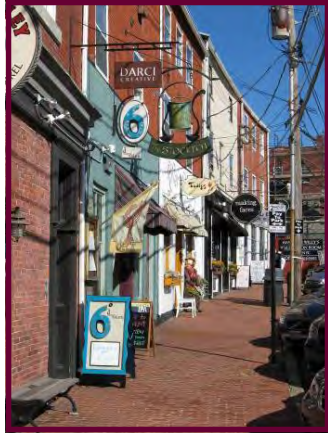


# City of Portsmouth

## New Hampshire



## Annual Report

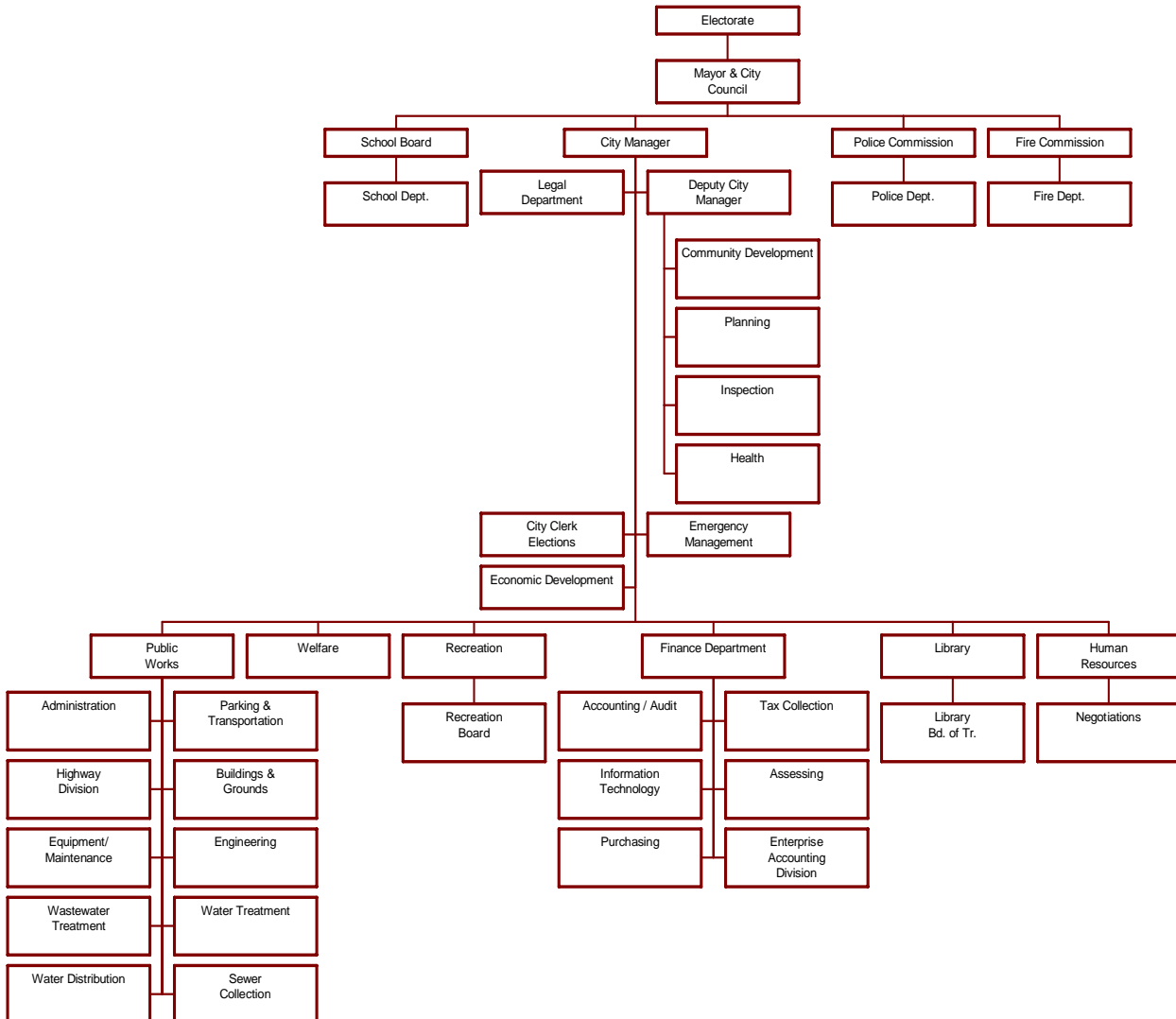
### FY 2010

*July 1, 2009 — June 30, 2010*

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

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

## Mayor and City Council



**Nancy Novelline Clayburgh**  
Assistant Mayor



**Mayor Thomas G. Ferrini**



**Robert Lister**



**Jerry Hejtmanek**

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 2010, a new City Council was seated. Tom Ferrini was re-elected to a second term as Mayor by virtue of garnering the most votes in the Municipal Election the previous November. This is his fourth two-year term on the Council. Nancy Novelline Clayburgh was elected Assistant Mayor for her second term on the Council. Also elected to the Council were Robert Lister (1st term), Jerry Hejtmanek, Eric Spear (2nd term), M. Chris Dwyer (3rd term), Tony Coviello (1st term), Esther Kennedy (2nd term) and Ken Smith (3rd term).

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.

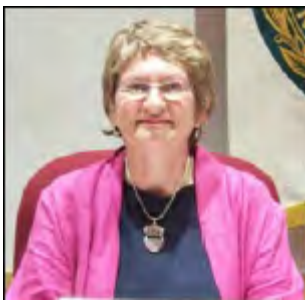
The City Council meets at least twice monthly at 7 p.m. Monday at City Hall. The meetings are broadcast live on local government Cable Channel 22. They are rebroadcast on Wednesdays at 7 p.m., and Sundays at noon and 6 p.m., and also archived at [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com).

