

# City of Portsmouth

## New Hampshire



## Annual Report

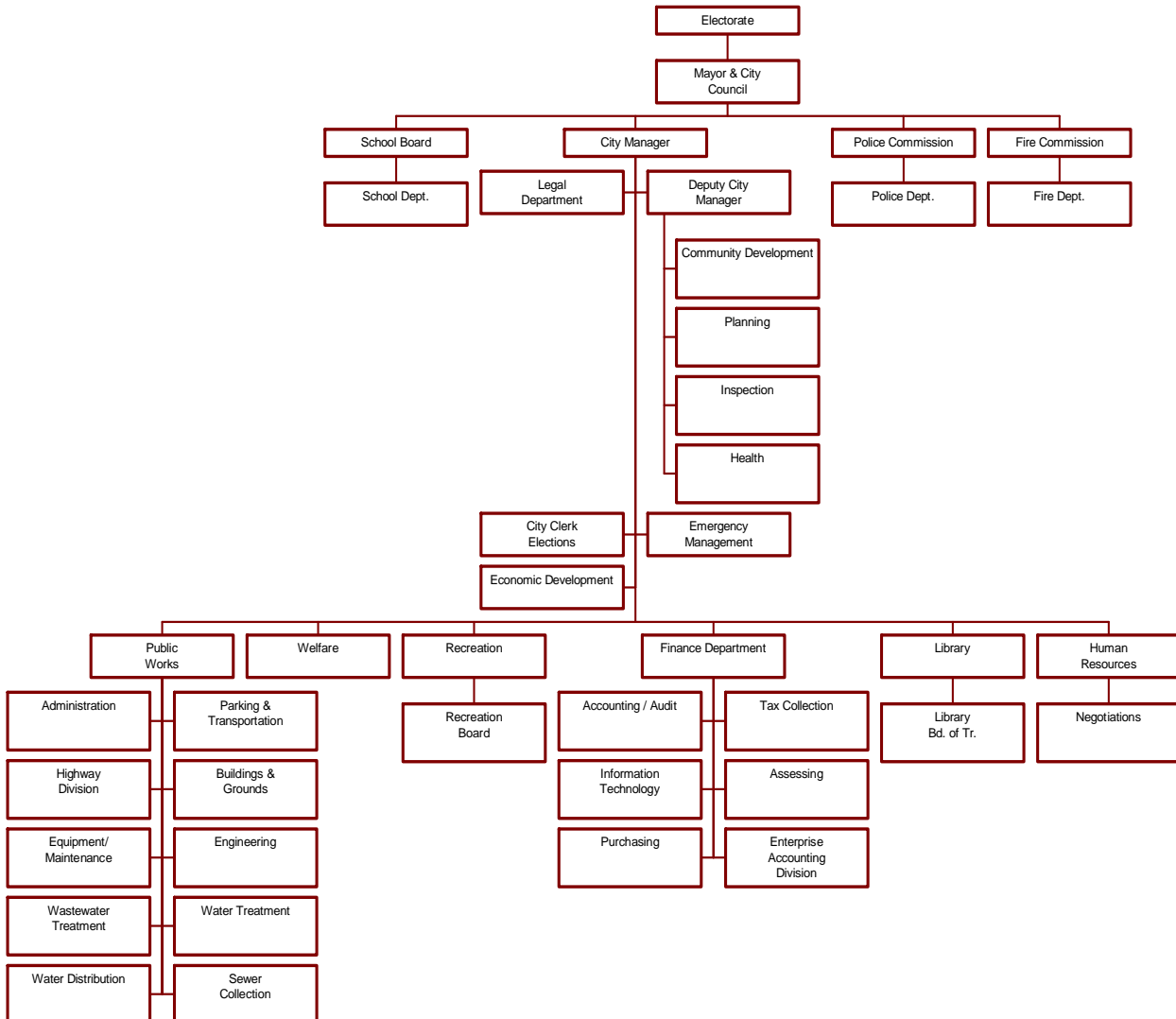
### FY 2009

*July 1, 2008 — June 30, 2009*

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# City of Portsmouth Organizational Chart



# INFORMATION DIRECTORY

**CITY HALL HOURS OF OPERATION: 8 a.m. to 4:30 p.m.**  
**1 Junkins Avenue, Portsmouth, NH, 03801**  
**Main telephone number: (603) 431-2000    www.CityofPortsmouth.com**

City Office	Direct Number	City Office	Direct Number
Animal Control	610-7441	Legal Department	610-7204
Art-Speak	610-7222	Library	427-1540
Assessing Department	610-7249	Little Harbour Elementary	436-1708
City Clerk	610-7245	Mayor	610-7200
City Manager	610-7202	Middle School	436-5781
Community Development	610-7232	New Franklin Elementary	436-0910
Connie Bean Community Center	427-1549	Outdoor Pool	427-0717
Crime Stoppers	431-1199	Parking Office	610-7229
Dondero Elementary	436-2231	Planning Department	610-7216
Economic Development	610-7220	Police (Non-Emergency)	427-1500
<b>EMERGENCY</b>	<b>911</b>	Public Works Department	427-1530
Finance Department	610-7223	Recreation Department	766-1483
Fire (Non-Emergency)	427-1515	School Department	431-5080
Greenleaf Recreation Center	766-1483	<b>SNOW BANS</b>	766-7669
Health Department	610-7273	Spinnaker Point Recreation Center	766-1483
High School	436-7100	Tax Collection	610-7244
Human Resources	610-7270	Trash Collection	427-1530
Information Technology	610-7276	Water & Sewer Billing	610-7237
Indoor Pool	427-1546	Welfare	610-7246
Inspection Department	610-7243	Zoning Enforcement	610-7279

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

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

## Mayor and City Council



**Jack Blalock**  
Assistant Mayor



**Mayor Thomas G. Ferrini**



**Nancy Novelline Clayburgh**



**M. Chris Dwyer**

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

The Council is comprised of the Mayor, who is the Council member receiving the most votes, plus eight additional members. It enacts ordinances, resolutions and regulations governing the City, and also appoints statutory and advisory boards.

In January 2009, the City Councilors began the second year of their terms. City Councilor Ned Reynolds resigned the previous summer when he moved out of the area. He was replaced by Jerry Hejtmanek, who had received the next highest number of votes in the November 2007 election.

The City Manager is the City's chief executive officer and responsible for its day-to-day operation and enforcing regulations approved by the Council.

The City Council meets at least twice monthly at 7 p.m. Monday at City Hall. The meetings are broadcast live on local government Cable Channel 22. They are rebroadcast on Wednesdays at 7 p.m., and Sundays at noon and 6 p.m., and also archived at [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com).

Work sessions on more involved issues—such as the City budget for School, Police, Fire and Municipal expenses—are held at various times and also broadcast on Channel 22.

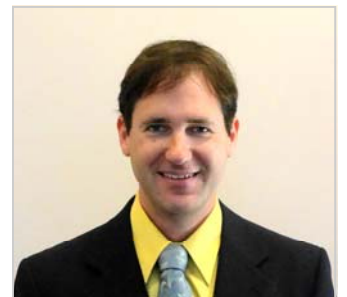
In FY09, there were 22 City Council meetings, a Committee of the Whole session and 18 Council work sessions.



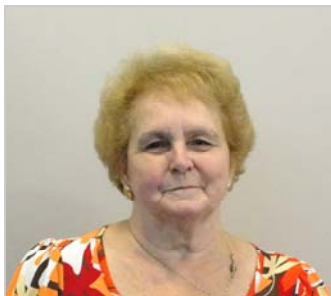
**Ken Smith**



**Esther Kennedy**



**Eric Spear**



**Laura Pantelakos**



**Jerry Hejtmanek**

## Mayor and City Council

### *Major Fiscal Year 2009 Initiatives*

- Adopted \$84 million budget for Fiscal Year 2010 (July 1, 2009—June 30, 2010)
- Increased the elderly and disabled property tax exemption income limits for FY2010 to \$32,589 for singles, and \$40,201 for married couples, and increased the total assets limit for both to \$108,634
- Authorized the use of eminent domain to use Alumni Field, located between the Library and existing Middle School, for the Middle School project and also held a first reading of a proposed \$38.3 million bonding resolution for its design, construction, expansion and renovation
- Adopted an ordinance lifting the ban on skateboards on city streets outside the Central Business District, restricting them to bicycle lanes if they exist. The ordinance prohibits tricks or jumping, mandates reflective clothing on city streets after sunset and requires those under 16 to wear a helmet
- Established a Blue Ribbon Committee on the Fishing Fleet to review the fleet's history, current activities and propose a program for support of the fleet, with a final report due in January 2010
- Authorized a \$63,720 recreation needs study
- Approved an ordinance to allow credit card payments for a pilot program involving water and sewer bills, which may be expanded to parking fines and other city-related services
- Authorized a \$25 million bond for replacement of the 52-year-old Madbury Water Treatment Plant with a new facility incorporating LEED principles and Energy Star features; a bond issue and/or notes of \$2.2 million for the State Street project, which will include utilities upgrades and streetscape improvements between Marcy and Pleasant Streets (the City will receive a \$660,000 reimbursement from the state); and \$1.5 million bond for additional costs for the new Fire Station 2
- Authorized the City Manager to continue implementation of the Pay & Display Meter parking system, which is expected to increase revenues by 30%
- Held an inaugural goal setting/retreat meeting to discuss a variety of subjects, including the budget, facilities infrastructure, economic development, land use, workforce housing, sustainability initiatives, legislative issues and potential combined operational efficiencies
- Accepted a number of grants, including: \$420,000 from the Department of Justice Juvenile Justice and Delinquency Prevention to fund the Internet Crimes Against Children Task Force; \$116,913 US-DOJ grant for an information-sharing project to link Portsmouth and 12 other law enforcement agencies in the region; \$106,255 NH Department of Safety Critical Infrastructure Protection Grant; and \$27,500 from the NH Department of Environmental Services for a stormwater utility feasibility study
- Held work sessions on the following subjects: Association of Portsmouth Teachers' contract; potential financial impact of NH Retirement System changes; Riverwalk Project; review of debt service requirements for proposed major capital projects; African Burying Ground proposed design; two joint sessions with the School Board regarding the Middle School; restructuring of boards and commissions; legislative delegation; Blue Ribbon Committee on Housing; capital improvement plan; hiring freeze/status of budget/stimulus funds/potential impact on the FY10 budget; Recreation, Parks and Open Space ordinance; school, municipal, police and fire budgets; final FY10 budget review; and a review of the proposed revised zoning ordinance.

