801 at least thirty (30) days in advance of such cancellation or change. Such obligation to indemnify shall be up to New Castle's pooled risk management liability coverage policy limits.

- B. Portsmouth shall, to the extent of available coverage, indemnify and save harmless New Castle from all claims and demands for injuries to persons, loss of life, damage to property, or other losses arising out of the negligent acts or omissions or willful misconduct of Portsmouth relating to the performance of this Agreement which New Castle is obligated or legally bound to pay, excepting such claims and demands that are

the result of New Castle's negligent acts or omissions or willful misconduct on the part of New Castle. The phrase "claims and demands" shall include but shall not be limited to damages; judgments; settlements; and costs for the defense of legal actions, claims, proceedings, or appeals. Portsmouth shall maintain pooled risk management liability coverage in the amount of \$1,000,000 bodily injury and property damages.

Portsmouth agrees to furnish a certificate of the above-mentioned coverage to New Castle within fourteen (14) days from the date of this agreement and to provide renewal certificates timely. Such certificate shall state that in the event of cancellation or material change, written notice shall be given to the Board of Selectmen, Town of New Castle, PO Box 367, 49 Main St, New Castle, NH 03854 at least thirty (30) days in advance of such cancellation or change. Such obligation to indemnify shall be up to Portsmouth's pooled risk management liability coverage policy limits.

ARTICLE IX – MISCELLANEOUS TERMS AND CONDITIONS

- A. Record, Accounts and Audits. Portsmouth shall maintain records of all financial transactions with New Castle in accordance with State law. The records shall be available for inspection at the office of Portsmouth during normal business hours.
- B. Governing Law. This Agreement shall be governed by the laws of the State of New Hampshire.
- C. Liability for Accident. Neither Portsmouth nor New Castle shall be liable in damages or otherwise for failure to perform any obligation under this Agreement due to Force Majeure or the binding order of any court or governmental authority which has been resisted in good faith by all reasonable legal means, and any other cause provided such cause is not within the control of such party and provided such act, omission or circumstances such party is unable to prevent or overcome by the exercise of reasonable care.
- D. Liability Resulting from Negligence. Neither New Castle nor Portsmouth shall be relieved of liability for loss resulting from its negligence, intentional actions, or its failure to use due diligence to remedy the situation and remove the cause in an adequate manner and with all reasonable dispatch. Such causes or contingencies affecting performances shall not relieve New Castle from its obligations to make payments of amount then due with respect to Sewer theretofore supplied.
- E. Notices. All notices and other writings sent pursuant to this Agreement shall be addressed as follows:

Portsmouth Department of Public Works
ATTENTION: Director
680 Peverly Hill Road
Portsmouth, NH 03801

City of Portsmouth

ATTENTION: City Attorney
1 Junkins Avenue
Portsmouth, NH 03801

New Castle Select Board
ATTENTION: Chairperson
Town Hall
PO Box 367, 49 Main Street
New Castle, NH 03854

or at such other address as is indicated by written notice to the other party.

- F. Amendment. The provisions, terms and conditions of this Agreement may be modified only by written amendments, executed with the same formality as this agreement.
- G. Assignment. No assignment by New Castle of its rights or duties under this Agreement shall bind Portsmouth unless Portsmouth consents to such an assignment in writing. No assignment by Portsmouth of its rights or duties under this Agreement shall bind New Castle unless New Castle consents to such an assignment in writing.
- H. Waiver. Failure of either party to exercise any right granted by this Agreement shall not be deemed a waiver of such party to exercise at some future time any rights it may have.
- I. Severability. If any clause or provision of this Agreement or application thereof shall be held unlawful or invalid, no other clause or provision or its application shall be affected and this Agreement shall be construed and enforced as if such unlawful or invalid clause or provision had not been contained herein.

IN WITNESS WHEREOF, this Agreement is executed in multiple counterparts each of which shall be deemed an original this ___ day of _____, 2023.

In the Presence of:

Witness

NEW CASTLE SELECT BOARD

By: _____
Name: _____
Title: _____

As approved by the Select Board dated:

CITY OF PORTSMOUTH

By: _____

Witness

Karen S. Conard
City Manager

As Approved by Vote of the City Council dated:

L:\PUBLIC WORKS\Sewer\Newcastle\Wholesale Sewer Agreement Draft

DRAFT



Memorandum

To: Suzanne Woodland, Deputy City Attorney

From: Stantec Consulting Services

Re: Town of New Castle Sewer Rate Analysis

Date: April 18, 2022

The purpose of this memorandum is to outline Stantec Consulting Services (Stantec)'s analysis of the sewer rates assessed to the Town of New Castle for sewer treatment services provided by the City of Portsmouth.

Background

The City of Portsmouth provides the Town of New Castle with wastewater treatment at the City's Pierce Island Wastewater Treatment Facility. The Town maintains its wastewater collection and transmission system leading to the treatment facility and therefore is only charged for wastewater treatment service. The Town is currently billed based on the Town's metered water readings which are provided to the City for billing. The Town is billed for all usage at the City's retail Tier 1 sewer rate (currently \$14.89 per unit) given that the Town is serving residential customers that are likely not exceeding the first-tier usage on an individual customer basis.

The Town has recently reached out to the City to formalize a new agreement with the City for the continued treatment of the Town's wastewater flows. As part of the correspondence from the Town, a "Portsmouth Sewer Rate Analysis" was provided to the City that calls into question the current sewer rate charged to the Town. Stantec has had the opportunity to review the Town's analysis and the remainder of this memorandum outlines our findings regarding the analysis as well as industry standard approaches for determining sewer rates.

Overview of Town's Analysis and Key Findings

The City's sewer rates consist of two components: a unit rate for operating and maintenance (O&M) costs (currently \$4.64 per unit) and a capital unit rate to fund capital expenses (debt service and cash funded capital) within the sewer system (currently \$10.25 per unit). The Town's rate analysis is not calling into question the O&M rate but believes that the capital rate is not correct for the Town. To examine the capital rate, the Town has identified the capital costs associated with the Pierce Island Treatment Facility which consist of principal and interest payments for debt service related to the recent completion of upgrades and expansion of the facility. The analysis identifies the total debt service related to the treatment facility as \$4,929,600 in FY 2022, from the City's budget documents. The Town's analysis then simply proportions this debt service amount between City customers and the Town based on the Town's billed use and the estimated total billed use on the system. The total system use for FY 2022 of 1,079,390 units was pulled from the City's budget and this was compared with the Town's estimated use of 32,880 units which equates to 3% of the total system use. The Town then takes this 3% of the debt service which equates to \$147,888 and divides it by the Town's use to arrive at a capital unit rate of \$4.50 per unit, as compared to the current capital rate of \$10.25.

Based on our review of the methodology and analysis completed by the Town we have identified a couple of items that should be considered related to the pricing of sewer service for the Town. It should be noted that the data sources cited and used by the Town are consistent with City budget documents and Stantec's



Memorandum

rate study materials. Additionally, based on discussions with City staff the only measurable capital expenditures at the Pierce Island Treatment Facility are the annual debt service payments. Limited or no cash funded capital is currently incurred at the facility and therefore the annual debt payments would be the appropriate cost basis for the capital rate at the treatment facility.

One of the primary considerations is that the Town's analysis does not consider that the City operates two wastewater treatment facilities and the total estimated consumption within the City includes wastewater treated at the City's Pease Treatment Facility as well as the Pierce Island Treatment Facility. As a result, the Town is understating its portion of the flows at the Pierce Island Facility. The Pease facility makes up approximately one-third of the total system usage or equivalent to 345,000 units. This results in estimated usage associated with the Pierce Island Facility of 734,390 units. Removing the Pease flows would result in the Town's portion of the Pierce Island Facility increasing from 3% to 4.5%. It is important to note that this correction in the methodology does not mean that the Town is being allocated any of the costs associated with the Pease Treatment Facility. It simply reflects the split in usage at the Pierce Island Treatment Facility between the Town and City of Portsmouth and thereby allocates the debt service associated with the Pierce Island Treatment Facility between the Town and City of Portsmouth.