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 FY10, the Council held 24 regular meetings, three special meetings, 17 work sessions, a public input session and a retreat. There were 22 meetings, a Committee of the Whole session, 18 work sessions and a retreat in FY09.



**Eric Spear**



**M. Chris Dwyer**



**Tony Coviello**



**Esther Kennedy**



**Ken Smith**

## Mayor and City Council



### *Major Fiscal Year 2010 Initiatives*



- Adopted the first major Zoning Ordinance revision in 14 years
- Adopted a budget of \$86,304,454 for Fiscal Year 2011 (July 1, 2010-June 30, 2011)
- Increased the elderly and disabled property tax exemption income limits for FY2011 to \$33,182 for single and \$40,933 for married, and increased the total assets limit for both to \$110,611 whether single or married
- Authorized the City Manager to finalize and execute the proposed wastewater treatment consent decree with the U.S. Environmental Protection Agency and NH Department of Environmental Services
- Approved an ordinance allowing certified flagging personnel rather than police officers to direct traffic at work sites unless the Police Chief and Department of Public Works Director determine a public safety concern exists
- Authorized a \$37.5 million bond for renovation and expansion of the Middle School, and established a Joint Building Committee to oversee the process
- Incorporated the updated construction codes adopted by the State of New Hampshire into the City ordinances
- Held a Public Input Session on the Indoor Pool
- Established Blue Ribbon Committees on Downtown Events, Operational Efficiencies, and the City Charter
- Named the Training Room at the new Fire Station 2 in honor of retired Deputy Chief George Pierce
- Held work sessions on a number of topics, including the revised zoning ordinance, parking Master Plan, sustainable practices recommendations, City Charter revision, the tax rate, budget, contract negotiations, and a Zoning proposal for a Continuing Care Retirement Community (CCRC)
- Authorized application for approval of the Pease Tradeport as an Economic Revitalization Zone (ERZ)
- Appropriated \$867,229 for the State Street Utilities and Road Upgrade Project
- Authorized a \$1.8 million bond for citywide improvements and \$500,000 for school facilities improvements
- Approved an ordinance prohibiting vending from municipal parking spaces other than three designated locations
- Adopted a policy regarding public gatherings in Market Square
- Expanded Spinnaker Point Rec Center membership to allow those who own property or work in Portsmouth
- Authorized the City to enter into a 10-year lease for a 200-space parking lot built and financed by Portwalk
- Established a Cable Television Public Access Charitable Trust
- Accepted a number of grants, including: \$712,605 for a Community Development Block Grant; \$100,000 from the NH Department of Environmental Services to design a new culvert/inlet structure for the North Mill Pond; \$40,000 from NHDES to reconstruct a seawall at the Mechanic Street Pump Station property; \$83,456 in grants from the NH Department of Health and Human Services to fund ongoing H1N1 planning and emergency preparedness; \$70,000 from NH HHS to fund ongoing work for the Greater Portsmouth Public Health Network; and \$80,000 from the U.S. Department of Justice to replace a crime scene van



## City Manager

**City Manager:** John P. Bohenko

**Executive Assistant:** Ann Sharpe

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

City Hall Room 431

**Phone:** 610-7201

**Fax:** 427-1526

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

I am pleased to present this Fiscal Year 2010 Annual Report to the citizens of Portsmouth.

Despite persistent financial challenges linked to a faltering national economy, Portsmouth continues to be a vibrant city attractive to both businesses and tourists. It was named one of “America’s Prettiest Towns” by ForbesTraveler.com and one of the Top 25 arts destinations for small cities by American Style Magazine in FY10.

In addition, the unemployment rate remained below State and National averages. The Pease International Tradeport—home to over 40% of Portsmouth’s office space and responsible for 96% of the city’s net growth in employment—was a major driver of our economic engine and generated \$4.6 million in tax revenue for the City.

However, other City revenues were not immune to the fallout from the struggling economy, leading to a difficult process as we sought to establish a budget that minimized negative impacts on the greatest majority of citizens, both in terms of the tax rate and services. The situation would have been even more complex had the City not continued to pursue its long-term financial policies to promote stability and predictability.

Those efforts were again recognized when the City’s high bond ratings were affirmed by both Standard and Poor’s Rating Group and Moody’s Investors Service, resulting in substantial savings to our taxpayers due to reduced borrowing costs. Both bond rating agencies cited the City’s strong financial management.

The Municipal, Police, Fire and School Departments were awarded over \$4.2 million in stimulus funding under the American Recovery and Reinvestment Act (ARRA), allowing the City to undertake and continue worthy projects without impacting the tax rate.

Also in FY10, the City gained a new Police Chief, Superintendent of Schools, and a new Fire Station 2 that is expected to become NH’s first to receive LEED (Leadership in Energy and Environmental Design) certification. Work also began on the new energy-saving water treatment plant in Madbury and a design was approved for the \$37.5 million expansion and renovation of the Middle School with energy efficiency in mind.



*City Manager John Bohenko*

The City continues to search for ways to be more sustainable and in FY10, extended the effort to our citizens through a friendly competition with Keene and Portsmouth inspired the most residents to participate in the New England Carbon Challenge. In addition, the City used a grant to offer water-saving rain barrels to Portsmouth water customers at a substantially reduced price.