## City of Portsmouth Sustainability Initiatives



When Portsmouth completed its citywide Master Plan in 2005, residents made clear their desire for a more sustainable City. Over the last four years, the City Council and the City Manager and his staff have actively committed to making that happen. Policy choices, infrastructure decisions and the approaches to providing City services all reflect our commitment to meeting sustainability goals.



### City Sustainability Efforts Save Resources and Money



**Library** — In just two years, the new “green” Public Library has achieved substantial energy savings, thanks to its design, despite being more than twice the size of its former location. The Library, NH’s first municipal building to receive the prestigious LEED (Leadership in Energy and Environmental Design) certification, has been recognized for its design and construction in the areas of energy conservation, recycling, materials selection, and daylight and views. Even though the new building is 116 percent larger than the old facility and open more often, the amount of natural gas used to heat it decreased by 66.7 percent, or \$20,000, in the first full year of operation, while electricity consumption was only up 50 percent from the former site.

**Garage Lighting** — In February, the City replaced the lighting in the High-Hanover Parking Garage with 275 compact fluorescent fixtures, which is expected to reduce energy consumption by 25%. The City anticipates saving an estimated \$21,000 annually.



**New Water Treatment Plant** — The City has begun design for construction of a new drinking water treatment plant in Madbury that will follow LEED principles. Its energy use and cost are expected to be 30% lower than a conventional design. Solar hot water collectors, heat pumps and “daylight harvesting” are some of the features that will reduce both the carbon footprint of this new facility and its annual operating costs.

**New Fire Station** — The City has initiated construction of a new fire substation, Fire Station 2, at a new Lafayette Road location that also follows LEED principles of design and will seek LEED certification. Upgrades include a super-insulated building envelope and high-efficiency natural gas boilers for heat. These features will result in significant annual operating cost savings.

**Middle School** — The Portsmouth Middle School is in the preliminary design phase. The final design will follow the standards of, and seek certification by, the Northeast Collaborative for High Performance Schools.



**City Buildings** — With the help of grant funding, the City is updating its greenhouse gas emissions inventory to use as a baseline tool to quantify energy consumption and greenhouse gas emissions. The data will be used to guide, and prioritize, facility upgrades to further reduce annual operating costs. The City recently replaced the flat roofing on the Municipal Complex, the Connie Bean and Spinnaker Point Recreation Centers with products designed to double the lifespan and insulation value, reducing costs.

**Water Conservation Kits** — The City has a track record for instituting conservation measures in conjunction with its drinking water delivery system. It offered customers a free water conservation kit with various items designed to reduce water usage, including low-flow shower heads and dye tablets to determine if toilets leaked.



**Leak Detection** — Keeping over 180 miles of drinking water pipes intact is a difficult job, but the City recently began a program to identify leaks in the system and is in the process of acquiring a device to assist in the effort.

**Automated Meter Reading** — The City has begun installing a system to use radio and Ethernet connections to check the nearly 8,000 water meters in its water system that serves Portsmouth and other communities, which will allow for monthly billing rather than every four months. The meters can read water usage in real time, which will assist with implementation of sustainable measures to protect our resources.

**Zero-Gasoline Truck** — The City has purchased its first zero-gasoline truck, an electric no-emissions vehicle that replaced the outdated Parking Enforcement van. The cost to drive and maintain it will be approximately one-tenth of a gasoline-powered vehicle. The Miles ZX40ST Work Truck requires no gasoline, has an estimated range of 50 miles and operates at a maximum speed of 25 mph. Charging the vehicle from 50% battery capacity takes approximately four hours from a 110-volt receptacle. The vehicle also is equipped with a regenerative braking system to recharge batteries while the vehicle is in use.



## City Manager

**City Manager:** John P. Bohenko

**Executive Assistant:** Ann Sharpe

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

City Hall Room 431

**Phone:** 610-7201

**Fax:** 427-1526

**Web:** [www.CityofPortsmouth.com/citymanager](http://www.CityofPortsmouth.com/citymanager)

I am pleased to present this Fiscal Year 2009 Annual Report to the citizens of Portsmouth.

Although the state and nation face unprecedented economic difficulties, Portsmouth remains a dynamic and resilient community that is nationally recognized as a great place to live, work and visit. Earlier this year, *BusinessWeek* declared Portsmouth the top place in NH to start a business.

We are fortunate that the local economy continues to hold its own and our City government is well-positioned to weather difficult economic times better than most, thanks to financial policies implemented with the cooperation of the City Council and a dedicated municipal staff.

These efforts were again recognized in FY09 when one of the nation's largest bond rating agencies, Standard & Poor's, upgraded our bond rating to AA+, joining only two other NH cities at that level and saving our taxpayers thousands in reduced borrowing costs over the next several years.

Our local government continues to move forward with economic and infrastructure improvements, while fulfilling our role in providing services that maintain quality of life, such as our library, schools, public safety, public services and recreation opportunities.

In FY09, construction began on the new Fire Station 2, expected to become NH's first to receive LEED (Leadership in Energy and Environmental Design) certification.

The LEED and energy-saving design for a state-of-the-art replacement for the 52-year-old Madbury Water Treatment Plant was completed and construction is scheduled to begin soon.

Other examples of initiatives supporting sustainability included increasing the use of biodiesel in City vehicles and replacing the High-Hanover Parking Facility lighting with more energy-efficient fixtures.

We also launched a comprehensive recreational needs study, including infrastructure evaluation of municipal recreation and athletic facilities and fields.

In addition, implementation continued of the new water and sewer Automated Meter Reading system, al-



*Ann Sharpe and City Manager John Bohenko*

lowing for better management of resources and facilitating the transition to monthly customer billing.

Also in FY09, we faced an unprecedented weather emergency when the December ice storm knocked out power to most of Portsmouth. There was significant storm damage, but fortunately no loss of life. This historic storm provided an excellent test of our Emergency Operations Center, which performed admirably.

### City Government

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

The City Council enacts ordinances, resolutions and regulations governing the City, and appoints statutory and advisory boards.

The Council, by charter, must adopt a budget by June 30 of each year. In June 2009, the Council adopted a \$84 million budget for all departments to provide services in FY10. The City would have been able to reduce the tax rate in FY10, had it not been for downshifting of costs from the state and county levels.

The City views the annual budget document as one device to communicate with its citizens. Others include the City Web site, electronic "Community Newsletter," use of "study circles" for citywide issues, and Channel 22 to broadcast meetings and events.

### Continuing Initiatives

Meanwhile, the City's various multiyear initiatives continue, including the:

- Implementation of the Master Plan recommendations to revise zoning and land use regulations;
- Building a waterfront park, Islington Street Corridor Improvement Plan, and the Market Street Gateway Improvement Project;
- Building a new middle school, and
- Streetscape and playground improvements.

I invite you to learn more about the City's many FY 2009 efforts by visiting the pages that follow.

*John P. Bohenko*

## Boards and Commissions

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

The **African Burying Ground Committee** was established for the purpose of evaluating the options for recognizing/memorializing the human remains discovered underneath Chestnut Street. *Chair: Vernis Jackson*

The **Animal Control Committee** (formerly the Vicious Dog Committee) is composed of the Police Chief (or his designee), a veterinarian and a resident. It hears complaints related to vicious dogs, dogs at large and nuisance animals. *No chair*

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

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

The **Cemetery Committee, Blue Ribbon** deals with the four ancient burial grounds: North, Union, Point of Graves and Pleasant Street. Its efforts include restoration and repair of tombstones and crypts, and utilizing the cemeteries as education centers that provide local residents and visitors with a look into the history of Portsmouth and the area through programs that include re-enactors and lecturers. *Chair: Richard Adams*

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

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

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

The **Dogs Committee, Blue Ribbon** is a forum for addressing issues related to the dog park, and to the ownership, regulation and control of dogs in Portsmouth. The Committee may make such recommendations to the City Manager and/or Council as it deems appropriate. *No chair*

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

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

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



## Boards and Commissions

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

The **Peirce Island Committee** encourages the use and enhancement of Peirce Island in the manner that maximizes the value and use of the island for the residents of Portsmouth while minimizing the impact on the environmental condition and natural beauty of the island. *Co-Chairs Steven Marison & Richard Smith*

The **Portsmouth Economic Development Loan Program Board** is an advisory group that assists City staff in overseeing the CDBG-funded economic loan portfolio and making decisions on loans applied for under the City's CDBG non-profit loan program. (The loan program for for-profit businesses is not currently accepting applications for new loans.) (3-year terms) *No chair*

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

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

The **Portsmouth Housing Endowment Fund (PHEF) Board** formulates general policies regarding the operation of the City's first-time homebuyers' program, HomeTown (which is funded through the Portsmouth Housing Endowment Fund), and establishes specific policies as the need may arise, dictated by program demands. (7 members, 3-year terms) *No chair*

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

The **Safe Routes to School Committee** uses a variety of education, engineering and enforcement strategies to help make routes safer for children to walk and bicycle to school, and to encourage more children to walk and bike. (12 members; 3-year terms) *Chair: Rebecca Emerson*

The **Site Review Technical Advisory Committee** reviews Site Review applications for the Planning Board and makes recommendations to the Planning Board. It is composed of City officials (from Planning, DPW and Public Safety) and the Environmental Planner or a designee from the Conservation Commission. The Planning Board acts on all Site Review applications. *Chair: Planning Director or designee*

The **Sustainable Practices, Blue Ribbon Committee** was established by the Mayor and Council to help lead Portsmouth toward increased sustainability, a goal of the City's 2005 Master Plan. The committee's work focuses on increasing awareness and sustainable practices among residents, business owners, visitors, developers, municipal staff and other stakeholders. *Chair: Tom Rooney*

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

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

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

The **Vendors Committee** enforces all local rules and regulations relative to the operation of vendors in the city of Portsmouth. *No chair*

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

## City Clerk

**City Clerk:** Kelli Barnaby  
**Deputy City Clerk II:** Dianne Kirby  
**Deputy City Clerk I:** Valerie French  
**E-Mail:** CityClerk@CityofPortsmouth.com

City Hall Room 218  
**Phone:** 610-7245  
**Fax:** 427-1579  
**Web:** www.CityofPortsmouth.com/cityclerk



*Deputy City Clerk Valerie French, City Clerk Kelli Barnaby and Deputy City Clerk Dianne Kirby check genealogical information*

The City Clerk’s Office serves and supports Portsmouth’s residents, City Council and municipal staff through a variety of activities.

It records and preserves the records of births, deaths and marriages in Portsmouth, and issues official certificates for each. In Fiscal Year 2009, the Department’s three employees processed 5,410 requests for vital records.

Elections fall under the purview of this department. The Clerk’s Office administers voter registration and also administers and ensures the integrity of the voting in the local, state and national elections.