Table 1 demonstrates the effect of taking the Pease Treatment Facility into account and the impact on the calculated capital sewer rate in comparison to the current rate and the rate proposed by the Town.

Table 1 - Town of New Castle Sewer Rate per Unit

Rate Component	Current	Town Proposal	Recommended Rate
Capital	\$10.25	\$4.50	\$6.75
O&M	\$4.64	\$4.64	\$4.64
Total	\$14.89	\$9.14	\$11.39

The table shows that the rate proposed by the Town is not appropriate since the analysis does not account for flows to the Pease facility when allocating capital costs at the Pierce Island Treatment Facility. However, based on available data, it appears that the current capital rate for treatment services to the Town may not be appropriate.

Additional Consideration

While the only capital costs at the Pierce Island Facility today are related to existing debt service, it will be important to ensure that the capital rate for the Town is updated periodically to account for additional capital expenditures at the facility.

LICENSE AGREEMENT
LUCKY THIRTEEN PROPERTIES, LLC AT 147 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 Lucky Thirteen Properties, LLC (hereinafter "Licensee" or "Owner") with a principal place of business at 147 Congress Street, Portsmouth, NH, pursuant to the following terms and conditions:

1. **Areas of License and Use:** The Owner owns the property located in the City of Portsmouth, Rockingham County, State of New Hampshire, at 147 Congress Street, shown on the City of Portsmouth's Assessor's Map as Tax Map 126, Lot 4 ("Property"). For the Owner's title to the Subject Property, see Rockingham County Registry of Deeds at Book 6047, Page 1728.

License Area 1: The City authorizes Licensee to temporarily use 1,401 square feet of sidewalk that abuts the Property along Maplewood Avenue and the Worth Lot more particularly described in the attached Exhibit A. Note that the License Area 1 in Exhibit A also includes encumbering three parking spaces at the rear of the building in the Worth Lot. Those three parking spaces are currently reserved exclusively for the Owner's use per separate agreement with the City.

License Area 2: The City authorizes Licensee to temporarily use 500 square feet of sidewalk that abuts the Property along Congress Street more particularly described in the attached Exhibit A. Appropriate signage for pedestrians will be provided by the Owner during the term of this License.
2. **Use:** Licensee shall make use of the License Area for the purpose of facilitating the Licensee's construction of a 700 square foot addition to the building and front and rear canopies.

3. **Term:**

License Area 1: The license for License Area 1 shall be for approximately 4 months, from June 14, 2023 through October 12, 2023, 121 days.

License Area 2: The license for the License Area 2 shall be for approximately 2 months, from June 19, 2023 through August 17, 2023, 60 days.

Licensee may terminate this License prior to the end of the term by returning the License Areas 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 Areas have been returned to safe and effective use. Failure to remove all vehicles, barriers, materials and equipment and to return the License Areas 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 Areas and again when it returns the License Areas to the City's control and use.

5. **License Fees:** The Owner shall pay to the City a license fees in accordance with City Council Policy No. 2018-02 entitled "License Fee for Encumbrance of City Property". The License Fee Policy provides that the Owner will be charged a daily fee for the sidewalk encumbered by this license of \$0.05 per square foot per day.

License Area 1: The total license fee for License Area 1 is \$0.05 x 1,401 square feet = \$70.05 per day x 121 days = **\$8,476.05**. The License Fee shall be paid in full prior to the start of the term of the License.

License Area 2: The total license fee for License Area 2 is \$0.05 x 500 square feet = \$25.00 per day x 60 days = **\$1,500**. The License Fee shall be paid in full prior to the start of the term of the License.

The total License Fees for Areas 1 and 2 is **\$9,976.05**.

Because it is in the City's interest that the Licensed Areas be returned to the public use as soon as possible, if the License Areas 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 Areas 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 Areas and take such other measures as may be necessary for pedestrian and vehicular safety during use of the Licensed Areas.

Owner is required to apply for separate Flagging Permits that are outside the scope of this License when closing roads that abut the Property and shall advise abutters of all Flagging Permit applications in advance. Owner is also required to provide weekly updates to abutters regarding construction activity for the following week until the project is complete.

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 Agreement. The City may elect to accept reasonable reimbursement from the Licensee in lieu of Licensee's repairing the damage.
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. Contractors shall limit/ manage construction vehicles and deliveries to avoid disruption to businesses, particularly during the holiday season. Contractors may use loading zones for active loading and unloading of materials, equipment and tools.

Dated this _____ day of _____, 2023

City of Portsmouth

By: _____
Karen Conard
City Manager

Pursuant to vote of the City Council
of _____.

Dated this _____ day of _____, 2023.

Lucky Thirteen Properties, LLC

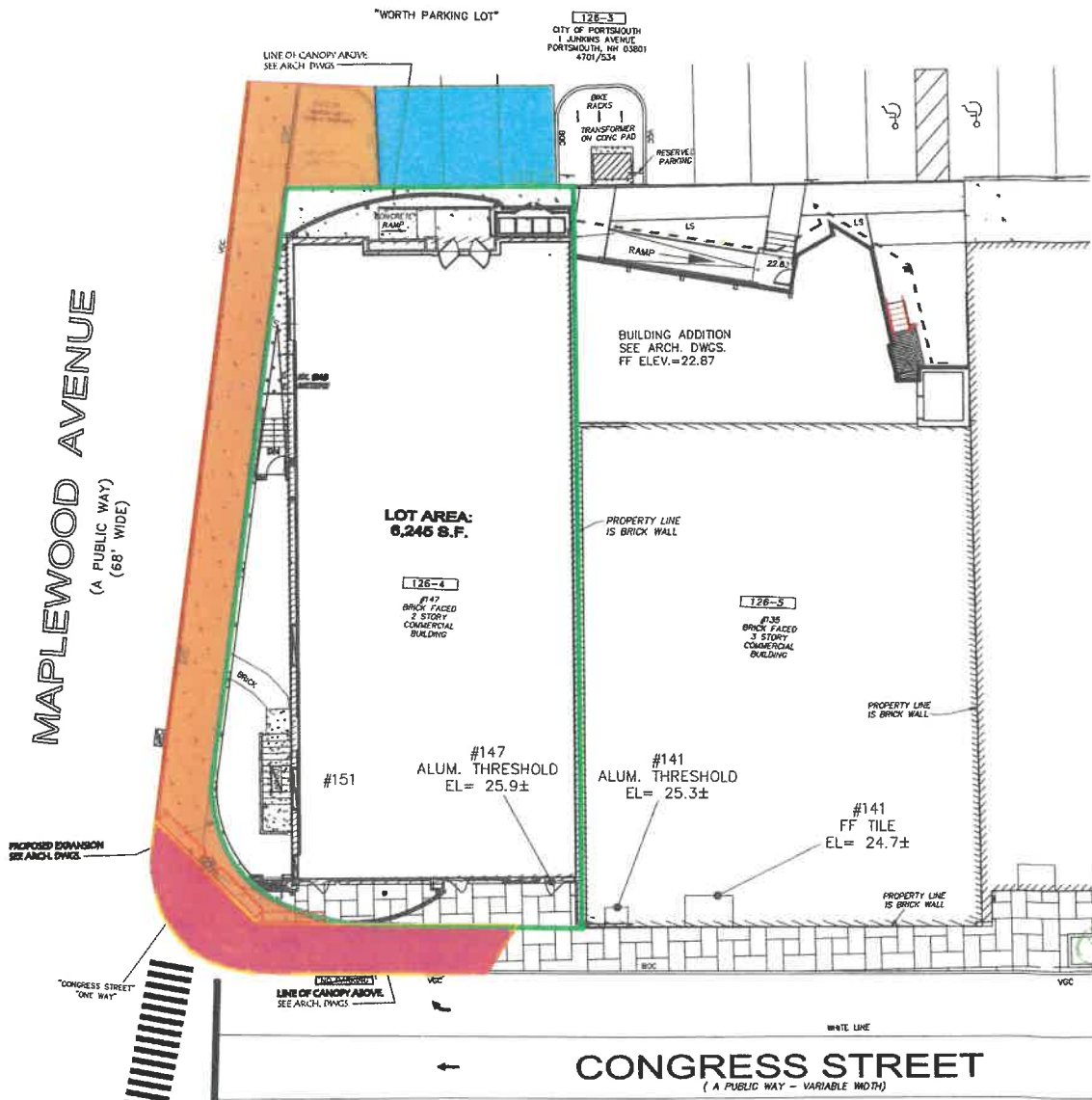
By: _____

h/jferrini/license//147Congress

Attachment *A revised*

147 CONGRESS STREET ENCUMBRANCE SKETCH

LOCATION OF SIDEWALK CLOSURE



- Parking spaces (465sqft) (Currently reserved to property owners)
- Sidewalk blockage (1419sqft)
- Property line
- Sidewalk blockage on Congress (500sqft)