The City also implemented its first Zoning Ordinance revision in 14 years, finalized an extensive Comprehensive Recreation Needs Study, and worked to develop a plan to improve the City’s wastewater treatment in accordance with state and federal regulations. In addition, we implemented online payment of parking fines, property taxes, and water and sewer bills, and completed a waterfront park on Ceres Street.

Major infrastructure projects launched in FY10 included the State Street Utility Upgrade and Street Improvements and the Bartlett Area Sewer Improvements.

### 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 2010, the Council adopted an \$86 million budget for all departments to provide services in Fiscal Year 2011.

The City views this annual budget document as a means to communicate with our citizens. Other vehicles include the City Web site, electronic “Community Newsletter,” use of “study circles” for citywide issues, and Channel 22 to broadcast meetings and events.

I invite you to learn more about the City’s many FY 2010 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 **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*

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: Elias Abelson*

## Boards and Commissions

The **Operational Efficiencies Blue Ribbon Committee** is charged with determining operational efficiencies for all departments of City government and reporting to the City Council with findings and/or recommendations for operational efficiencies prior to the commencement of the Fiscal 2012 budget process.

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



*City Clerk Kelli Barnaby and Deputy City Clerk Valerie French review paperwork*

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 2010, the Department’s three employees processed 5,448 requests for vital records, compared to 5,410 in FY09.

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, 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

## City Clerk Statistics

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
<i><b>Births: Total</b></i>	<i><b>602</b></i>	<i><b>579</b></i>
Portsmouth residents	153	131
Non-residents	449	448
<i><b>Marriages: Total</b></i>	<i><b>260</b></i>	<i><b>291</b></i>
Couples with city residents	76	75
Couples with no residents	184	216
<i><b>Civil Unions: Total*</b></i>	<i><b>15</b></i>	<i><b>4*</b></i>
Couples with city residents	7	2
Couples with no residents	8	2
<i><b>Deaths: Total</b></i>	<i><b>308</b></i>	<i><b>319</b></i>
Portsmouth residents	150	168
Non-residents	158	151
<i><b>Permits &amp; Licenses: Total</b></i>	<i><b>2,226</b></i>	<i><b>2,491</b></i>
Dog Licenses	1,977	2,248
Other Licenses & Permits	249	243
<i><b>Election Ballots:</b></i>		
Municipal Election 11/3/09		3,904
Absentee		155
<b>Total Ballots Cast</b>		<b>4,059</b>

*\* “Civil unions” were discontinued 12/31/09 when same sex marriage became legal in NH.*

Boards and Commissions on a continuing basis and administers the “Oath of Office” to all appointees.

Portsmouth residents cast a total 4,059 ballots on Nov. 3, 2009, in the City’s Municipal Election to elect nine new City Council members, five School Board members, and two people each to the Police and Fire Commissions.

## Community Development

**Director:** Cindy Hayden (David Moore in FY11)  
**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.

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 2010, Community Development Block Grant funds were used for the following activities and projects:

**Housing Rehabilitation Program:** Four families received loans to repair code deficiencies (plumbing, heating, electrical and other problems) in their homes. The program provides low-interest and deferred loans to property owners who meet HUD low and moderate income guidelines.

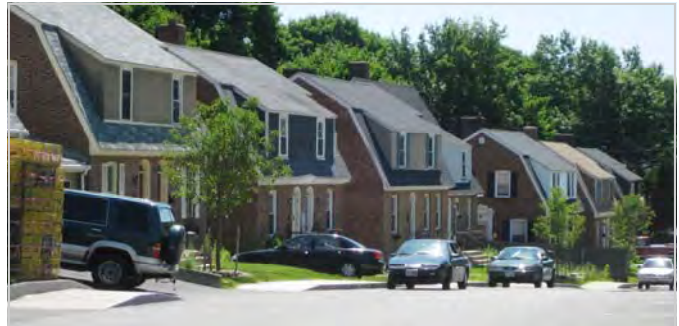


*Housing Rehab Program project*

**Residential Accessibility Program:** One family received a grant for accessibility improvements to help them remain independent in their home. Typical modifications include widening doorways, building ramps, installing lifts, and making bathrooms accessible.

**Public Service Agency Grant Program:** A total of \$112,000 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.

**Public Facilities Improvements:** The CD Department completed *Phases II and III of the Raleigh Way Streetscape Improvement Project*, which included the installation of new sidewalks, granite curbing, and street trees as well as water, sewer and



*Completed Raleigh Way streetscape improvements*

drainage improvements.

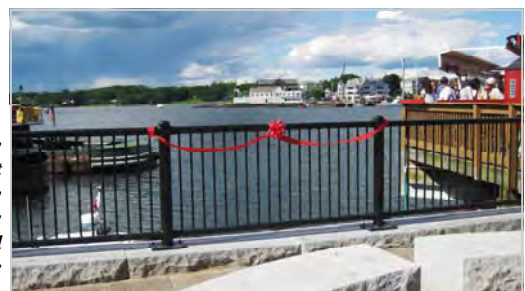
The City provided a total of \$120,000 in CDBG grant funding for the renovation of the *Cross Roads House Emergency Shelter* on Lafayette Road, which was completed in 2009.

The CD Department worked closely with the Portsmouth Housing Authority on the renovation of the former Lafayette School Building into the *Lafayette School Senior Apartments*, which opened in August 2009. The project, which was funded in part with \$150,000 from CDBG, received a Preservation Achievement Award from the NH Preservation Alliance.

Additional CD Department FY 2010 projects funded through non-CDBG sources include:

**Waterfront Park at Ceres and Bow Streets** – CD staff worked closely with multiple City departments to create the new Waterfront Park at the corner of Bow and Ceres Streets.