The Department issues a variety of permits and licenses. These include licenses for dogs, amusements, bowling and billiards, employment, mobile homes, news racks, petroleum permits, sidewalk obstructions, vendors, and taxi licenses and medallions. It also issues permits for events and tag days.

The office also files and preserves documents, including contracts, bonds, agreements, resolutions, ordinance book, and other City documents.

Another major function is providing support services for the City Council by publishing and posting legal notices, preparing agendas, and attending all Council meetings to record actions and minutes.

The Department also updates the list of local Boards and Commissions on a continuing basis and administers the “Oath of Office” to all appointees.

Portsmouth residents cast 13,135 ballots in the

Nov. 4, 2008, general election for federal and state offices. Polling hours were extended by one hour to accommodate the anticipated large turnout.

Far fewer voters turned out for the Sept. 9 primary, with just over 2,000 ballots cast at the polls and absentee.

### City Clerk Statistics

	<i><b>FY08</b></i>	<i><b>FY09</b></i>
<b><i>Births: Total</i></b>	<b><i>651</i></b>	<b><i>602</i></b>
Portsmouth residents	136	153
Non-residents	515	449
<b><i>Marriages: Total</i></b>	<b><i>306</i></b>	<b><i>260</i></b>
Couples with city residents	70	76
Couples with no residents	236	184
<b><i>Civil Unions: Total</i></b>	<b><i>17</i></b>	<b><i>15</i></b>
Couples with city residents	17	7
Couples with no residents		8
<b><i>Deaths: Total</i></b>	<b><i>306</i></b>	<b><i>308</i></b>
Portsmouth residents	153	150
Non-residents	153	158
<b><i>Permits &amp; Licenses: Total</i></b>	<b><i>2,376</i></b>	<b><i>2,226</i></b>
Dog Licenses	2,130	1,977
Other Licenses	246	249
<b><i>FY09 Election Ballots</i></b>		
State Primary Election 9/9/08		1,917
Absentee		92
<b><i>Total Ballots Cast:</i></b>		<b><i>2,009</i></b>
Presidential Election 11/4/08		11,330
Absentee		1,805
<b><i>Total Ballots Cast:</i></b>		<b><i>13,135</i></b>

# Community Development

**Director:** Cindy Hayden  
**Assistant Director:** David Moore  
**Facilities Project Manager:** Dan Hartrey  
**Office Manager:** Terry Poulin  
**E-mail:** Info@CityofPortsmouth.com

City Hall Third Floor  
**Phone:** 610-7218 or 610-7226  
**Fax:** 427-1593

**Web:** www.CityofPortsmouth.com/community

The Community Development (CD) Department administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG), which has a primary goal of benefiting residents who earn low or moderate incomes. CDBG funds also can be used to remove architectural barriers to accessibility.



A rendering of the Lafayette School prior to its 1915 construction

Department staff work with an eight-member Citizens Advisory Committee to develop the annual plan and budget, which is submitted to HUD. Housing rehabilitation loans, residential accessibility grants, public service agency grants, and public facilities projects are all funded with federal CDBG funds.

In Fiscal Year 2009, \$721,000 in CDBG funding was used for:

**Residential Accessibility Program:** Six families received grants for accessibility improvements in their homes, compared to eight in FY08.

**Housing Rehabilitation Program:** Seven families received loans to repair code deficiencies in their homes, compared to five in FY08.

**Public Service Agency Grant Program:** A total of \$105,000 in grant funding was awarded to 16 local agencies that provide emergency shelter, health care, child care, and other social services to approximately 4,000 Portsmouth residents.

**Phase I of the Raleigh Way Streetscape Improvement Project**—including new sidewalks,

granite curbing, paving and street trees as well as water, sewer and drainage improvements—was carried out on Raleigh Way in the



Phase I of the Raleigh Way Streetscape Project

Atlantic Heights neighborhood. In addition, a new

one-way circulation pattern was introduced at the completion of the project.

**Lafayette School Senior Apartments:** In FY 2009, the City entered into a long-term lease with the Portsmouth Housing Authority to renovate the former Lafayette School into 10 housing units affordable to seniors earning below 60% of median family income. Project financing included \$150,000 from the City’s Community Development Block Grant Program, as well as Federal Home Loan Bank and Low Income Housing Tax Credits. The project was scheduled for completion in July 2009.

Additional Fiscal Year 2009 projects carried out by the CD Department and funded through non-CDBG sources include:

**Blue Ribbon Committee on Housing** – Community Development staff worked closely with the Blue Ribbon Committee on Housing to develop and submit a report to the City Council, which included various recommendations related to creating more affordable housing in Portsmouth.

**African Burying Ground** – The Community Development Department continued to work with

the African Burying Ground Committee and other City staff on the final design for a memorial and commemorative park for the public space on Chestnut Street to honor those buried there.

**Historical Markers** – Staff completed the design for five historic markers. This project is part of a larger project to replace a number of historic markers erected in the 1970s. Installation of the first five markers is planned for summer 2010.

One of five historic markers to be installed



## Economic Development

**Program Manager:** Nancy Carmer  
**Phone:** 610-7220  
**E-mail:** Nmcarmer@CityofPortsmouth.com

City Hall Room 434  
**Fax:** 427-1593

**Web:** www.CityofPortsmouth.com/economic

The Economic Development office supports initiatives to ensure continued economic prosperity, as well as preserve the qualities that attract and retain businesses within Portsmouth.

In Fiscal Year 2009, the City’s Economic Development Commission focused on promoting funding for Phase 1 of the Market Street Extension Conceptual Plan and on moving toward completion of the Islington Street Improvement Action Plan. Each received considerable stakeholder input and both are concentrated on long-term improvement programs involving a variety of funding sources, including capital improvement funds, potential transportation enhancement grants, and other economic development finance tools.

The Market Street improvements will establish a gateway to the city and create a transition from the I-95 corridor east into downtown Portsmouth and west to Kearsarge Way that incorporates traffic calming, safe pedestrian and bicycle travel, clear signage and direction to the central business district and tourist information centers. There also will be aesthetic improvements, such as trees, historic lighting, public art opportunities and small waterfront parks to reflect the City’s character and maximize waterfront views.



*Proposed Market Street Gateway improvements*

The Islington Street Improvement Action Plan includes recommendations for improved circulation, pedestrian and vehicular safety, and economic development revitalization tools. Actions to create opportunities for cultural activity and creative expression are also proposed.

In addition to conceptual planning, the EDC extended its annual partnership with the Chamber of



*Proposed Islington Street corridor improvements*

Commerce for tourism and business promotion.

Portsmouth’s reputation as an attractive place to do business and visit garnered more notable national attention in FY09, including:

- Named to *National Geographic Traveler’s* list of “Historic Places”: No. 26 in the world, No. 6 in the U.S
- Featured in *Design New England’s* “Second Cities: New England gems promise urban living without the hassle”
- Included in *ForbesTraveler.com’s* list of “America’s Prettiest Towns” — coverage picked up on Yahoo
- Named No. 4 of *Outside* magazine’s “Top 20 Towns in America”
- Named by *CareerBuilder.com* as one of the “30 Best Markets to Find a Job”
- Named by *BusinessWeek* as best place to start a business in NH

In FY09, the City also extended its partnership with Art-Speak, the City’s Cultural Commission, to implement the Cultural Plan and advocate for the local creative economy.

In accordance with the FY 2009 Economic Development Commission Action plan, the City’s ED office, in conjunction with the Rockingham Economic Development Commission, hosted an informational forum on the scale and scope of “green jobs” in Rockingham County and New Hampshire.

The ED Coordinator’s ongoing work included providing business expansion, retention and relocation assistance to businesses, and participation in the Pease Tenant and downtown business associations.

# Finance Department

*Accounting - Assessing - Information Technology - Tax Collection*

**Finance Director:** Judie Belanger  
**Assessor:** Rosann Maurice-Lentz  
**Revenue Administrator:** Dawn Rock  
**IT Coordinator:** Alan Brady  
**E-mail:** Info@CityofPortsmouth.com

**Accounting:** 610-7223 **Fax:** 427-1575  
**Assessing:** 610-7249 **Fax:** 427-1579  
**Tax Collection:** 610-7244 **Fax:** 431-6402  
**IT:** 610-7255 **Fax:** 427-1575  
**Web:** www.CityofPortsmouth.com/finance

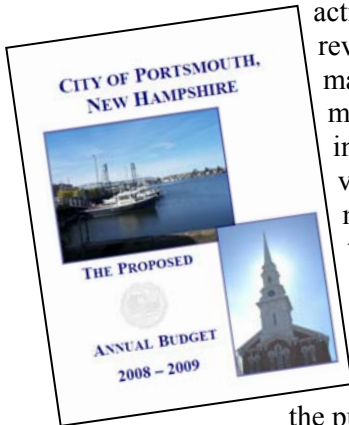
The Finance Department serves residents, officials and all City departments with financial accountability, timely reporting of financial results, prudent cash management, and effective public communication and information technology.

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

The Finance Department fulfills its responsibilities through four divisions: Accounting, Assessing, Tax Collection, and Information Technology.

In FY09, the total assessed value of Portsmouth's residential and commercial property was \$3.78 billion, up \$50 million from the previous year, primarily due to new construction. The New Hampshire Department of Revenue Administration approved a tax rate of \$16.98 per \$1,000 valuation:

- Municipal, \$8.14
- School District, \$5.49
- Statewide Property Tax, \$2.40
- Rockingham County, \$0.95

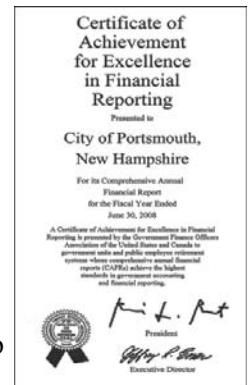


Revenue Administrator Dawn Rock & Deputy Tax Collector Ed Gioioso

## Fiscal Year 2009 Department Highlights

- Standard & Poor's Rating Group upgraded the City bond rating from AA to AA+, saving taxpayers thousands of dollars in reduced borrowing costs. Moody's Investors Service affirmed the City's Aa2 rating, as well.
- Preparation began for online payment processing of municipal bills as a convenience for citizens, with implementation scheduled for fall of 2009.
- The City received its 3rd consecutive **Distinguished Budget Presentation Award** from the Government Finance Officers Association of the United States and Canada. Portsmouth remains the state's only municipality to receive this highest form of recognition in governmental budgeting for its proposed budget document.
- GFOA awarded the City a **Certificate of Achievement for Excellence in Financial Reporting** for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2008, the City's 16th such award.

The budget documents and CAFR are posted on the City's Web site to provide more information to residents.