DESCRIPTION OF ENCUMBRANCE

Temporary closure of Maplewood Ave and Congress St sidewalk to excavate structural footings for addition located at 147 Congress Street (blue). Occupy three parking spaces immediately in rear of property for dumpster and loading of construction materials. Rear parking spaces are currently reserved for the property owners from 8am to 8pm.

Sidewalk closure will happen in two phases to minimize public disturbance (see additional details on attachment C). The Maplewood side of building will not be passable for a period of 12 weeks (60 working days). We will attempt to reopen the Congress St sidewalk as soon as possible to allow pedestrian access.

M E M O R A N D U M

TO: Karen Conard, City Manager

FROM: Peter Britz, Planning & Sustainability Director 

DATE: May 22, 2023

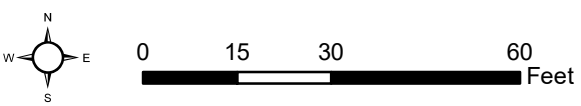
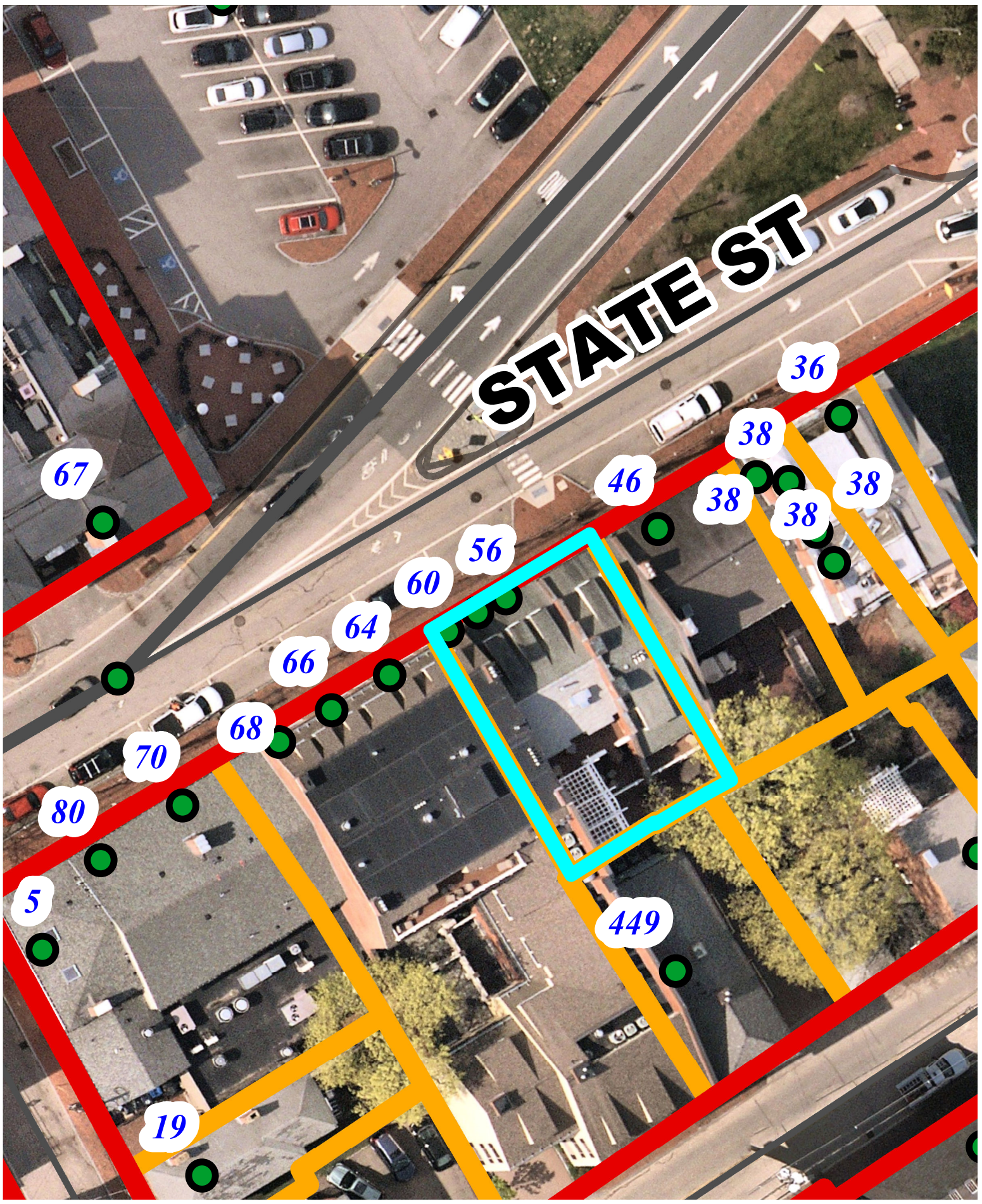
RE: City Council Referral – Projecting Sign
Address: 56 State Street Unit
Business Name: LandVest
Business Owner: James Nadeau

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

Sign dimensions: 16" x30"
Sign area: 3.3 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
56 State Street**

PROOF for: Landvest Hanging Sign

Company Landvest
Name Lianne Stoddard e-mail: lstoddard@landvest.com
Phone 617-543-7252
Date 3/28/23
Est. Due Date _____
Saved as: landvest.cdr



TIMBERLINE SIGNS

139 Lafayette Road Rye, NH 03870

p.603-964-1575 f.603-964-1576

www.timberlinesigns.com timberlinesigns@yahoo.com



16" x 30"
engraved and painted HDU
2 sided

bottom of sign
approx. 120"
from sidewalk

PROOF for: Landvest Signage

Company Landvest
 Name Lianne Stoddard e-mail: lstoddard@landvest.com
 Phone 617-543-7252
 Date 3/28/23
 Est. Due Date _____
 Saved as: landvest.cdr



TIMBERLINE SIGNS

139 Lafayette Road Rye, NH 03870

p.603-964-1575 f.603-964-1576

www.timberlinesigns.com timberlinesigns@yahoo.com



16" x 30"
 engraved and painted HDU
 2 sided

Format -
 Size _____
 Sides _____
 Quantity _____
 Color Scheme _____

Installation yes - 56 State St, Portsmouth
 Hardware _____
 Misc. _____

I hereby authorize TIMBERLINE SIGNS to produce the above layout. 100% Payment will be expected upon completion of project unless other arrangements have been made prior. Customer has the option to purchase the artwork to be used as a logo or for other personal promotions for a determined fee. For pricing please inquire within. All designs and custom artwork remain the property of Timberline Signs until the order is complete and paid in full.

Please review, make necessary corrections, sign and fax or return to Timberline Signs, LLC. We will not begin production until this document is signed and returned. A 50% deposit is required to begin production on all jobs exceeding \$100.