**Recreation Needs Study** – In cooperation with the Recreation Department, CD staff coordinated a recreation needs study that focused on the City’s future needs for recreational fields and facilities, and included various opportunities for public input.



*The new Waterfront Park at Bow and Ceres Streets opened in June*

## 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 2010, the City's Economic Development Commission accomplished the following:

- Completed and disseminated the Islington Street Improvement Action Plan. Included in the plan are recommendations for improved circulation, pedestrian and vehicular safety, and opportunities for cultural and economic development activities.
- Advocated in a joint meeting with the City Council for additional municipal parking facilities to support responsible development of the Northern Tier and Central Business District.
- Co-sponsored a community forum by Dan Houston of *Civic Economics* on the benefits of buying local.
- Continued the practice of offsite visitation to significant employers to discuss workforce needs, business concerns and growth opportunities. A visit was made to Salient Surgical Technologies.
- Recommended to the City Council a modification to the Group Parking License Policy to make the Central Business District more attractive to companies looking to locate corporate headquarters downtown.
- Successfully applied for the designation of two distinct zones as *Economic Revitalization Zones*, entitling businesses within the zones to valuable state tax credits that can be used against their Business Profit Taxes and Business Enterprise Taxes.
- Extended the annual partnership with the Chamber of Commerce for tourism and business promotion.
- Extended the partnership with Art-Speak, the City's cultural commission, to implement the Cultural Plan and advocate for the local creative economy.
- Participated in Rockingham Economic Development Commission's Comprehensive Economic Development Strategy (CEDS) process.



*One of Portsmouth's many downtown events*



*Concept image of Islington Street streetscape improvements*

In addition, the ED Office managed the City Council's referral on development of a commercial flag policy and participated in the Mayor's Blue Ribbon Committee on Downtown Events, which was formed to make findings on the pros and cons of downtown events and the impact of such events on downtown life and economic activity within the city. Web content was developed to explain the process for holding an event in the city. In addition, an online calendar was posted on the City's Web site for events requiring City Council approval and municipal participation, such as street closures, etc.

The ED Manager'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:** Kristin Regis  
**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



*Collections Clerk Cathy Strang conferring with Revenue Administrator Kristin Regis*

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.

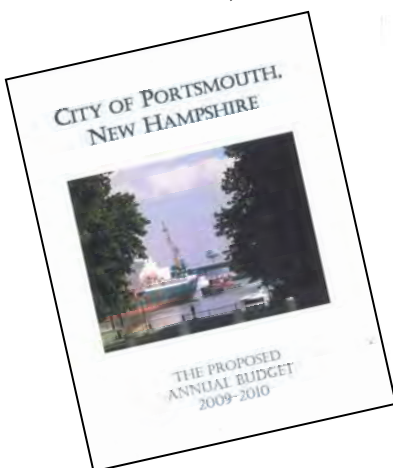
The City's Annual Budget Document and Comprehensive Annual Financial Report (CAFR) can be found on the City's Web site.

In FY10, the total assessed value of Portsmouth's residential and commercial property was \$3.8 billion, up \$26 million from the previous year. The NH Department of Revenue Administration approved a tax rate of \$17.09 per \$1,000 valuation:

- Municipal, \$8.01
- School District, \$5.72
- Statewide Property Tax, \$2.32
- Rockingham County, \$1.04

### *Fiscal Year 2010 Department Highlights*

- The City launched online payment processing of municipal bills—property taxes, water/sewer bills and parking fines—as a convenience for citizens.
- Standard & Poor's Rating Group affirmed the City's AA+ bond rating while Moody's Investors Service affirmed its Aa1 rating, saving taxpayers thousands in reduced borrowing costs.
- The City received its 4th consecutive ***Distinguished Budget Presentation Award*** for the FY 10 Proposed Budget Document from the Government Finance Officers Association of the U.S. and Canada. This continued Portsmouth's status as NH's only municipality to receive the highest form of recognition in governmental budgeting for its proposed budget document.
- To date, the City has received 16 ***Certificates of Achievement for Excellence in Financial Reporting*** for its Comprehensive Annual Financial Report (CAFR). The CAFR for the Fiscal Year ended June 30, 2009, was submitted to GFOA and was still under review at the end of FY10.



## Assessing Division

**Assessor:** Rosann Maurice-Lentz  
**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

**The 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. The FY2010 revaluation of all properties within the City is scheduled to be completed by September 2010. The values will represent approximately 100% of market value as of April 1, 2010, for the tax bills in FY2011.



*Lisa Siegel and data collector Aaron Doe in the Assessor's Office*

The City's FY10 commercial market activity within the Pease Tradeport and downtown Portsmouth office market illustrated continued desirability for tenants looking to relocate. Residential sales volume increased slightly, with the single-family median sales price declining less than 5%. The NH Department of Revenue overall median ratio increased slightly from 91.6% to 94.2%, indicating a decline in value between 2008 and 2009 of 2.6%.

The City's foreclosure activity increased slightly from 13 to 18 properties. There were approximately 831 foreclosures in NH, of which 2.17% were in Portsmouth.

The City offers property valuation exemptions for qualified elderly and disabled citizens. For FY10, the City Council had approved elderly and disabled exemptions of \$32,589 for single taxpayers and \$40,201 for married couples. Total assets for both exemptions were \$108,634, whether single or married.

In FY10, the City Council increased income and asset limits for FY11 for both the elderly and disabled exemptions to \$33,182 for single taxpayers and \$40,933 for married couples. Total assets for both exemptions increased to \$110,611. Applications are available on the City's Web site.