## Assessing Division

**Assessor:** Rosann Maurice-Lentz  
**Appraiser II:** Larry Ritchie  
**Appraiser I:** Joseph White  
**Assessing Clerk:** Karyn Newton  
**E-mail:** Info@CityofPortsmouth.com

City Hall Room 220  
**Phone:** 610-7249  
**Fax:** 427-1579

**Web:** www.CityofPortsmouth.com/assessors

**T**he Assessing Division is responsible for the annual assessment (as of April 1 each year) of the 6,933 residential properties and 1,470 commercial and industrial properties in Portsmouth to determine their market value for tax purposes.

In Fiscal Year 2009, the city's commercial and residential markets continued to remain stable. As in the past, single-family homes continue to be desirable. Overall, commercial and residential values within the city have declined by 1.2%.

Portsmouth has one of the lowest foreclosure rates when compared to surrounding communities. As of May 2009, Portsmouth experienced a slight drop in the number of foreclosures, while those communities most similar in size or larger had increases.

The City offers property valuation exemptions for qualified elderly and disabled citizens.

For Fiscal Year 2009, the City Council had approved elderly and disabled exemptions of \$31,640 for single taxpayers and \$39,030 for married couples. Total assets for both exemptions were \$105,470, whether single or married. Applications are available on the City's Web site.



*Assessing Division employees Joe White, Larry Ritchie and Karyn Newton at work in the office*

### Top 10 Taxpayers in Fiscal Year 2009

Public Service Co. of NH	Utility	\$162,150,811
HCA Health Services of NH	Hospital/Office	53,732,000
Liberty Mutual Insurance Co.	Office	44,861,800
TGM Beechstone LLC	Apt.	36,550,800
Harborside Assoc.	Hotel	23,624,700
Inishmaan Assoc. Ltd. Ptnshp.	Apt.	22,658,400
DSQ Holding LLC	Retail	20,898,500
Bromley Portsmouth LLC	Retail	19,938,800
Harbour Place Group LLC	Office	18,220,100
Parade Hotel LLC	Hotel	16,682,700

## Tax Collection Division

**Revenue Administrator:** Dawn Rock  
**Deputy Tax Collector/Office Manager:** Edward Gioioso  
**Collections Clerks:** Kate Nesman, Cathy Strang  
**Account Clerk:** Lisa Siegel  
**E-mail:** Info@CityofPortsmouth.com

City Hall Room 221  
**Phone:** 610-7244  
**Fax:** 431-6402

**Web:** www.CityofPortsmouth.com/tax

**T**he Tax Collection Division is responsible for the collection of municipal and state taxes, water and sewer utility bills and other miscellaneous revenues.

The tax collector also serves as a municipal agent for the New Hampshire Department of Safety.



*Collections Clerk Cathy Strang helps a customer*

	<i>FY08</i>	<i>FY09</i>
Property tax bills	8,344	8,375
Warrant amount	\$57,668,338	\$63,263,633
Collected as of 6/30	\$55,564,465	\$61,031,907
Percentage of collection	96%	96.5%
Vehicles registered as of 6/30	23,363	23,084

## *Information Technology Division*

**Information Technology Coordinator:** Alan Brady  
**24-hour support:** Seacoast Computers  
**E-mail:** Info@CityofPortsmouth.com

**Phone:** 610-7255  
**Fax:** 427-1575  
**Web:** www.CityofPortsmouth.com

**The Information Technology Division** provides the City with consulting, technical support, maintenance services, application support, education services, software development and strategic technology planning.

Technology support and maintenance services are provided to all City departments during normal business hours as well as on a 24x7 basis for special projects and emergencies.

Administration of the City’s Web site and Local Government Access Cable Channel 22 are also responsibilities of the IT Division. The Web site is continually updated with information, including meeting calendars, agendas, webcast meetings for viewing, budget and financial information, postings for bids and RFPs (Request for Proposals), job postings, downloadable forms, etc. It also oversees the recording of live television meetings (149 in FY09) and school-related activities, such as concerts and athletic matches for broadcast on Channel 22.

Continuing IT-related education for all City departments is provided through classes to keep employees current with the latest computer programs, such as Microsoft Word, Excel, Access and Outlook.



*City employee computer training session*

The IT Department continues to expand the existing free Wireless Fidelity (Wi-Fi) spots in Portsmouth in collaboration with several project partners, including the Chamber of Commerce, Cisco Systems, BayRing Communications, Single Digits, and the University of New Hampshire. The project is funded by a \$10,000 state grant to the Chamber of Commerce and more than \$350,000 from in-kind donations from the project partners.

	<i>FY2008</i>	<i>FY2009</i>
City Web site visitors	1,919,420	2,162,520
Data transferred	312.76Gb	334.32Gb

## *Accounting Division*

**Finance Director:** Judie Belanger  
**Controller:** Gail Cunningham  
**Controller:** Andrew Purgiel  
**Accountant:** Helen Byrne  
**Purchasing Coordinator:** Lori MacGinnis  
**Accounting Assistant:** Fran Cunningham  
**Collections Clerk:** Maria Gerace  
**Account Clerks:** Bonnie Snell, Fay Estes

City Hall Room 306  
**Phone:** 610-7223  
**Fax:** 427-1575  
**E-mail:** Info@CityofPortsmouth.com  
**Web:** www.CityofPortsmouth.com/finance

**The Accounting Division** administers accounting for all City funds, including enterprise funds (water and sewer divisions), donations, and local and federal grants.

It administers billing services for water, sewer, outside detail, fire alarm billing, city rentals, health permits and other miscellaneous bills.

The Department also administers the City’s purchasing procedures in accordance with the City purchasing manual, ensuring efficient procurement of materials, supplies, equipment and services.



*Collections Clerk Maria Gerace assists customer with a water-sewer bill*

## Fire Department

**Chief:** Christopher J. LeClaire  
**Executive Assistant:** Tracy Freeman  
**Assistant Chief:** Steven Achilles  
**Deputy Chief:** Steven Griswold  
**Fire Commission:** Michael Hughes, Richard Gamester, Paul Wentworth  
**E-mail:** Info@CityofPortsmouth.com

170 Court Street  
**EMERGENCY: Dial 911**  
**Phone:** 427-1515  
**Fax:** 427-1555

**Web:** www.CityofPortsmouth.com/fires

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

The Department does so by providing quality fire protection, emergency medical care, fire prevention, hazardous materials response, and special rescue services through proactive strategic planning, maintaining a well-educated and well-equipped firefighting force, constant performance improvement, and sound financial management.

In FY09, the Department responded to 2,535 fire service calls and 2,447 Emergency Medical Service calls. It also provided 1,118 instances of fire prevention, inspection and education services.

### Fiscal Year 2009 Highlights

- Construction of a new Fire Station 2 is underway with completion expected in the spring of 2010
- Completion of overhead door project at Central Station that provided wider openings and period-correct, energy-efficient overhead doors with new remote operators and safety equipment
- Construction of the new "Vigilance" monument/fountain has begun in front of Central Station, with completion scheduled in the fall of 2009
- All Department ambulances were equipped with cyanide antidote kit, making it the first ambulance service in NH to be so equipped
- Engine 1 was equipped with a hydrogen cyanide gas detection meter



*Firefighters and paramedics treat a motor vehicle accident victim*



*Design for new Fire Station 2 on Lafayette Road*

The Fire Department has 61 full-time employees, including 56 fire suppression and EMS personnel, three chief officers, a fire inspector, and an executive assistant to the Fire Chief.

All fire suppression/EMS personnel are certified firefighters and nationally registered Emergency Medical Technicians.

They are divided into four shifts of 14 personnel to provide round-the-clock staffing of the city's three fire stations. The personnel staff two engines, one ladder truck and two ambulances at all times, with reserve pieces of apparatus available for recall personnel.

The Fire Chief serves at the discretion of the Board of Fire Commissioners, which has budgetary and policy authority over the Department. The Chief is the executive officer of the Department and oversees daily administration, overall control and emergency scene authority of personnel and equipment in accordance with NH RSA154.

The Assistant Fire Chief oversees emergency response, including apparatus readiness, shift staffing and station assignments. He also administers the Department training program, logging hundreds of hours annually for ongoing training, professional development and recertification.



*Lt. Tom LaMontagne directs overhaul operations during a 3-alarm fire on State Street*



**The Fire Department** maintains three fire stations staffed 24 hours a day. Located in the historic downtown district, Station 1 houses the administrative and prevention offices, Engine and Ambulance Company 1, one forestry truck, and command support resources. The Department docks a fire boat along the waterfront at a NH Port Authority pier. Station 2, in the southern portion of the city, houses Ladder 2, Tower 5 and Ambulance 2. Station 3, at the Pease International Tradeport, houses Engine and Ambulance Company 3, as well as Rescue 3. Two reserve engines and one reserve ladder truck complement the fleet.

The Fire Department provides a number of services to the community:

**Emergency Medical Services** are provided via two staffed EMS units and a reserve unit.

**Fire Protection** is offered from units based at the Central Fire Station (Station 1), Station 2 on Lafayette Road and Station 3 at the Pease Tradeport. Two engines and an aerial ladder truck, as well as the two ambulances, are available to respond to fire calls.

**Marine and Waterfront Fire and Medical Response** is provided by the 33-foot fire boat available year-round to respond to fire, medical and environmental emergencies. Firefighters are trained in fire boat operations, as well as in how to respond to fire and medical emergencies aboard the ships that travel the Piscataqua River.

**Community Services** include investigation and safety services such as downed wires, odor investigations, burn permits, flooded basements, lift assists and evaluating minor medical issues.

**Emergency Management** involves local and regional emergency planning for natural and CBERN (chemical, biological, explosive, radiological, nuclear) disasters, along with possible pandemics.



Fire boat on patrol

**Hazardous Materials and Disaster Response** services include initial hazardous materials response, identification and containment services by personnel certified in Hazardous Materials operations and decontamination. Firefighters are trained to respond to special rescues (building collapse, confined space, heights), mass casualties. They also plan for natural and manmade disasters.

The **Fire Prevention and Inspection Bureau** is responsible for all plans review, life safety code enforcement and public education. The Deputy Fire Chief oversees this bureau. He and the Fire Inspector inspect all assembly occupancies and special hazard locations, as well as perform numerous life safety classes for target audiences.