Note: Designs are not actual size and Colors do not accurately represent finished product colors.

Signature: _____ **Date:** _____

Please Return signed Fax to **603.964.1576**

M E M O R A N D U M

TO: Karen Conard, City Manager

FROM: Peter Britz, Planning & Sustainability Director *PKB*

DATE: May 1, 2023

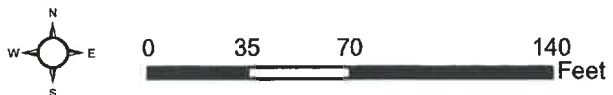
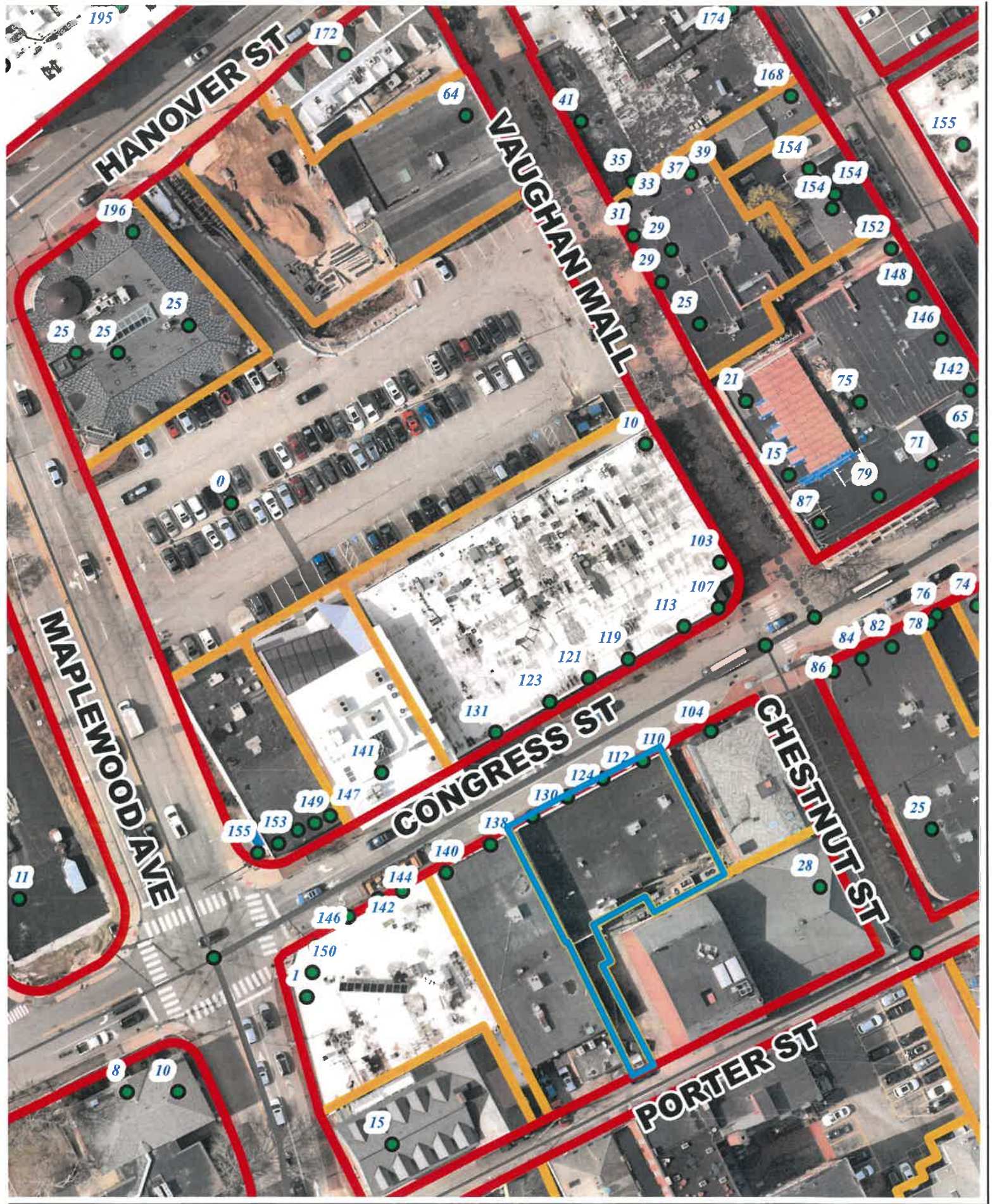
RE: City Council Referral – Projecting Sign
Address: 124 Congress Street
Business Name: Market Square Jewelers
Business Owners: Elizabeth Andrews

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

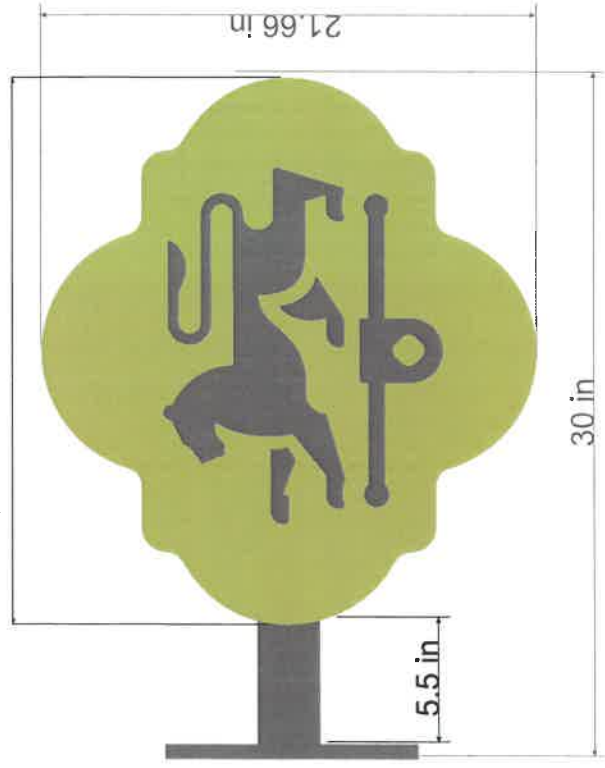
Sign dimensions: 24" x 21.66"
Sign area: 3.6 sq. ft.

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.



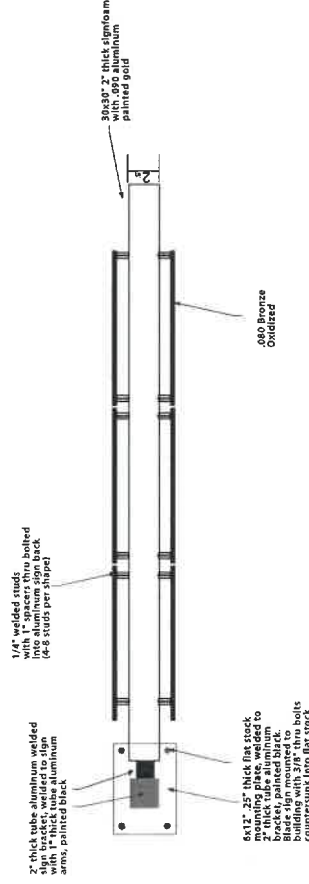
**Request for license
124 Congress Street**



3.5 sqft

2x1.75ft Double sided Non-Lit blade sign
 fabricated from 2" thick sign foam painted
 Logo pieces cut from .080 Oxidized bronze and stud
 mounted to aluminum sign background with
 .25" studs with 1" spacers.
 Sign welded to custom fabricated 2" tube aluminum
 bracket, painted black.
 Blade sign thru bolted to building facade per town
 requirements.

profile



SIGNVERSE

24 Spencer St. Stoneham, MA
 t: 781.438.5280 f: 781.438.8823
 SIGNVERSE.COM



Elizabeth Henry

3/27/23



WENTWORTH-DOUGLASS
HOSPITAL

A Mass General Community Hospital

CHARITABLE FOUNDATION

RECEIVED

MAY 15 2023

CITY MANAGER
PORTSMOUTH, NH

May 9, 2023

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

Dear Mayor McEachern and City Councilors,

Wentworth-Douglass Hospital was honored last year to host its 9th Annual Seacoast Cancer 5K on the Pease Tradeport. It was a welcome change from the Dover site with a flatter course and more room to spread the event out. It was phenomenally successful and much enjoyed by our participants, raising over \$372,000 for our Seacoast Cancer Center! The event continues to grow in participation and impact.