### Top 10 Taxpayers in Fiscal Year 2010

Public Service Co. of NH	Utility	\$162,062,011
HCA Health Services of NH	Hospital/Office	48,266,300
Liberty Mutual Insurance Co.	Office	39,410,400
TGM Beechstone LLC	Apt.	36,550,800
Harborside Assoc.	Hotel	23,624,700
DSQ Holding LLC	Retail	20,898,500
Inishmaan Assoc. Ltd. Ptnshp.	Apt.	20,450,800
Bromley Portsmouth LLC	Retail	19,938,800
Harbour Place Group LLC	Office	18,623,500
Bed Bath & Beyond Inc.	Retail	17,070,100

## Tax Collection Division

**Revenue Administrator:** Kristin Regis  
**Deputy Tax Collector/Office Manager:** Edward Gioioso  
**Collections Clerks:** Kate Nesman, Cathy Strang  
**E-mail:** Info@CityofPortsmouth.com

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

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

**The 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.

	<i>FY09</i>	<i>FY10</i>
Property tax bills	8,375	8,320
Warrant amount	\$63,263,633	\$64,136,442
Collected as of 6/30	\$61,031,907	\$61,795,498
Percentage of collection	96.5%	96.4%
Vehicles registered as of 6/30	23,084	23,635

*Tax Collection Division  
 Staff: Ed, Kristin,  
 Cathy & Kate*



Continued from Page 13

## Information Technology Division

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

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

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



*IT Coordinator Alan Brady and Seacoast Computer's Gary Rooney oversee the City Hall server room*

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. In Fiscal Year 2010, the IT Department implemented the new online payments system, new virus protection software, and significantly upgraded financial and revenue software.

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. The IT Division also oversees the recording of live television meetings 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.

## Accounting Division

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

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

**T**he 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.



*Purchasing Coordinator Lori MacGinnis checks bid specifications*

## Fire Department

**Chief:** Christopher J. LeClaire  
**Executive Assistant:** Tracy Freeman  
**Assistant Chief:** Steven Achilles  
**Deputy Chief:** Steven Griswold  
**Fire Commission:** Richard Gamester, Michael Hughes, 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 FY10, the Department responded to 2,570 fire service calls and 2,562 Emergency Medical Service calls. It also provided 1,335 instances of fire prevention, inspection and education services.

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 new Fire Station 2 at 3010 Lafayette Road*

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.

### Fiscal Year 2010 Highlights

- Construction of a new Fire Station 2 was completed in May 2010 and the station was occupied by Fire Department personnel on May 13. A formal dedication and ribbon-cutting ceremony was held June 17, 2010.
- The "Vigilance" monument/fountain, completed in late 2009 and formally dedicated Oct. 15, 2009, now graces the front of the Central Fire Station.



*Five-alarm fire at Beechstone Apartments on June 2, 2010*

Continued from Page 15

**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 staffed and ready to respond to emergency fire and EMS 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.



Dedication of "Vigilance"

**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.

**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), and mass casualties. They also plan for natural and manmade disasters.

The **Fire Prevention and Inspection Bureau** is responsible for all plan 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.



Mass casualty response to Feb. 15, 2010, carbon monoxide leak  
Photo courtesy of Seacoast Media Group

**Fire Department Activity**

<i>Fire service calls</i>	<i>FY09</i>	<i>FY10</i>
Fires/Explosions	78	74
Rescue Calls	1,135	1,292
Hazardous Conditions	225	209
False Calls	590	546
Others	507	449
<b>Total</b>	<b>2,535</b>	<b>2,570</b>

<i>Emergency Medical Service (EMS) calls</i>		
Emergency Transports	1,833	1,837
Service Calls/Non-Transports	614	725
<b>Total</b>	<b>2,447</b>	<b>2,562</b>

<i>Prevention, Inspection &amp; Education Services</i>		
Place of Assembly Inspections	168	165
Fire Inspections	296	322
Fire/Safety Education Classes	83	123
Plan Review	126	120
Investigations	56	61
Environ. Hazards Record Search	7	24
Other	382	520
<b>Total</b>	<b>1,118</b>	<b>1,335</b>



## Health Department

**Health Officer:** Kim McNamara  
**Health Inspector:** Kristin Shaw  
**Public Health Nurse:** Kim Coffey-Philbrick  
**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.

The Health Officer and Health Inspector are responsible for regulating and inspecting over 260 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. The Department issued 279 food service permits in FY10.

In Fiscal Year 2010, the Health Department began development of a more comprehensive database to track specific types of functions for public health calls, WNV/EEE bird calls, complaints, inspections and consultations.

The Department also conducts investigations into fires in restaurants and other food service establishments and responds to a variety of environmental health complaints, including 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 food recalls. The Department maintains information about recalls on its Web page at [www.CityofPortsmouth.com/health](http://www.CityofPortsmouth.com/health).

Health Department staff participate in the Portsmouth Area Emergency Planning Team (PAEPT) and the Greater Portsmouth Public Health Network (GPPHN). The PAEPT and GPPHN respond to regional emergency and pandemic incidents.

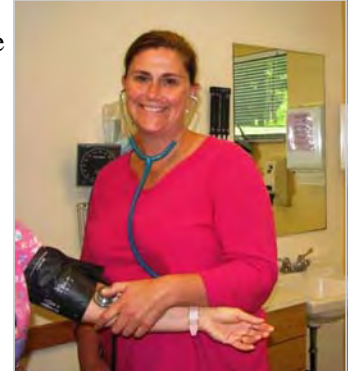
The Department hired a Public Health Nurse in FY10 by utilizing grant funds provided by the Centers for Disease Control and Prevention. This

position coordinates the meetings, trainings, and activities of the Portsmouth Area Emergency Planning Team (PAEPT) in preparation for, and in response to, public health emergencies/disasters and leads the organization of the Greater Portsmouth Medical Reserve Corps.