**Fire Department Activity**

<i>Fire service calls</i>	<i>FY08</i>	<i>FY09</i>
Fires/Explosions	104	78
Rescue Calls	1,151	1,135
Hazardous Conditions	166	225
False Calls	465	590
Others	401	507
<b>Total</b>	<b>2,287</b>	<b>2,535</b>

<i>Emergency Medical Service (EMS) calls</i>	<i>FY08</i>	<i>FY09</i>
Emergency Transports	2,028	1,833
Service Calls/Non-Transports	310	614
<b>Total</b>	<b>2,338</b>	<b>2,447</b>

<i>Prevention, Inspection &amp; Education Services</i>	<i>FY08</i>	<i>FY09</i>
Place of Assembly Inspections	144	168
Fire Inspections	333	296
Fire/Safety Education Classes	49	83
Plan Review	164	126
Investigations	38	56
Environ. Hazards Record Search	13	7
Other	204	382
<b>Total</b>	<b>932</b>	<b>1,118</b>



Ventilating the roof at a Woodbury Avenue fire

## Health Department

**Health Officer:** Kim McNamara  
**Health Inspector:** Kristin Shaw  
**Public Health & Safety Coordinator:** Julie Day  
**E-mail:** Health@CityofPortsmouth.com

City Hall, Third Floor  
**Phone:** 610-7273  
**Fax:** 427-1593  
**Web:** www.CityofPortsmouth.com/health

The Health Department protects Portsmouth residents and visitors by providing a wide array of environmental health services, ranging from restaurant inspections to emergency response planning.



*Health Inspector Kristin Shaw and Health Officer Kim McNamara at work*

The Health Officer and Health Inspector are responsible for regulating and inspecting over 250 food establishments, as well as temporary food events such as weekend festivals and the Farmers' Market, in-home daycares, daycare centers, residential care facilities, and nursery schools.

In Fiscal Year 2009, the Health Department conducted 17 public health calls, 2

WNV/EEE bird calls, 25 complaints, 55 walk throughs for new food service facilities, and approximately 372 food service inspections, re-inspections and consultations. The Department also issued 265 food service permits in FY09.

The Department also conducts investigations into fires in restaurants and other food service establishments and responds to a variety of environmental health complaints.

They include possible food-borne illness; unsanitary living conditions; rodent and insect infestations; failed septic systems; sewer back-ups; and asbestos, lead paint, and water and air quality issues.

Another area of responsibility is ensuring compliance with state and federal recalls. The Department maintains information about recalls on its Web page at [www.CityofPortsmouth.com/health](http://www.CityofPortsmouth.com/health).

It also participates in the Portsmouth Area Emergency Planning Team and the Greater Portsmouth Public Health Network (GPPHN). These ini-

tiatives are involved in planning and response to regional emergency and pandemic incidents.

In FY09, this included responding to the December ice storm that left much of the city without power. Health Department staff directed the emergency shelter operations at Portsmouth High School.

The Department hired a Public Health and Safety Network Coordinator in FY09 by utilizing grant funds provided by the Centers for Disease Control and Prevention. This position coordinates the meetings, trainings, and activities of the Portsmouth Area Emergency Planning Team (PAEPT) in preparation for, and response to, public health emergencies/disasters.

The Health Department also monitors Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV), as well as the influenza virus (flu) and other communicable disease outbreaks, and provides public notification and education regarding these diseases, including on its Web page.

Numerous additional links to information of interest to the public and business community also can be found on the Web page, including environmental hazards and site data, and emergency preparedness.

The Web site also offers downloadable forms to make available frequently requested information for new restaurants, seasonal events, and coffee services without the public having to travel to City Hall.



*Health Inspector Kristin Shaw inspects a concession stand*

# Human Resources

**Director:** Dianna Fogarty  
**Coordinator:** Linda Corriveau  
**Administrative Clerk:** Joanna Diemer  
**Switchboard:** Barbara Chrane, Nancy Marcotte  
**E-mail:** Info@CityofPortsmouth.com

City Hall, Room 424  
**Phone:** 610-7270  
**Fax:** 427-1577

**Web:** www.CityofPortsmouth.com/hr

The Human Resources Department works to attract, select, develop and retain an effective Municipal workforce, which at the end of Fiscal Year 2009 numbered 567 men and women.

The HR Department is responsible for development, implementation and coordination of policies and programs for recruitment, employment, compensation and benefits, education and training, safety and health, and compliance issues.

In FY09, the Department reviewed 1,338 applications to hire 67 full-time and part-time employees for the Municipal workforce. It is responsible for the pre-employment and promotional activities leading to filling all classified positions, except for the Police, Fire and School Departments. This includes advertising positions, as well as conducting interviews and background checks.



*HR Director Dianna Fogarty explains employee benefits to new Principal Planner Lee Jay Feldman*

and administration of all City of Portsmouth employee benefit programs also falls under HR purview. These include medical, dental, life, long-term disability, retirement, worker’s compensation, vacation and sick time accruals, educational reimbursement, and wellness. In FY09, the Department received a \$3,950 grant to implement a wellness program for employees. The Department also offered Weight Watchers at Work, chair massages and flu shots as part of the wellness program.

The HR Department also provided leave administration services and consulted with City departments for 6 long-term disability claims, 15 retirements, and 14 Family Medical Leave requests in FY09.

All property and liability, worker’s compensation and unemployment claims are administered by HR, which also conducts annual safety inspections and coordinates monthly safety programs.

In FY09, the Department also coordinated several training programs and coordinated ergonomic evaluations of seven workstations. It also processed 90 work-related claims, and 94 property and liability claims.

***Union Contracts Ratified in FY09***

- Portsmouth School Administrators
- Portsmouth Association of Clerical Employees
- Custodial Supervisors
- Portsmouth School District Paraprofessional Assoc.
- Supervisory Management Alliance
- Portsmouth Management Association

## Municipal Recruitment

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Applications	889	1,054	1,138
Hires (FT & PT)	74	93	67
Applicants interviewed	145	194	120
Turnover rate	11.1%	9.3%	10.22%

The Department was involved in renegotiating all 15 collective bargaining agreements expiring on June 30, 2008, for the Municipal, School, Police and Fire Departments. Six of the union contracts had been ratified by the end of FY09.

HR also administers and negotiates seven employee contracts and represents the City on all employment grievances and arbitrations. In FY09, the HR Department processed 22 grievances, compared with 12 the prior year.

The implementation



*Building Inspector Rick Hopley opens a gift commemorating 25 years of service to the City at an event organized by HR*

## Inspection Department

**Chief Building Inspector:** Richard Hopley  
**Asst. Building Inspector:** Roger Clum  
**Plumbing/Mechanical:** Brian Kiely  
**Electrical:** Scott Young  
**Secretary:** Cheryl Newton  
**E-mail:** Info@CityofPortsmouth.com

City Hall Third Floor  
**Phone:** 610-7243  
**Fax:** 427-1593

*Inspector Office Hours: 8-10 a.m.; 1-2 p.m.*  
**Web:** www.CityofPortsmouth.com/inspection

The Inspection Department is responsible for ensuring the integrity of Portsmouth’s existing and future built environment through implementation and enforcement of the City’s building, electrical, plumbing and life safety codes.

In FY 2009, the Department processed 833 building permits with a total declared construction value of \$69.1 million. An additional 1,176 electrical and plumbing/mechanical permits were issued.



*Assistant Building Inspector Roger Clum checks plans*

The Inspection Department provides services in five general areas:

**Plan Review and Code Consulting**—The inspectors review all documentation associated with each construction project, discuss technical aspects with clients, and inform them of any design deficiencies in meeting City codes. The Department also reviews sign permit applications.

**Permit Issuance**—Permits are required for all new construction and general renovations that change the overall size of a building, or portions thereof, or involve creation of new rooms or spaces. Any expansion of electrical, plumbing, mechanical and fire protection systems also requires a permit.

The Department coordinates and processes final permit documentation and issues permits to the licensed contractor or homeowner doing the work.

**Construction Inspections**—The Department performs a series of inspections as the work progresses to ensure it conforms with City codes, and notifies responsible parties of the results.

	FY08	FY09
Building permits		
(including fire protection systems)	962	833
Declared construction value	\$89.8M	\$69.1M
Electrical	553	555
Plumbing/mechanical	623	621
<b>Total permits</b>	<b>2,138</b>	<b>2,009</b>

**Construction Completion**—The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical and/or fire system work meets codes, the inspectors issue a Certificate of Occupancy.

**Code Enforcement**—The inspectors also investigate claims of building, electrical, plumbing, mechanical and zoning code violations.

Applications for building and sign permits may be submitted during City Hall hours. Forms can be downloaded from the Inspection Department’s Web page.

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

The electrical inspector is a part-time position and he publishes his schedule monthly.



*Plumbing/Mechanical Inspector Brian Kiely on the job*

## Legal Department

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

City Hall, Room 423

**Phone:** 610-7204

**Fax:** 427-1577

**E-mail:** Info@CityofPortsmouth.com

**Web:** www.CityofPortsmouth.com/legal

The Legal Department advises and represents the City Council, City Manager, departments, officers, employees, boards and commissions concerning issues related to their official powers and duties.

The scope of these legal services includes:

Representing the City in litigation, as necessary, including Zoning Board of Adjustment and Planning Board appeals, real estate tax abatements, animal control cases, and collection cases (at the end of Fiscal Year 2009, there were 37 open litigation files; 22 of them new in FY09);

Interpreting laws, statutes, regulations and ordinances;

Preparing, reviewing and approving contracts (and negotiating them if necessary), bid documents and Requests for Proposals (58 in FY09), leases, bonds and other legal documents in which the City is a party;

Preparing or assisting with the preparation of ordinances;

Attending City Council meetings, School Board, Planning Board and other night meetings as required;

Conducting or overseeing Portsmouth District Court prosecutions on behalf of the Police Department (the FY09 total of 1,149 cases does not include the numerous Administrative License Suspension hearings handled monthly at the Motor Vehicle Department);

Providing zoning enforcement services through employment of a full-time Zoning Enforcement Officer to investigate and, as appropriate, help resolve alleged zoning ordinance violations;

Providing legal opinions for all City departments and boards and commissions; and



*Assistant City Attorney Suzanne Woodland confers with City Parking Manager Jon Frederick*

Responding to citizen inquiries, including Right-to-Know Law requests. Most inquiries and requests are handled immediately without the need to schedule appointments with Legal Department staff.