We are requesting to hold our 10th Annual Seacoast Cancer 5K at the Pease Tradeport, anchored on our Portsmouth Outpatient Center. We are expecting the same event timeline as last year's event starting with the virtual event, taking place from Sunday, September 17 through Sunday, September 24, 2023. The final weekend's festivities begin on Saturday, September 23, 2023, with a Community Celebration, *Light Up the Night*, consisting of live bands on the main stage, food trucks, a beer garden and a Survivor's Lap. We are hoping to partner with Cisco on the event planning, including the food/beer component, and the parking. The walk/run portion of the 5K will begin on Sunday, September 24th in the morning and wrapping by early afternoon culminating with an Awards Ceremony. We are planning to use the 2022 5K race route (enclosed) and will develop a revised 1-mile race route due to the closure of Goose Bay Drive.

We respectfully request permission to host our weekend Seacoast Cancer 5K festivities on Saturday, September 23 and Sunday, September 24, 2023, on the Pease Tradeport with the centralized activities on the Hospital's Portsmouth Outpatient Center campus, including our Seacoast Cancer Center location. Please let us know if you have any questions. Thank you in advance for your consideration.

Sincerely,

Cristine C. More, CFRE
Chief Philanthropy Officer/Vice President for Philanthropy

Cc: Karen Conrad, City Manager, City of Portsmouth
Chasen Congreves, Director of Operations, Pease Development Authority

Enclosure (Route Map)



**Proposed Seacoast Cancer 5K Routes
September 24, 2023**

5K course with a common start/finish at our Portsmouth Outpatient Center campus- same as 2022 event route



1 mile loop course (to be reconfigured) with a common start/finish at our Portsmouth Outpatient Center campus





PO Box 49
Durham, NH 03824-0049
<https://www.seacoastjazz.org>

The Seacoast Jazz Society is registered with the State of New Hampshire as a Charitable Trust with nonprofit 501(c)(3) status.

To: Honorable Mayor: Deaglan McEachern
Assistant Mayor: JoAnna Kelley
City Councillors: Josh Tabor Jr, Josh Denton, Beth Moreau, Andrew Bagley,
Vincent Lombardi, Rich Blalock, Kate Cook
Asst. City Clerk: Valerie French (vafrench@cityofportsmouth.com)

From: Mike Effenberger, Seacoast Jazz Society

Re: Permission for sidewalk performers (professional jazz musicians) for Jazz In The Streets on 5 Saturdays this summer (our proposed dates are 7.1.23, 7.7.23, 7.28.23, 8.5.23, and 8.19.23 but we can be flexible on this) from 1230pm-2pm in three central downtown locations (Vaughan Mall stage, Tugboat open area, Market Square in front of North Church)

About the Seacoast Jazz Society:

The Seacoast Jazz Society was formed in 1990 with the objective of supporting and promoting jazz in Portsmouth and the surrounding communities from Newburyport to Kennebunkport.

Our goal is to increase understanding of and enthusiasm for jazz by sponsoring educational opportunities for adults and youth, supporting musicians, and engaging with the community through a series of events throughout the year, including the annual Tommy Gallant Jazz Festival held each summer--including this year on August 26, during the Prescott Park Arts Festival.

Our Request:

We would like permission to hold a street performance in three locations each day, approx. one-and-a-half hours in length on the dates and times listed above where we can bring live professional jazz to downtown Portsmouth and preview some of what the community can experience at the upcoming August 28 Tommy Gallant Jazz Festival in Prescott Park.

We are requesting permission to set up the musicians **on the Vaughan Mall stage, in the open space area by the tugboats, and in Market Square** (by the North Church). We will provide

music without drums — unless you specifically allow us to have a drum set. We will not obstruct the sidewalk and we will work within whatever guidelines you stipulate. I have been in touch with the North Church and they have no conflicting events on the proposed dates above.

I know that last year there was some discussion of allowing lightly amplified keyboards (with volume being quieter than a brass/wind instrument, or kept below whatever decibel level you would like to see), and would love to be able to offer that option for participating musicians if you are amenable to it.

About the Musicians:

The groups will be composed of **not more than four musicians**. All will be professional jazz musicians from the Portsmouth area. Once we have approval of our request we will enlist the musicians. We are sure we will be able to work within your *street performance* guidelines.

Thank You for Your Consideration:

We would greatly appreciate it if you could consider this request at your upcoming June meeting.

Sincerely,



Mike Effenberger

Board member, Seacoast Jazz Society

603.759.0311

mike.effenberger@seacoastjazz.org

CITY COUNCIL E-MAILS

Received: May 15, 2023 (after 5:00 p.m.)–June 1, 2023 (before 9:00 a.m.)

June 5, 2023 Council Meeting

Submitted on Tue, 05/16/2023 - 19:18

Full Name

Kenneth Seitz

Email

kens6261@comcast.net

Subject

Tax Rates

Address

20 Taylor Ln

Message

Please explain to me why the tax rate is increasing when there is all the new condos, apartments, hotels, and new homes. I have lived in Portsmouth since 1974, a Navy veteran and senior citizen. It is time to hold the cost and stop spending.

I Do expect a response!

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, 05/18/2023 - 11:23

Full Name

Tim Myles

Email

tim@americanbsi.com

Subject

Property Taxes

Address

385 Little Harbor Road

Message

As a Portsmouth native, business owner, home owner, and landlord, I implore you to decline the requested property tax increase. Don't be fooled by semantics, it's our tax bill not the mill rate that matters. These tax bills have gone up almost every year for over two decades now and it is unsustainable. When you increase property taxes you raise rents, raise overhead for those who provide groceries, dining, goods, and services, and raise the bar even higher for the next year's budget. Portsmouth is rapidly becoming a tourist town where only the wealthy can afford to buy, rent, and live. Many of you ran with the promise of making our City more diverse, affordable, and livable but when you continually approve tax hikes you do the opposite. Please take a stand on property taxes.

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

Submitted on Sun, 05/21/2023 - 17:49

Full Name

Paul Ringuette

Email

paulringuette@gmail.com

Subject

Survey Tool

Address

308 Richards Ave

Message

Hello!

About 3 or 4 months ago, I saw the City acquired a survey tool. I signed up for it with the App, but have not seen any engagement from the city. My bet is there is some trepidation in using it as there might not be enough people signed up. Well, if that is the case, the best way to get people to sign up is to actually use it. Word of mouth will be your best advertisement for it. It will also give the Council some input from those that don't regularly attend the meetings. Let's go and get it rolling!

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

Submitted on Mon, 05/22/2023 - 14:42

Full Name

Lauren Krans

Email

lckrans@gmail.com

Subject

FY24 Budget-Recreation/Pool

Address

5 Plains Avenue

Message

Hello Mayor & City Council,

I wish I could speak in person this evening, but my 2 and five year old would be a bit impatient! I am writing in support of the proposed FY24 Recreation and Indoor Pool budget which includes an additional Recreation Supervisor and Full-time Lifeguard. I encourage you to view these positions as an investment in the quality of life here in Portsmouth. As our community grows, it's vital that we invest in the departments and positions that will help cultivate and strengthen opportunities for our community to connect with each other, create community traditions and have fun.