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.



*New Public Health Nurse  
Kim Coffey-Philbrick*



*Health Inspector Kristin Shaw  
reviews plans for new restaurant*



*Health Officer Kim McNamara checks trailer  
filled with Emergency Planning Team supplies*

# 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 2010 numbered 568 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 FY10, the Department reviewed 1,019 applications to hire 50 full-time and part-time employees for the Municipal workforce. The Department 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.



*Deputy Public Works Director Dave Allen gauges his hand strength at the City employees health fair organized by the HR Department*

employee contracts and represents the City on all employment grievances and arbitrations. In FY10, the HR Department processed eight grievances, compared with 22 the prior year.

The implementation 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.

The Department received a \$3,754 grant to implement a wellness program for employees in FY10 and offered Weight Watchers at Work, chair massages, cholesterol and glucose screenings, and flu shots as part of the program. It also received a \$1,500 grant to purchase a Rhino Post Driver to help prevent shoulder injuries to Public Works Department employees.

In FY10, Human Resources provided leave administration services and consulted with City departments for two long-term disability claims, eight retirements, and 15 Family Medical Leave requests.

The Department also coordinated several training programs and coordinated ergonomic evaluations of seven workstations. It processed 81 work-related claims, and 64 property and liability claims.

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

The HR Department also is involved in risk management, classification and compensation studies, and administering the municipal telephone system.



*Mark Shaw gets a blood pressure check at the employee health fair*

## Municipal Recruitment

	FY08	FY09	FY10
Applications	1,054	1,138	1,019
Hires (FT & PT)	93	67	50
Applicants interviewed	194	120	144
Turnover rate	9.3%	10.22%	5.1%

The Department was involved in renegotiating all 15 collective bargaining agreements expiring on June 30, 2008, for the Municipal, School, Police, and Fire Departments.

In FY10, contracts were ratified for the Professional Management Association, Supervisory Management Alliance, police civilian, school administrators, school clerical, school paraprofessional, food service, and the custodial supervisors unions, bringing to nine the total number of contracts ratified by June 2010.

HR also administers and negotiates seven em-

# 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 2010, the Department processed 845 building permits with a total declared construction value of \$51.2 million. An additional 1,180 electrical and plumbing/mechanical permits were issued.

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 or fire protection systems also requires a permit. Permits are not necessary for reroofing. The Department coordinates and proc-



*Cheryl Newton has been helping Inspection Department customers for 35 years*

esses 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.

- **Construction Completion:** The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical

and/or fire system work meets codes, they issue a Certificate of Occupancy.

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

	<i>FY09</i>	<i>FY10</i>
Building permits		
(including fire protection systems)	833	845
Declared construction value	\$69.1M	\$51.2M
Electrical permits	555	537
Plumbing/mechanical permits	621	643
<b>Total permits</b>	<b>2,009</b>	<b>2,025</b>

Applications for building and sign permits may be submitted during City Hall hours. Forms can be downloaded from the 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.



*Assistant Building Inspector Roger Clum checks a staircase for code compliance*

## Legal Department

**City Attorney:** Robert P. Sullivan

**Asst. City Atty.:** Suzanne M. Woodland

**Asst. City Atty.** (part-time/School Dept.): Kathleen M. Dwyer

**Prosecutor:** Karl Durand; **Asst. Prosecutor** (fee and court-funded): Rena Dilando

**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 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, and a variety of other types of cases (at the end of Fiscal Year 2010, there were 27 open litigation files, 18 of them new in FY10);

Interpreting laws, statutes, regulations and ordinances;

Preparing, reviewing, approving and negotiating contracts, drafting bid documents and Requests for Proposals (51 in FY10), leases, bonds, easements 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, Board of Adjustment and other board meetings as required;

Conducting or overseeing Portsmouth District Court prosecutions on behalf of the Police Department (the FY10 total of 1,301 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

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

The Legal Department devotes one part-time Assistant City Attorney to the School Department to



*City Attorney Robert Sullivan provides guidance to Michael Angstadt, a summer intern from Pace Law School*

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 FY10 were:

- Wastewater Master Planning Clean Water Act compliance support;
- Right-of-way acquisitions for various Public Works projects;
- Assisting the Joint Building Committee with contractual aspects relative to the new Middle School;
- Sign licenses;
- Mobile Vending Ordinance changes;
- Substantial support and review of the new Zoning Ordinance;
- Contract review and support for all Departments;
- Assisting Public Works Department with obtaining relief from Bankruptcy Court pertaining to the City's recycling hauler; and
- Tax litigation cases: Worth Development, McManus/Hebert, Tidewatch Condos, Portsmouth Place Apartments, GJH Property, and LLC/GJB Remainder.

# Library

<p><b>Director:</b> Mary Ann List  <b>Assistant Director:</b> Steve Butzel  <b>Reference:</b> Michael Huxtable  <b>Public Services:</b> Sherry Evans  <b>Youth Services:</b> Susan Laun  <b>Technical Services:</b> Pat Palmer  <b>E-mail:</b> Info@CityofPortsmouth.com</p>	<p>175 Parrott Avenue  <b>Phone:</b> 427-1540  <b>Fax:</b> 433-0981  <b>Hours:</b> Monday-Thursday, 9-9; Friday 9-5:30 p.m.                  Saturday 9-5; Sunday 1-5 p.m. (Sept.-May)  <b>Web:</b> www.CityofPortsmouth.com/library</p>
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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 2010, there were more than 455,800 physical visits to the Library, more than 488,000 items circulated, and over 31,800 reference questions answered.