*City Attorney Robert Sullivan gives advice to Taxi Commission Chair Frank Daggett*

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

Some selected cases/projects that required the expertise of the Legal Department in FY09 were:

- Lease for the re-use of Lafayette School as senior housing;
- Renewal of the cable television franchise agreement with Comcast;
- Portwalk Project;
- Memorandum of Understanding for Fairpoint's video technology trial;
- Defending a challenge to the City's driveway approval process;
- Permitting and contractual issues for the new Madbury Water Treatment plant;
- Riverwalk Project;
- Wastewater Master Planning support;
- Right-of-way acquisitions for various public works projects;
- Prescott Park Arts Festival Agreement;
- Bay Cliff Road and Fernald Court right of way issues; and
- Tax litigation cases: HCA Health Services of New Hampshire, Inc.; Kuzzins Bowden Hospitality II, LLC; Resport, LLC; Worth Development Corporation and LBJ Properties, LLC

# Library

**Director:** Mary Ann List  
**Assistant Director:** Steve Butzel  
**Reference:** Michael Huxtable  
**Public Services:** Sherry Evans  
**Children's Services:** Susan Brough  
**Technical Services:** Pat Palmer  
**E-mail:** Info@CityofPortsmouth.com

175 Parrott Avenue

**Phone:** 427-1540

**Fax:** 433-0981

**Hours:** Monday-Thursday, 9-9; Friday 9-5:30 p.m.  
 Saturday 9-5; Sunday 1-5 p.m. (Sept.-May)

**Web:** www.CityofPortsmouth.com/library

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

By offering a myriad of services, it serves those who want to read, learn, or connect with the Portsmouth community and cultural heritage.

In Fiscal Year 2009, there were nearly 294,000 physical visits to the Library, more than 482,000 items circulated, and over 28,000 reference questions answered. More than 11,000 people attended Library programs.

The number of visits to the Library in FY09 translated into 13.5 annual visits per capita, more than twice the U.S. average and the New Hampshire average of 5.2. The number of items circulated per capita, 22.1, also was more than twice the national average of 7.4 and the N.H. average of 8.1.

The Library received the highest rating in the state on the 2009 HAPLR Index (Hennen's American



*Library staff ready to help*

Public Library Ratings). Portsmouth registered 827 points on a scale of 1,000 to reach a performance rating in the 97<sup>th</sup> percentile of libraries nationwide.

Programs offered in FY09 for young people included story times for infants and toddlers, arts and crafts programs, and animal programs for children, as well as book discussions, creative arts and game playing for teens. The popular summer reading program offered activities for young people of all ages and their families.

Programs offered to adults included informative programs on finance, history, literature, film, art, drama, poetry and the environment, along with book discussions in-person and online, a writers' group, musical performances and a popular movie series.

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

**Popular Materials Library** providing items in various formats for people of all ages, including books, periodicals, videos and DVDs, audio books, CDs and downloadable audios;

**Reference Library** responding to the community's information needs, including answering inquiries from the public in person, by phone, and electronically through e-mail and the Web;

**Youth's Door to Learning** fostering a love of reading and learning through a wide range of materials and programs. Programs include children's story times, craft and music programs for children and teens, the summer reading program, and school visits both in the Library and the classroom;

**Community Activities Center** providing places for people to meet, interact, collaborate and study, and also offering the opportunity to come together for informative programs, exhibits, lectures and discussions on a wide range of topics. Large and small meeting rooms, study rooms, quiet study areas, comfortable seating and relaxing alcoves offer a variety of options for gathering or working alone;

**Community Information Center** to make available past and current information. The Library offers patrons public computers, Internet access, and a wireless network. It also preserves the past through collections, local history clipping and indexing, a genealogy database and records kept on microform or digitized.



*Library view*

	<i>FY08</i>	<i>FY09</i>
Total Visits	285,495	293,772
Registered Patrons	14,995	17,777
Hours Open Weekly	68.5	68.5

## More Library Statistics

	<i>FY 2008</i>	<i>FY 2009</i>
<b><i>Total Items Circulated</i></b>	<b>443,371</b>	<b>484,735</b>
Books: Adult Fiction	75,208	80,344
Books: Adult Non-Fiction	57,098	60,615
Books: Children's	135,833	151,343
Books: Young Adult	11,853	15,387
Audio: Books & Music	43,731	49,458
Video: DVD & VHS	102,127	107,734
Magazines	13,867	14,112
Other	1,155	3,025
Audios downloaded	2,499	2,717
 <b><i>Resources Available</i></b>		
Books	117,280	124,920
Audio: Books & Music	6,582	7,761
Video: DVD & VHS	8,193	9,228
Other	121	138
Magazine & Newspaper		
Subscriptions-Print & Microfilm	406	417
Online Databases	59	59
Downloadable audios	1,046	1,022
 <b><i>Reference Questions</i></b>		
Adult	15,483	17,056
Children	10,318	11,594
<b>Total</b>	<b>25,807</b>	<b>28,650</b>
 <b><i>Program Attendance</i></b>		
Adults	2,823	2,771
Children	7,322	8,226
<b>Total</b>	<b>10,145</b>	<b>10,997</b>
 <b><i>Study Room Use</i></b>	 <b>833</b>	 <b>1,352</b>
 <b><i>Meeting Room Use</i></b>		
Community Groups	338	379
Library Programs	601	635
Other Municipal Departments	30	59
City Schools	11	12
<b>Total</b>	<b>980</b>	<b>1,085</b>



*The Library's welcoming lobby*



*The Reference Department is ready to answer questions*



*Busy circulation staff*



*The Library's garden awaits patrons*

# Planning Department

**Director:** David M. Holden (FY10: Rick Taintor)  
**Chief Planner:** Lucy E. Tillman (FY10 Principal Planner: Lee Jay Feldman)  
**Environmental Planner/Sustainability Coordinator:** Peter Britz  
**Administrative Assistant:** Jane Shouse  
**Administrative Clerks:** Mary Koenenick & Liz Good  
**E-mail:** Info@CityofPortsmouth.com

City Hall Third Floor  
**Phone:** 610-7216  
**Fax:** 427-1593

**Web:** www.CityofPortsmouth.com/planning

The Planning Department advises the City Manager, City Council and local land use boards on issues relevant to the development of Portsmouth.

The Planning Department is responsible for both long-range planning and day-to-day land use regulatory functions, including:

- Preparing and updating the City’s Master Plan;
- Preparing the annual Capital Improvement Plan;
- Conducting studies and preparing plans relating to land use, development and environmental protection;
- Maintaining and administering the Zoning Ordinance and the Planning Board’s Site Plan Review Regulations;
- Reviewing permit applications, site plans and subdivision plans for conformance with municipal regulations;
- Reviewing applications for zoning changes and variances, appeals from land use decisions, and requests for use of municipal property, and making recommendations to the appropriate local authorities;
- Providing technical assistance and support to local land use boards; and
- Coordinating with other City departments and state and federal agencies on issues related to land use and development.

Two longtime staff members retired at the end of FY 2009: Director Dave Holden and Chief Planner

Lucy Tillman. They were succeeded by new Director Rick Taintor and Principal Planner Lee Jay Feldman.



*Environmental Planner/Sustainability Coordinator Peter Britz views the successful results of a salt marsh mitigation project*



*Principal Planner Lee Jay Feldman and Planning Director Rick Taintor at work site*

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

The **Planning Board** acts on applications for site review, subdivisions, lot line relocations, and conditional use permits, and also provides recommendations to the Council in response to its referrals.

	FY08	FY09
Site review applications	23	24
Subdivision requests	16	8
Conditional use permits	7	4

The **Board of Adjustment** hears and decides requests for variances from the terms of the Zoning Ordinance, Special Exceptions as allowed by the Ordinance, and Appeals of Administrative Decisions made by Planning staff.

	FY08	FY09
Variance requests	98	78
Special exception requests	9	3
Equitable waiver requests	1	1
Appeals	2	5

The **Historic District Commission** reviews exterior changes to buildings and structures located within the Historic District.

	FY08	FY09
Public hearings	104	102
Work sessions	21	27

The **Conservation Commission** is charged by statute with the protection and proper utilization of the city’s natural resources. It makes recommendations to the New Hampshire Wetlands Bureau and the Planning Board.

	FY08	FY09
State wetlands permit applications	14	17
Conditional use applications	7	4



# Police Department

**Chief:** Michael J. Magnant (FY10: David “Lou” Ferland)  
**Deputy Chief:** Len DiSesa  
**Police Commission:** Gerald Howe, John Russo, John Golumb  
**E-mail:** Info@PD.CityofPortsmouth.com  
*(Do not report crimes by E-mail)*

3 Junkins Avenue  
**EMERGENCY: Dial 911**  
**General Business:** 427-1500  
**Fax:** 427-1510  
**Crime Stoppers/Alcohol Tip Line:** 431-1199  
**Web:** www.CityofPortsmouth.com/police

The origins of the Police Department date back to March 16, 1654, when three men were named Constables to act as watchmen by the Townsmen (forerunners to Selectmen) of Portsmouth.

But it was not until January 2, 1850, that the Portsmouth Police Department was officially formed. The Townsmen appointed 22 men to serve as watchmen patrolling south to South School House, north to the North Hay Scales, west from Cabot Street to Islington Rd and then to the Mill Pond.

Since those early days, the Police Department has continued its mission to prevent crime, preserve order and to protect the lives, rights and property of all



December 2008 Ice Storm

Portsmouth residents, business owners and visitors. The Department today is comprised of 68 sworn full-time police officers, 28 auxiliary officers and 25 civilian employees.



Officer Pearl and K-9 Wess

Embracing a community-focused, problem-solving proactive model, the officers and staff have responded to the following this past year:

- **38,509 calls for service**
- 1,447 arrests
- **122 DWI arrests**
- 147 felony arrests
- **232 protective custody arrests (people so drunk they cannot care for themselves)**
- 1,173 property damage accidents (down 4%)
- **Alcohol-related accidents were down 16%. There have been no alcohol-related fatalities for the past nine years**
- 69 personal injury accidents (down 43%)
- **107 drug/narcotics arrests**
- 10 rapes

- **67 disorderly conduct arrests**
- 38 credit card fraud incidents
- **42 impersonations (includes identity theft)**
- 106 thefts from motor vehicles
- **46 burglaries (breaking into buildings/homes)**
- 9,544 motor vehicle stops
- **2,679 traffic enforcement calls (up 60%)**
- 1,387 traffic citations issued
- **1,504 park and walks (up 16.5%)**

- 629 noise complaints
- **1,702 legal documents served (i.e., subpoenas, and domestic violence or trespassing orders)**
- 62 felony indictments/prosecutions
- **Over 100 search warrants**
- 6 underage drinking parties; 36 arrests
- **9 people arrested for selling alcohol to minors**

Note: the Police Department compiles calendar year statistics in compliance with federal standards.