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, 05/23/2023 - 13:24

Full Name

Shelley Saunders

Email

ShelleySaunders4@gmail.com

Subject

PHS turf field

Address

15 Oak St

Message

I think we need to talk about our fake, toxic turf field again, lots of new info coming out... have a sophomore who plays 2x sports a year on this field and tracking the "black" chips home every day is becoming concerning, what are our options... thank you for thinking about this Shelley

<https://academic.oup.com/jnci/article/108/12/djw311/2706944>

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

Sam Accardi, Founder
Yellowfin Events LLC
1370 Welsh Rd. North Wales, PA 19454
sam@bikesandbeers.com cell: 609-231-4049

May 9, 2023

Ms. Karen Conard, City Manager
City of Portsmouth
1 Junkins Avenue
Portsmouth, New Hampshire 03801

Dear Ms. Conard:

Yellowfin Events is seeking the appropriate approvals for our Bikes & Beers cycling event that partners with Cisco Brewers Portsmouth and benefits the Bike Walk Alliance of New Hampshire (BWANH). The event will be hosted by Cisco Brewers and utilize the Pease Tradeport, which we have already initiated discussion with Chasen Congreves. Please see details below:

DATE / TIME: July 22, 2023. Event will start at 8:00 am and finish by 12:30 pm.

LOCATION: Start/Finish will be at Cisco Brewers Portsmouth (35 Corporate Dr, Portsmouth, NH 03801)

ATTENDEES: We are expecting 300-400 cyclists

TIMEFRAME: Event would be cleaned and broken down by 2:30 pm.

FOOD: Food will be provided by Cisco Brewers Portsmouth (For purchase by participants)

SANITATION: We will have the appropriate number of porta-potties on site, working with the Portsmouth Health Officials

POLICE: We will work with the Portsmouth Police Department to arrange 1-2 Detail Officers at any higher traffic areas.

I am available at the above contact information for further questions, or can virtually attend any necessary meetings.

Thank you,



Sam Accardi

CC: Chasen Congreves (PDA)
Attachment: COI City of Portsmouth

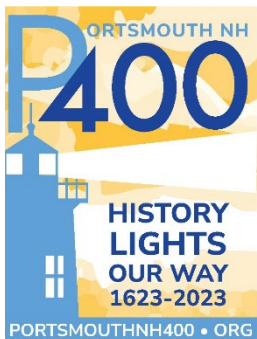


TO: Mayor McEachern, City Councilors, City Manager Conard
FROM: Valerie Rochon, Managing Director, Portsmouth NH 400th, Inc.
DATE: 31 May 2023
RE: Portsmouth NH 400th Marketing – Lawn Signs

Portsmouth NH 400th has an extensive marketing and advertising plan to reach all members of the Portsmouth and surrounding communities, and to invite Portsmouth friends from around New England and abroad to join in the 2023 Anniversary celebrations.

This letter is to request permission to install lawn signs on municipal property as part of PNH400's overall marketing initiatives. It is my understanding that, per City ordinance, only political candidate signage during the appropriate time and real-estate signs are allowed on municipal property without special permission.

As the PNH400 celebrations are for the City, I am requesting permission to install up to 25 lawn signs on municipal property, primarily in gateway areas along Market Street, Islington Street, Sagamore Ave, and near the Memorial Bridge entrance, at the intersection of Junkins and South Street, along Parrott Ave, and other locations as agreed upon with the City Manager and other City staff. The signs will be installed by the end of June and may be changed out through the summer and fall season to promote different programs but would remain in the same approved locations. All signs will be monitored for signs of wear or disturbance and replaced as needed, and all will be removed before the snow falls.



Some signs will be posted on private property.

PNH400 lawn signs will be landscape orientation, 18" x 27", with a short message about the 2023 events and programs. For consistency for the driving public, the design will be similar to the banners currently hung on downtown Portsmouth and gateway lamp posts, pictured below. The City's logo and the visitnh.gov logo will be located on the bottom right of the lawn signs.

Please advise of any requirements or concerns the City may have that we have not addressed so we can request approval for the signs on City property.

Thank you for your consideration.

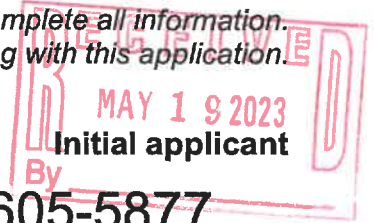
Respectfully,



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: Arts and Nonprofits Committee

Name: Linnea Grim Telephone: 603-605-5877

Could you be contacted at work? YES NO If so, telephone# 603-605-5877

Street address: 38 Marcy Street, Portsmouth, NH 03801

Mailing address (if different): _____

Email address (for clerk's office communication): lgrim@sbmuseum.org

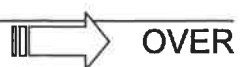
How long have you been a resident of Portsmouth? 2 months

Occupational background:

20+ years of work at historic sites and museums including serving on the national Board of the American Association of State and Local History.

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

~~New President and CEO at the Strawberry Banke Museum; 16 years of Education and Guest Experience work at Monticello in Charlottesville, VA; previous work in the Office of the Curator, Supreme Court of the United State and at the Smithsonian Institution Traveling Exhibition Service. 35 years of classical music experience through cello performance.~~



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

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

Reasons for wishing to serve: _____

As President and CEO of Strawberry Banke Museum, I am deeply invested in the cultural life of Portsmouth. I would be honored to bring my experience and perspective to this committee as they perform their critical work in shaping a new cultural plan for the city.

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

Strawberry Banke Museum

My children attend Little Harbour Elementary

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

1) Joe April, 17 Hancock Street, Portsmouth, NH, 774-261-3140

Name, address, telephone number

2) Veronica Lester, 17 Hancock Stret, Portsmouth, NH, 603-953-6290

Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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

Signature:  Date: 5/9/23

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

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

Linnea Grim
38 Marcy Street
Portsmouth, NH 03801
lgrim@sbmuseum.org

EXPERIENCE

Strawbery Banke Museum
President and CEO (March 2023 – present)

Monticello, Thomas Jefferson Foundation
Vice President of Guest Experiences (Jan. 2021- February 2023)
Hunter J. Smith Director of Education & Visitor Programs (Jul. 2009-Dec. 2020)
Manager of Interpretive Programs (Dec. 2006-Jul. 2009) Budget and Staff Managed
\$4.9M budget (2022); 53 FTE; 70 part-time; 30 volunteers

Departments Overseen

Education & Visitor Programs, Ticketing & Reservations,
Transportation, Guest Services, Safety & Security, Collections & Curatorial

Earned Revenue & Fundraising

This year, increased earned admission revenue 60% through mix of ticket offerings while attendance increased 32%. Projecting \$9M in admission revenue for 2022 on par with 2019.

Earned \$1M+ in foundation and government grants, including those from the Institute for Museum and Library Services and National Endowment for the Humanities.

Involved in planning an execution of \$75M capital campaign.

Frequent donor cultivation in person and through written materials.

Diversity & Inclusion

Part of the Foundation team that raised Monticello's profile as a recognized leader in the field of interpreting American slavery.

Oversaw the groundbreaking art installation of world-renowned, Black contemporary artist Titus Kaphar in the historic house and in the David M. Rubenstein Visitor Center.

Implemented dialogue-based From Slavery to Freedom tour.

Exhibition Development

Part of the project team for The Life of Sally Hemings exhibit that received national acclaim.

Leading cross-departmental team to develop interpretive exhibitions for the commemoration of the nation's 250th anniversary.

Leadership

Implemented a visitor-focused culture change within front-facing departments.

Planned and implemented a reorganization that combined the Interpretation and Education Departments.

Retained talented direct reports – After building a phenomenal team, only one of my direct reports has left Monticello for a different job in the past thirteen years.

American Association of State and Local History

Council Member (2011-2018); Secretary on Executive Committee (2014-2018) Transformed years of budget deficits to years of surpluses.

Helped steer the Association through the aftermath of employee embezzlement.

Supreme Court of the United States

Programs Assistant, Office of the Curator (Nov. 2004-Nov. 2006)

Hired, trained, and managed docents and interns, serving 150,000 visitors/year.