For the second year in a row, the Library received the highest rating in the state on the HAPLR Index (Hennen’s American Public Library Ratings). Portsmouth registered 845 points on a scale of 1,000 to reach a performance rating in the 98.7 percentile of libraries nationwide.



*Library staff make reading, listening and viewing suggestions*

New online features are Mango Language courses and the Online Newsstand. A simplified version of the Web page now brings the Library’s services to hand-held mobile devices.

Computers provided for public use saw approximately 245 logins per day in FY10. In addition, patrons accessed the Wi-Fi network throughout the building with their own computers or one of two laptops available to borrow from the Library.

The Library’s role as a Community Activities Center grew in FY10 with expanded program offerings for all ages, both educational and entertaining. They ranged from Social Security Workshops to handcrafts, from writing to meditation, and from sports to music, including:

- Visiting authors and sports journalists, including Richard Russo, Bill Littlefield and Jackie MacMullan
- Music series, including 8 performances plus 3 musical conversations with Christopher Hill
- Series with popular films and British film noir
- New Hampshire Humanities Council programs
- Income tax assistance with AARP

In a continuing effort to support literacy in the community, staff taught a variety of short computer classes, introducing basic applications along with offering hands-on workshops on such trends as social networking and beginning digital camera operation. Other classes taught both researchers and casual information seekers to use the powerful databases licensed through the Library.

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
Total Visits	293,772	455,834
Registered Patrons	17,777	18,799
Hours Open Weekly	68.5	68.5

The Library continues to fulfill its five roles in the community, serving as a: **Popular Materials Library, Reference Library, Youth’s Door to Learning, Community Activities Center, and a Community Information Center.**

Library staff endeavor to keep pace with the advancing electronic information scene, offering 24/7 virtual Library service. The NH Downloadable Consortium was expanded to include audio books and E-books, giving cardholders the ability to download books for reading and listening. The Web site was revised to provide ease of access to the rich array of databases available in the Library and remotely. The online catalog was enhanced with new finding aids, in-depth information on titles, and reading suggestions.



*The Reference Department’s Michael Huxtable and Robyn Nielsen are ready to help*

Continued from Page 21



Also in FY10, Youth Services staff provided both individual attention and group programs in fulfillment of the Library's role of Youth's Door to Learning.

- Lap Times, Toddler and Preschool Story Times were expanded to include morning, afternoon and weekend sessions to better serve families.
- Class visits brought Portsmouth schoolchildren to the Library and Youth Services staff members visited the elementary and middle schools.
- Lego Days, Game Days and Crafternoons provided opportunities for older children and teens.
- Book debut parties attracted older teens.
- The Summer Reading Program kept over 500 children and teens reading throughout summer.

In addition, meeting rooms provided space for community groups to meet, conduct business and share ideas. There were 476 group meetings in the larger rooms and individuals used the small study rooms 1,575 times for quiet work or collaborative sessions.



Library Director Mary Ann List confers with Assistant Director Steve Butzel



Youth Services staff select picture books for young visitors

## More Library Statistics

	<i>FY 2009</i>	<i>FY 2010</i>
<b>Total Items Circulated</b>	<b>484,735</b>	<b>488,630</b>
Books: Adult Fiction	80,344	81,434
Books: Adult Non-Fiction	60,615	62,470
Books: Children's	151,343	155,557
Books: Young Adult	15,387	15,447
Audio: Books & Music	49,458	46,538
Video: DVD & VHS	107,734	105,370
Magazines	14,112	13,974
Other	3,025	4,228
Audios downloaded & eBooks	2,717	3,582
<b>Resources Available</b>		
Books	124,920	127,818
Audio: Books & Music	7,761	7,895
Video: DVD & VHS	9,228	9,286
Other	138	138
Magazine & Newspaper		
Subscriptions-Print & Microfilm	417	422
Online Databases	59	58
Downloadable audios & eBooks	1,022	1,016
<b>Reference Questions</b>		
Adult	17,056	18,588
Children	11,594	13,265
<b>Total</b>	<b>28,650</b>	<b>31,583</b>
<b>Program Attendance</b>		
Adults	2,771	6,621
Children	8,226	9,520
<b>Total</b>	<b>10,997</b>	<b>16,141</b>
<b>Study Room Use</b>	<b>1,352</b>	<b>1,575</b>
<b>Meeting Room Use</b>		
Community Groups	379	412
Library Programs	635	858
Other Municipal Departments	59	53
City Schools	12	11
<b>Total</b>	<b>1,085</b>	<b>1,334</b>

# Planning Department

**Director:** Rick Taintor  
**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 Department is responsible for long-range planning and day-to-day land use regulatory functions, including:

- Preparing the Master Plan and the annual Capital Improvement Plan;
- Maintaining and updating land use ordinances and regulations in conformance with the Master Plan;
- Conducting studies and preparing plans relating to land use, development and environmental protection;
- Determining compliance with land use regulations;
- Coordinating the review of applications for subdivision approval, site plan approval, zoning variances, and other land use permits and approvals;
- Reviewing requests for zoning changes and use of municipal property, and making recommendations to appropriate local authorities;
- Providing technical assistance and support to local land use boards;
- Coordinating with other City departments and state and federal agencies on issues related to land use and development.