Officer Kiberd investigates a drunk driving accident



DWI Sobriety Checkpoint



Continued from Page 25



Police Explorer Cadets



Lt. Puopolo and Officer Black escort a prisoner



PAL Basketball

**Portsmouth Police Department creative and proactive initiatives in the past year include:**

- *Internet crimes against children investigations: Statewide task force leaders with detectives trained for online computer investigations and forensic computer analysis*
- National Night Out against Crime: 14 neighborhoods participated in the City's 13th event
- *Senior Citizen Spaghetti Dinners with over 125 seniors interacting with officers*
- Downtown walking beats
- *Alcohol tip line*
- Narcotics investigations
- *Gambling investigations*
- Crime Stoppers tip line
- *Cyber stalking/harassment prevention*
- Law Enforcement Torch Run for Special Olympics
- *Monitoring of registered sex offenders: 10 arrested for registration non-compliance*
- Alcohol awareness classes
- *Drug Recognition Experts trained to detect those under the influence of drugs*
- Alcohol over-service warning letters to businesses that last served those arrested for DUI or taken into protective custody
- *Seacoast Emergency Response Team (SERT): regional SWAT team for 11 communities*
- Special events management and security: 98 events
- *Bicycle patrols: used for closer interaction with the public while providing an environmentally friendly means of transportation*
- Laptop computers in cruisers: allow officers to remotely access files and records, and complete reports, so they spend more time in the field
- *Alcohol compliance checks to ensure liquor li-*



Chief attends Senior Citizen Spaghetti Dinner

- *cense holders are not selling alcohol to minors*
- In-service training, such as defensive driving, sexual harassment prevention, use of force issues and legal updates
- *Selective traffic enforcement and education (STEP): using message boards, stealth stat and directed patrols to prompt safer driving habits*
- Police K-9 dogs Wess and Titan
- *Child safety seat installation program: assisting the public with correct installation in vehicles*
- Motorcycle patrols
- *Crime prevention surveys: detectives suggest ways to better protect homes & businesses*
- Operation ID: help the public document valuable property
- *Emergency Communications Center (45,000 calls annually): dispatches PPD, fire, ambulance and emergency public works operations*
- Homelessness outreach: proactively assisting homeless in finding services and shelter
- *PAL (Police Athletic League) Basketball: over 80 juveniles participating*
- Law Enforcement Explorers (N.E. Post of the Year): 16 Cadets involved
- *K-9 Officer Scott Pearl named 2008 Handler of the Year*
- Lt. Mike Schwartz received the Red Cross Hero Award
- *Captain Janet Champlin received Women in Law Enforcement Award*
- 2nd Annual Citizen Police Academy to learn more about PPD and police work, in general



## Public Works Department

**Director:** Steven F. Parkinson, P.E.  
**Deputy Director:** David S. Allen, P.E.  
**City Engineer, Water/Sewer:** Peter Rice, P.E.  
**Traffic Engineer:** Deborah Finnigan, P.E.  
**E-mail:** Info@CityofPortsmouth.com

680 Peverly Hill Rd.

**Phone:** 427-1530

**Snow Bans:** 766-7669

**Fax:** 427-1539

**Web:** www.CityofPortsmouth.com/publicworks

The five Department of Public Works (DPW) divisions are responsible for maintaining the municipal infrastructure that includes Portsmouth's streets, parks, municipal buildings, recreation facilities, the water system, and the sanitary sewer collection and treatment system.



*State Street Reconstruction Project*

In Fiscal Year 2009, the **Water Division** continued implementing the Automated Meter Reading (AMR) system that will allow for monthly billing and produce "real time" information about demand. It eventually will include all 8,000 meters in the Portsmouth water system also serving Newington, New Castle, and parts of Rye, Greenland, Madbury, Dover and Durham.

The **Water Division** also operates the Pease Tradeport system, and is responsible for:

- 190 miles of water mains, two treatment plants
- Daily average consumption: 4.7 million gallons
- Nine wells, one reservoir, one booster
- Water storage of 10.6 million gallons
- 1,047 public, 261 private fire hydrants

In FY09, the **Sewer Division** was involved in a second year of work on its Wastewater Master Plan to identify and study feasible alternatives for wastewater treatment. The division also is responsible for:

- The Pease Treatment Plant—treats 600,000 gallons daily; capacity is 1.2 million gallons
- 100 miles of sanitary sewers & 20 pump stations
- 6,221 service connections (70% of all residential and commercial properties)
- Installing new mains and cleaning catch basins

The Water and Sewer Division obtained \$2.2 million in federal stimulus funding for the State Street Improvement Project. The City also began video line inspection of the water and sewer lines.

The **Highway Division** maintains all City streets and sidewalks, municipal parks, City playgrounds and recreation facilities, and municipal buildings. It maintains the City vehicle and equipment

fleet, oversees mosquito control, performs snow removal, and provides daily sweeping and litter control in the central business district. Its solid waste/recycling program:

- Provides service to 8,100 households generating 13,000 tons of material
- Diverted almost 6,400 tons from the landfill
- Conducted curbside

- pickup of 3,500 tons of recycling & yard waste
- Maintains a drop-off Recycling Center that also offers disposal of electronics, tires/batteries, motor oil/cooking oil, mercury-containing products, books, VCR tapes, DVDs, clothing and footwear
- Holds Household Hazardous Waste Collection Days twice annually

**Parking & Transportation** is responsible for downtown public parking facilities, including 2,250 off-street and on-street spaces; parking and traffic studies; and the operation, maintenance, collection and enforcement of 628 electronic and 13 Pay & Display meters. It works with COAST to expand public transportation so that 90% of the City is accessible and with downtown merchants on the Parking Validation Program offering patrons parking rate discounts.

The **Engineering Division** designs and implements a variety of capital projects, reviews site and subdivision plans of new and proposed projects, and provides technical support to other City departments.

### Public Works: By The Numbers

- Maintains, cleans & plows 136 miles of streets
- Maintains 75 miles of sidewalks
- Maintains 16 City-owned bridges
- Maintains nine playgrounds, 10 parks/ball fields and four historic cemeteries
- 114 full-time employees, 17 part-time
- 150 pieces of equipment

Continued from Page 27

## Top Fiscal Year 2009 Infrastructure Improvements

### Highway Division

- Reconstructed Market Street sidewalks from Market Square to Bow Street with brick and period lighting
- Completed Raleigh Way Streetscape Project Phase I, including sidewalks, drainage, water, sewer, curbing, trees and paving
- Completed Woodbury Avenue traffic calming and safety improvement project from Bartlett Street to Market Street Extension, including curbing, signage, water & sewer, landscaping & paving
- Initiated Gates Street Area reconstruction project to include curbing, brick sidewalks, drainage, sewer, water and landscaping
- Completed pavement improvements to various streets citywide
- Replaced chiller at the Municipal Complex
- Began replacement of the Rte 33 railroad bridge, including drainage, paving, signage, landscaping, trees, sidewalks, and signalized intersections from Peverly Hill Road to Borthwick Avenue



Cemetery mowing

### Engineering

- Completed design of the Middle Street Sidewalk Improvement Project Phase II
- Completed design and bidding of the Raleigh Way Streetscape Project Phase II
- Completed bidding process for the Market Street sidewalk and bike lane between Michael Succi Drive and the New Hampshire Port Authority entrance
- Continued negotiations with NHDOT for the design contract to replace Route 1A Sagamore Bridge
- Initiated the design of improvements to the Islington Street/Spinney Road intersection and South Street/Lafayette Road intersection
- Commenced citywide traffic signal inventory project
- Designed improvements to Ceres Street and adjacent waterfront park

### Parking & Transportation

- Continued installation of Pay & Display meters allowing credit card and coin usage; continued process of implementing In Vehicle meter system to complement Pay & Display meters
- Continued snow ban parking coupon program allowing residents to park in the High-Hanover Parking Facility for \$3 with City-issued coupon during snow emergencies and snow removal periods
- Continued traditional two weeks of free holiday parking at downtown meters, and Parking Validation Program
- Continued Security Plan in High-Hanover Parking Facility, including security 7 nights/week, increased lighting and zero tolerance on graffiti
- Replaced High-Hanover interior lights with fluorescent lights to reduce energy costs and increase lighting levels; continued repair of deck spalling, repainting of structural steel and replacement of joint sealant
- Completed upgrade of parking violations and citation management program and handheld ticket writers for parking enforcement



Paving work

### Water & Sewer

- Constructed Rye Line Pumping Station Upgrade
- Completed Pease Wastewater Treatment Facility System Control and Data Acquisition System (SCADA) upgrade
- Completed Mechanic Street Pumping Station electrical system upgrades
- Completed Madbury Water Treatment Plant Upgrade Design and started construction
- Completed Water System upgrades in conjunction with the NHDOT on Route 1A in Rye
- Completed Water System upgrades on Tuttle Lane area in Greenland

# Recreation Department

**Director:** Rus Wilson  
**Asst. Dir./Program Coord.:** Barry Foley  
**Spinnaker Supervisor:** Tim Bailey  
**Recreation Supervisor:** Tom Kozikowski  
**Pool Supervisor:** Greig Cronauer  
**E-mail:** Info@CityofPortsmouth.com

**Phone:** 766-1483  
**Fax:** 431-6403  
**Spinnaker Point:** 766-1483  
**Connie Bean Community Center:** 427-1549  
**Pools: Indoor** 427-1546 **Outdoor** 427-0717  
**Web:** www.CityofPortsmouth.com/recreation

The Recreation Department provides diversified and affordable recreation and leisure activities year-round for all segments of our community.

The Rec Department designs programs to serve the varying needs of Portsmouth residents regardless of age, sex, race, income, level of participation, and interest in athletic and non-athletic activities. Some programs are available to non-residents for a fee.

In FY09, the Rec Department launched a "Comprehensive Recreation Needs Study" to evaluate its programming and facilities. Citizens provided input online and at public sessions. The study was scheduled for completion in November 2009.

Currently, the Department serves the community via existing facilities, parks and playgrounds, including:

### Connie Bean Youth Center (Daily)

- Over 1,000 children enrolled in various programs and sports, including leagues for K-12
- Drop-in programs (ping-pong, pool, basketball, etc.)
- Other active and passive programs for infants through seniors.

### Spinnaker Point Adult Recreation Center (Daily)

- 1,400 members, including senior citizens, Portsmouth residents and/or City employees
  - Fitness center for 18+ (equipment, weights, indoor track, basketball court, tennis, volleyball, dance, yoga, tai-chi, pilates, karate, exercise and spin classes, pool, hot tub, sauna, etc.)
- 18+ leagues (basketball, volleyball, ping-pong, etc.)