Smithsonian Institution Traveling Exhibition Service

Scheduling and Exhibitor Relations Associate (Jul. 2000-Aug. 2002) Managed schedules of multiple traveling exhibitions.

Represented SITES at regional and national conference.

EDUCATION

Seminar for Historical Administration

Three-week residential seminar on non-profit management

The Cooperstown Graduate Program

State University of New York, College at Oneonta

M.A. history museum studies

The College of William and Mary

B.A., magna cum laude (concentration: history, minor: music)

PUBLICATIONS

Co-editor, *Bringing Teachers to the History Museum: A Guide to Facilitating Teacher Professional Development*, Rowman & Littlefield, 2022.

Co-author, "Teaching Teachers Onsite: Using Evaluation to Develop Effective Professional Development Programs," *Journal of Museum Education*, Vol. 43 Issue 3, July 2018.

Author, "Book Review: *Ancestors of Worthy Life: Plantation Slavery and Black Heritage at Mount Clare* by Teresa S. Moyer," *The Public Historian*, Vol. 39 No. 1, February 2017.

Co-author, "Taking the Next Step: Confronting the Legacies of Slavery at Historic Sites," *Journal of Museum Education*, Vol. 42, Issue 1, 2017.

Author, "Book Review: *Amsterdam Slavery Heritage Guide*," *The Public Historian*, Vol. 37 No.1, February 2015.

Co-author, "Museum Management Tune-Up," Technical Leaflet #271, *History News*, American Association of State and Local History, August 2015.

Author, "So Deeply Dyed in our Fabric That It Cannot Be Washed Out': Developing Institutional Support for the Interpretation of Slavery" in *Interpreting Slavery at Museums and Historic Sites*, edited by Kristin L. Gallas and James DeWolf Perry, Rowman & Littlefield, 2015.

SELECTED PRESENTATIONS & PROFESSIONAL ACTIVITIES

Advisor, National Archives Foundation, Learning Center re-design, 2019 and 2022

Reviewer, Museum Assessment Program, Community Engagement focus, 2021

Advisor, National Park Service, National Mall and Memorial Parks, Thomas Jefferson Memorial charette, 2021

Advisor, New Jersey Historical Commission, Planning for the U.S. Semiquincentennial, June 2020

Guest Lecturer, Homewood Museum, Johns Hopkins University, February 2020

Panelist, #MuseumsToo: How Museums and Cultural Institutions Can Best Support Women's Stories, New York Historical Society Museum & Library, May 2019 Federal grant

reviewer, NEH and IMLS, 2009, 2011-2013, 2015-2017, 2020

Panelist, Getting Started on Recruiting and Hiring Employees, AAM Annual Meeting, May 2016

Workshop co-leader, Museum Management Tune Up: The Workshop, AASLH Annual Meeting, September 2015



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

RECEIVED
MAR 17 2023
Renewing applicant

Committee: Conservation Commission

Name: Jessica Blasko Telephone: 603.828.9203

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

Street address: 74 Wentworth Rd.

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 14 years

Occupational background:

Physical Therapist - owner of JPT
Owner of The ReFill Station on Bartlett St.

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

Reasons for wishing to continue serving: _____

I wish to continue to work with fellow commissioners
to protect Portsmouth's natural water resources and
wetlands and educating community how they can
be stewards of the land.



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

City of Portsmouth Blue Ribbon Committee on Sustainable Practices
Portsmouth Climate Action - citizen action group

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

- 1) David Witham Walker Bungalow 603-498-9084
Name, address, telephone number
- 2) Karin Barndollar 120 Ridges Ct. 603-502-6905
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: Jessica Blawie Date: 3/14/23

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 07/01/2026
Annual Number of Meetings: 12 (2022) Number of Meetings Absent: 3
Date of Original Appointment: 10/28/2019

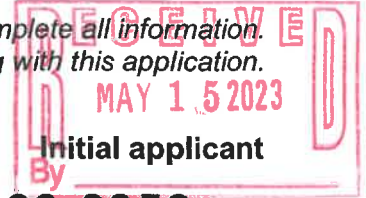
Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Conservation Commission

Name: Adam Fitzpatrick Telephone: 603-568-8958

Could you be contacted at work? YES NO If so, telephone# 603-568-8958

Street address: 96 Sparhawk Street

Mailing address (if different): _____

Email address (for clerk's office communication): adam.j.fitzpatrick@gmail.com

How long have you been a resident of Portsmouth? 13 yrs. (2011)

Occupational background:

Mechanical Engineer - Product Design for Manufacturing Companies

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



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

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

Reasons for wishing to serve: _____

As Portsmouth continues to grow and develop, it is important that we (the conservation comission and the voters) keep the overall impact on the natural habitat that has previously existed in mind. Regarding the natrual habitats in portsmouth (and throughout New England for that matter), I've always been keen on preserving what we have and ensuring the natural environment around us is not completely discarded. I think my engineering problem solving skills would be beneficial to the commission for both short term decisions (approvals) and long term goals (where does portsmouth want to go?).

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

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

1) Tim Andrews, 56 Thornton St, Portsmouth, NH, 603-305-5974
Name, address, telephone number

2) Jim Grace, 95 Burkitt St, Portsmouth, NH, 617-717-4687
Name, address, telephone number

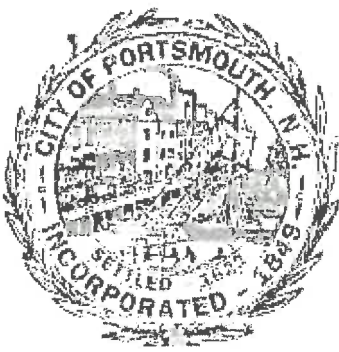
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5. Application will be kept on file for one year from date of receipt.

Signature: Adam Fitzpatrick Date: 05/13/23

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

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



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Conservation Commission

Name: Abigail Gindete Telephone: 603-427-2550

Could you be contacted at work? YES/NO- If so, telephone# Same as above

Street address: 229 Clinton St.

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 8 1/2 yrs.

Occupational background:

Painting contractor

General contractor

Copy Editor

Teaching; Special Events Coordinator; caretaker for parents

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

Reasons for wishing to continue serving: _____

I want to protect the natural resources of the City. This needs to be acted on in a multitude of ways and levels.



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

- Sometimes volunteer for Nature Groupie (UNH-eco system repair)
- regular volunteer at Hidden Pond Farm Equine Rescue

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

- 1) Mimi Clark 1039 South St., Portsmouth, NH 603-431-0051
Name, address, telephone number
- 2) Ed Rice 25 Morning St., Portsmouth, NH 207-752-3685
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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Signature: Alycia D. Jones Date: 3/6/23

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 09/01/2026

Annual Number of Meetings: 12 (2023) Number of Meetings Absent: 1

Date of Original Appointment: 12/6/21

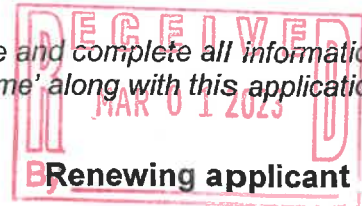
Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Conservation Commission

Name: Barbara McMillan Telephone: 603-498-9290

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

Street address: 84 Hillside Drive, Portsmouth, NH 03801

Mailing address (if different): Same

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


How long have you been a resident of Portsmouth? 30 years

Occupational background:

2000-2020 - Watershed Outreach Coordinator, NH Dept. of
Environmental Services

1997-2000 - Recycling Coordinator, NH Dept of Env. Services

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

Reasons for wishing to continue serving: Portsmouth is a very special place
to live and a big part of that is because of the beautiful
natural resources. The time that I have served on the Cons Com
has enabled me to not only learn about the process and regulations
but also how to balance the cities growth with preserving the
natural resources that we treasure and that bring ^{OVER} 
6/27/2012 people to Portsmouth. In addition, now that I am
partially retired, I have more time to participate in cons com related
efforts and activities related to tools I learned through my career.

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

- Deer Foundation, Chair, (foundation that provides science education grants)
- Portsmouth Recycling cmt, member (1980's - 1990's)
- Manomet Center for Conservation Sciences, Bd. Member (1990 - pres)
- NH Environmental Educators, Member.
- Sustainable Land-care sub cmt. (Portsmouth Cons Com)

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

- 1) Steven Miller (previous Ports Cons Com Chair) 603-828-2954
Name, address, telephone number 38 Thornton St. Portsmouth
- 2) Mary Ann Blanchard (previous Ports Cons Com Vice Chair) 603-498-8231
Name, address, telephone number 100 Lafayette Rd, Unit 202, Portsmouth

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

Signature: Barbara McMiller Date: 2/20/2023

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 04/01/2026
Annual Number of Meetings: 12 (2022) Number of Meetings Absent: 0
Date of Original Appointment: 4/17/2006
2/9/2009 (AH)

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



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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

FEB 14 2023
Renewing applicant
By _____

Committee: Conservation Commission

Name: Allison Tanner Telephone: 603 431 4147

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

Street address: 380 Greenleaf Ave

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 44 years

Occupational background:

Registered Nurse (1978-1990)

Greencare Tree & Grounds Service (co-owner) (1980-1987)

Corning Incorporated Scientist (1997-2021)

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

Reasons for wishing to continue serving: I've been a member of the Conservation Commission for thirty years & I have historical information that has been applicable for a number of applications. During my tenure, I have tried to help retain the quality of life we have in Portsmouth.

OVER
➔

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

Portsmouth Climate Action (previously Portsmouth Climate Solutions)
Portsmouth Energy Advisory Committee

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

- 1) Barbara McMillan 84 Hillsdale Dr, 603-433-6488
Name, address, telephone number
- 2) Samantha Collins 800 Middle Rd. 603-828-7643
Name, address, telephone number

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

Signature: Deborah Tucker Date: 2/13/2023

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 07/01/2026
 Annual Number of Meetings: 12 (2023) Number of Meetings Absent: 2
 Date of Original Appointment: 01/15/1990

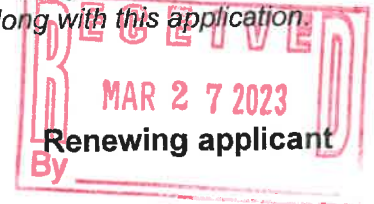
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CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Conservation Commission

Name: Lynn Vaccaro Telephone: 607-342-0156

Could you be contacted at work? YES If so, telephone # 603-294-0146

Street address: 579 Sagamore Ave, Unit 82 Portsmouth, NH

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? About 20 months. (I grew up here, moved away, and recently returned)

Occupational background:

I work for New Hampshire Fish and Game, as part of the Great Bay National Estuarine Research Reserve. I serve as their Coastal Training Program Coordinator, which includes hosting workshops, facilitating collaborative projects, and designing outreach efforts to advance stewardship of Great Bay's watershed. Although I'm relatively new to this agency and job, I have 12 years of experience in similar roles, focusing on coastal and water resources.

Would you be able to commit to attending all meetings? **YES**

Reasons for wishing to continue serving:

Over the past year, I have really enjoyed learning about and contributing to the stewardship of Portsmouth's natural resources and I would be honored to serve on the Commission again. It has taken time to learn the relevant regulations and procedures, and I am eager to put the learning to work for the city. On a more personal level, I see my participation as a tremendous professional development opportunity. As part of my current role, I strive to work with each of the towns and relevant land use boards around Great Bay. Serving on the Portsmouth Conservation Commission gives me a unique perspective on this role and how best to engage with other Conservation Commissions.

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

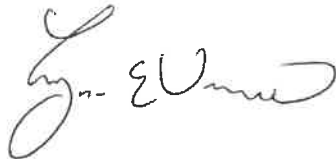
Great Bay National Estuarine Research Reserve (as staff), Great Bay Stewards, NH Coastal Adaptation Workgroup, Great Bay 2030 Stewardship and Engagement Workgroup.

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

- 1) Kirsten Howard, 173 Stark St. Portsmouth, 401-575-8265, kirsten.b.howard@des.nh.gov
- 2) Steve Miller, 38 Thornton St. Portsmouth, 603 828-2954, sjm544@comcast.net

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



Signature:

Date: 3/24/2023

City Clerk Information Only

New Term Expiration Date: 04-01-2026

Annual Number of Meetings: 8 (2022) Number of Meetings Absent: 0

Date of Original Appointment: 4-19-2022

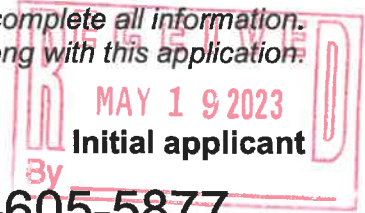
Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

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



Committee: Prescott Park Master Plan Implementation Committee

Name: Linnea Grim Telephone: 603-605-5877

Could you be contacted at work? YES NO If so, telephone# 603-605-5877

Street address: 38 Marcy Street, Portsmouth, NH 03801

Mailing address (if different): _____

Email address (for clerk's office communication): lgrim@sbmuseum.org

How long have you been a resident of Portsmouth? 2 months

Occupational background:

20+ years of work at historic sites and museums including serving on the national Board of the American Association of State and Local History.

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

Experience with complex capital improvement projects at Monticello, a UNESCO World Heritage Site, for the past 16 years. Work on a planning subcommittee for the Monument to Enslaved Laborers at the University of Virginia.



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

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

Reasons for wishing to serve: _____

As President and CEO of Strawberry Banke Museum, I am deeply invested in the work being done across the street in Prescott Park. All visitors and residents of Portsmouth will have a better experience if Strawberry Banke's work and activities at the park align. Strawberry Banke is investigating a storm water management plan and having open and consistent communication with the planning / implementation groups at the park will be beneficial to all.

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

Strawberry Banke Museum
My children attend Little Harbour Elementary

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

1) Joe April, 17 Hancock Street, Portsmouth, NH, 774-261-3140

Name, address, telephone number

2) Veronica Lester, 17 Hancock Stret, Portsmouth, NH, 603-953-6290

Name, address, telephone number

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

Signature:   Date: 5/9/23

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

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

May 22, 2023

Mayor McEachern,

REF: Resignation from Planning Board

It is with regret that I'm submitting my resignation letter from the Planning Board, after attending Thursday night's meeting I realize that I was not in a place that I was comfortable with. I had received no packet, my computer was not working allowing me to pull up drawings, also after spending two hours at the meeting I could not even vote due to a member wanting to attend the meeting virtually. I had previously spent ten years on the Board when Dave Holden was the Director of Planning and felt that my contribution had value, but Thursday night's meeting was an eye opener and I realized that I was in the wrong place. I want to thank you for your consideration and please accept this as my formal resignation. I will turn the I-pad in this week. If I can help out the City in any other capacity I'm always willing to help.

Respectfully,
Ernie Carrier

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	5/22/23
Department/ Contact Person:	Senior Activity Center, Nicole Finitis
Donation Amount:	\$1,200

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

Senior Activity Center Luncheon Fund 13

Is there a particular purpose intended with this donation:

This donation is from the Service Credit Union meant to support refreshments our Veterans Coffee Afternoons weekly at the center.

Other Information/Special Conditions:

Donor Information

First & Last Name:	Aimee Sundstrom, Assistant VP Marketing
Business Name:	Service Credit Union
Address*:	3003 Lafayette Rd., Portsmouth, NH 03801
Phone*:	603-422-8300
Email*:	asundstrom@servicecu.org

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:

Department/
Contact Person:

Donation Amount:

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

Is there a particular purpose intended with this donation:

Other Information/Special Conditions:

Donor Information

First & Last Name:

Business Name:

Address*:

Phone*:

Email*:

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*