New hot tub at Spinnaker

### Indoor Pool (Daily, year-round)

- 861 members, including 133 senior citizens
- Lessons to 800 children, plus 160 on swim teams
- Hosted regional annual Special Olympics meet



Lining up for soccer

### Peirce Island Outdoor Pool (Daily/9 weeks)

- Free lessons to over 700 residents
- Hosts annual Water Carnival, over 500 participants
- 24,000 visits for open swim, averaging 377 per day

### Summer Programs/Camps (9 weeks)

- 450 children (50 per week) in Summer Day Camp
- 1,000 children participate in other programs and sports camps (basketball, soccer, baseball, field hockey, softball, cross-country, golf, volleyball)

### July 4th Holiday Fireworks

- \$22,000 display drawing 30,000-40,000 people

### Other Special Programs

- Monthly Middle School dances
- School year vacation camps
- 16 senior citizen day trips
- Family Halloween, Father/Daughter & Mother/Son Dances; Easter Egg Hunt
- Peirce Island Boat Launch
- Greenleaf Rec Center/Skateboard Park: gym, game & meeting rooms; classes; FRIENDS program; etc.



Annual Mother-Son Dance

## School Department

**Superintendent:** Dr. Robert J. Lister (FY10: Edward McDonough)

**Asst. Superintendent:** Stephen Zadravec

**Business Administrator:** Stephen T. Bartlett

**Student Services Director:** Paulette Hoeflich (FY10: Paula Wensley)

**School Nutrition Director:** Patricia Laska

**Title 1/Reading Director:** Joanne Simons

**Technology Director:** Susan Birrell

**E-mail:** Info@CityofPortsmouth.com

**Web:** www.CityofPortsmouth.com/school

**Central Office:** 50 Clough Drive

**Phone:** 431-5080 **Fax:** 431-6753

**Portsmouth Early Education Program (PEEP):** 422-8228

**Dondero Elementary:** 436-2231

**Little Harbour Elementary:** 436-1708

**New Franklin Elementary:** 436-0910

**Middle School:** 436-5781

**High School:** 436-7100

**Portsmouth Alternative Secondary School (PASS):** 427-2901

**School Board:** Dr. Mitchell Shuldman (Chair), Sheri Ham Garrity (Vice Chair), Kent LaPage, Ann M. Walker, Dexter R. Legg, Elizabeth (Lisa) Sweet, Rebecca Emerson, Leslie Stevens, and Patrick Ellis. Brendan Ristaino served as vice chair through November but resigned because of a move out of state. He was replaced by Ellis.

The School Department's mission is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.

Thanks to the Department's many competitive grant awards, the per pupil cost based on the New Hampshire Department of Education's allowable tuition formula is \$13,786.86.

Of that, 77% was paid by taxpayers through local and statewide education taxes, with the remaining 23% funded by tuition, other non-tax revenue, and state and federal sources.

Portsmouth teachers pride themselves on providing personalized education for every student. Over the years, the School Department has protected direct instruction to children by maintaining reasonable class sizes, especially at the elementary level.

In grades 6-8, teachers use a teaming approach that allows them to record the progress of each child by addressing physical, personal, academic and social needs.

At the high school level, students are provided with a rich curriculum that allows them acceptance into the nation's best colleges and universities. A total of 77% of the Class of 2009 went on to post-secondary programs.

For the 2008-2009 school year, 501 full-time and part-time employees provided administration, instruction and support to 2,877 students in a preschool program, three elementary schools, a mid-



*At the reading table*

dle school, an alternative secondary school, and a high school that is also a regional vocational center.

The Department works closely with SAU 50, which serves Rye, Greenland, Newington and New Castle. Students from SAU 50 towns represented 36 percent of the high school's pupils in 2008-2009.

### 2008-2009 School Year Highlights

- After a lengthy search process, Wells-Ogunquit Community School District Superintendent Ed McDonough was named to replace retiring superintendent Dr. Robert J. Lister
- The School Board renamed the Portsmouth Alternative Secondary School to the Robert J. Lister Academy in honor of Dr. Lister
- Completed work on a 5-year plan for program development and curriculum revision
- Completed 3-year Technology Plan
- The ESL (English as a Second Language) Program provided direct instruction to 46 students, encompassing 17 different languages
- The school system was awarded \$1,687,777 in federal, state, and local grants to assist in enhancing student achievement, lowering class size, instituting innovative programs, and providing professional development



*New Franklin students*



## Portsmouth Public School Statistics

	2007-2008	2007-2008 State Ave.	2008-2009	2008-2009 State Ave.
<i>Cost per pupil</i>			<u>Available</u>	<u>Available</u>
Elementary	\$14,331	\$11,507	Sept. 2009	Jan. 2010
Middle	\$14,192	\$10,640	Sept. 2009	Jan. 2010
High School	\$13,085	\$10,877	Sept. 2009	Jan. 2010
<i>Students eligible for Free &amp; Reduced Meals</i>	20.0%	19.5%	20.7%	20.8%
<i>Total budget (all funding)</i>	<u>\$39,369,960</u>		<u>\$40,220,240</u>	
<i>High School dropout rate</i>	1.70%	2.5%	1.6%	<u>Available</u> Dec. 2009

### *A brief look at some of the activities at Portsmouth Schools....*

**Dondero** – Magic show raised funds to integrate environmental studies into school's curriculum - Chess Club won the Seacoast Chess Tournament - Student Leadership Team conducted two drives during Spirit Week (one for lightly used stuffed animals for families in crisis and another raising funds to provide summer camp scholarships for students) - art show in Smart Screens Week - 3rd-grade students grew plants as part of their community service project to be distributed for Adopt-a-Spot locations - 2nd-grade class collected coins for a classmate to participate in Cancer Society's Relay for Life.

**Little Harbour School** – 5th grade performed the play “Mulan” three times - 4th & 5th grade art show with 140 works of art - Spaghetti Supper and Silent Auction raised \$13,000 for Environmental School and other PTA projects - hosted school-wide Science Day - 2nd-grade teachers raised funds to install four white boards in 2nd-grade classrooms - 95% of LHS 1st-graders are reading on grade level - 38% grades 2-5 students scored Proficient with Distinction in mathematics on state assessment - 82% of students were proficient in math - 5th grade Living History Museum - 35 students in band and 140 students in chorus.

**New Franklin** – Storm drain stenciling (Grade 4) promoting awareness about chemical runoff - North Mill Pond mussel planting/restoration project (Grade 5) - Woodbury Manor Retirement facility clean-up (Grade 3) - Vernal Pool Clean-up (Grade 1) - Birdhouse building for playground (Grade 2) - Flower planting and playground clean up (Kindergarten) - NF Boys Basketball team won the elementary championship - Grade 5 student circus for the school with Gary the Clown - fielded first Destination Imagination Team - Student Council Food Drives for Salvation Army - 18% increase in math proficiency by the NECAP indicator over the past two years—Grades 3-5 Chorus performed at the All-City Concert.

**Middle School** – 5 students achieved “Distinction” honor in math and/or reading portion of Johns Hopkins University’s Center for Talented Youth program - 8th graders went to NYC - Platinum award at Great East Festival for 7th and 8th grade chorus and a Gold medal for the band - 6th-grader went to the Geography Bee state finals - 8th grade World of Work Week - 8th grade French students travel to Quebec City - Middle School Art Club (for students in grades 6-8) held a 9-week session with guest artist Roger Goldenberg, who hosted an art show of their work at his studio that also was displayed at the Library

**High School** – Top 10% of all NH high schools - 257 seniors graduated and earned over \$125K in scholarships - low dropout rate of 1.6% - Student Council Auction for endowment fund raised \$20,000 - two plays: “Peter Pan” and “You’re a Good Man Charlie Brown” - Athletic honors: state championships for girls’ volleyball, boys’ basketball, girls’ tennis, baseball and softball; football team state finalist and girls’ winter track and field state runner-up - 1st-place student at Skills USA NH State Culinary Competition - World Language Festival - Band earned Gold medals at Maine Band Directors Association and New England Scholastic Band Association finals, Percussion Ensemble won a silver medal in the Winter Guard International Percussion Finals Competition in Dayton - began National Honor Society for Technical Education.

### *Where New PHS Graduates Go*

	Class of 2008	Class of 2009
4-year colleges	62%	61%
2-year colleges	11%	13%
Other	4%	3%
Armed Forces	1%	1%
Employment	22%	20%



*State Championship Baseball Team*

## Welfare Department

**Director:** Keith Bates  
**Case Technician:** Ellen Tully  
**E-mail:** info@CityofPortsmouth.com

City Hall Room 206  
**Phone:** 610-7267  
**Fax:** 427-1594

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

It provides assistance to qualified individuals and promotes independence through guidance and referrals. In addition, the Department actively participates in local social services networks.

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

In Fiscal Year 2009, the City Welfare Department took applications from 316 individuals and families and assisted 264 cases, 64 more cases than in FY08. In addition, 52 applicants were found ineligible and/or were referred to other local sources of assistance to meet their needs.

The FY09 total general assistance expenditure was \$229,820. While the number of assisted cases increased by 32%, the Department was able to limit the dollar increase to just 12%, \$24,481 more than the prior year. The assistance breakdown was:

	<i>FY08</i>	<i>FY09</i>
Couples	22	30
Single females	33	46
Single males	42	76
Single parents	61	74
Couples with children	36	32
Single widows/widowers	4	6

Welfare recipients may be required to apply for other programs, make specific payments with their income, work for the City as reimbursement, and/or to document an active job search.

While most welfare recipients are unable to do so, the law requires them to make reimbursements



*Director Keith Bates and Technician Ellen Tully*

for City assistance when they are financially able. In FY09, the Welfare Department collected \$25,994 in reimbursement revenue— just under 11% of the general assistance expenditure—from liens, reimbursements from recipients and government entities, and service fees from other communities.

Welfare Department services include:

- Determining qualified applicants, processing requests for service and making referrals;
- Administering emergency assistance vouchers based on New Hampshire law and the Welfare Guidelines adopted by the City Council;
- Monitoring changing federal/state law and regulations;
- Facilitating the responsiveness of other agencies to Welfare Department referrals; and
- Advising the City Manager on appropriate City-administered grant funding to local social services agencies.

In FY09, the City allocated \$198,460 to 23 local agencies to provide service to Portsmouth residents in Fiscal Year 2010.

### Welfare Expenditures

	<i>FY 2008</i>	<i>FY2009</i>
Food	\$7,404	\$3,859
Medical/Prescriptions	\$6,710	\$8,357
Shelter	\$157,816	\$190,838
Emergency Shelter	\$8,436	\$5,611
Utilities	\$12,235	\$14,020
Burials	\$1,500	\$2,250
Fuel Oil	\$4,435	\$1,812
Personal Goods	\$2,356	\$773
Transportation	\$4,145	\$2,300
Other (misc. needs)	\$302	\$0
<b>TOTAL</b>	<b>\$205,339</b>	<b>\$229,820</b>





The Annual Report was produced by Pat Remick.  
Several of the photographs were taken by Jason Page.