In Fiscal Year 2010, the City Council enacted the first major Zoning Ordinance revision in 14 years, and the Planning Board adopted the first comprehensive revision to its Site Plan Review Regulations in over 20 years.

The new Zoning Ordinance and Site Plan Review Regulations were the culmination of three years of work by the Planning Department and Planning Board, as well as substantial public input. The goal was to make the City's land use regulations more user-friendly and to implement the resource protection, sustainability, economic development, land use and housing goals in the City's 2005 Master Plan.



*The Planning Department's Peter Britz, Rick Taintor and Lee Jay Feldman review zoning maps*

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

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

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
Site plan review applications	24	29
Subdivision applications	8	6
Conditional use applications	4	13

The **Board of Adjustment** hears and decides requests for variances from terms of the Zoning Ordinance, special exceptions as allowed by the Ordinance, and appeals of administrative decisions made by staff.

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
Variance requests	78	113
Special exception requests	3	14
Equitable waiver requests	1	0
Appeals of administrative decisions	5	3

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

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
Public hearings	102	90
Work sessions	27	24

The **Conservation Commission** is charged by statute with the protection and proper utilization of the City's natural resources. It makes recommendations to the Planning Board and the New Hampshire Department of Environmental Services.

	<i><b>FY09</b></i>	<i><b>FY10</b></i>
State wetlands permit applications	17	10
Conditional use applications	4	13

# Police Department

**Chief:** David “Lou” Ferland  
**Deputy Chief:** Stephen DuBois  
**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 Police Department’s mission to prevent crime, preserve order and protect the lives, rights and property of all Portsmouth residents, business owners and visitors has continued for more than 350 years.

The Department’s origins 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.



*Responding to a call*



Today the Department is comprised of 67 sworn full-time officers, 25 auxiliary officers and 22 civilian employees.

Portsmouth Police embrace a community-focused, problem-solving proactive model. In the past year, officers and staff responded to:

- 34,032 calls for service
- 1,264 arrests
- 117 DWI arrests
- 169 felony arrests
- 233 protective custody arrests (people so drunk they cannot care for themselves)
- 1,069 property damage accidents (down 8.9%)
- There have been no alcohol-related fatalities for the past 10 years
- 105 personal injury accidents
- 86 drug/narcotics arrests

- 16 rapes
- 38 disorderly conduct arrests
- 32 credit card fraud incidents
- 44 impersonations (includes identity theft)
- 141 thefts from motor vehicles
- 78 burglaries (buildings/homes)
- 6,897 motor vehicle stops
- 1,822 traffic enforcement calls
- 815 traffic citations issued
- 967 park and walks
- 661 noise complaints
- 2,031 legal documents served (i.e., subpoenas, and domestic violence or trespassing orders)
- 195 felony indictments/prosecutions
- Over 100 warrants
- 2 underage drinking parties; 11 arrests
- 11 people arrested for selling alcohol to minors

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



*Neighborhood “Coffee Talk” with Chief David “Lou” Ferland*



*Officers Chris Worthington and Chris Kibert received the Beyond the Traffic Ticket Award*



*School Resource Officer & Detective Rochelle Jones interacts with PHS students*



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

- Reverse 911 Community Notification System to alert citizens to citywide and neighborhood emergencies
- *Internet Crimes Against Children investigations: Statewide task force leaders with detectives trained for online computer investigations and forensic computer analysis*
- Launched Neighborhood Coffees with the Chief, Twitter and Facebook pages to increase public outreach
- *Increased crisis intervention training to help the mentally ill and fully established a Mental Health Court*



Checking a motor vehicle

- Trial prescription drug take-back program
- *Monitoring of registered 120 sex offenders*
- Crime Stoppers tip line
- *National Night Out against Crime:*

*17 neighborhoods took part in 14th annual event*

- Downtown walking beats, bicycle patrols, motorcycle patrols and increased directed patrols
- *Alcohol tip line and alcohol awareness classes*
- Alcohol over-service warning letters to businesses that last served those arrested for DWI or taken into protective custody
- *Alcohol compliance checks to ensure liquor license holders are not selling alcohol to minors*
- Narcotics investigations, and Drug Recognition Experts trained to detect those under the influence
- *Cyber stalking/harassment prevention*
- Gambling investigations
- *Seacoast Emergency Response Team (SERT): regional SWAT team for 11 communities*
- Police K-9 dogs Wess and Titan; Officer Kinsman and K-9 Titan completed "Good Citizen Test" by American Kennel Association



Officer Eric Kinsman & K-9 Titan; Captain Andreas Schaefer from Germany; and Officer Scott Pearl & K-9 Wess

- *Laptop computers in cruisers allow officers to remotely access files and records, and complete reports, so they spend more time in the field*



Taking a suspect into custody

- In-service training, such as defensive driving, sexual harassment prevention, use of force issues and legal updates
- *Special events management and security, including a visit by President Obama*
- Emergency Communications Center (45,000 calls annually): dispatches PPD, fire, ambulance and emergency public works operations
- *Child safety seat installation program: assisting the public with correct installation in vehicles*
- 3rd Annual Citizen Police Academy to learn more about PPD and police work, in general
- *Selective traffic enforcement and education (STEP): using message boards, stealth stat and directed patrols to prompt safer driving habits*
- Crime prevention surveys: detectives suggest ways to better protect homes & businesses
- *Operation ID: help the public document valuable property*
- Homelessness outreach: proactively assisting homeless in finding services and shelter
- *PAL (Police Athletic League) Basketball*
- Law Enforcement Torch Run for Special Olympics
- *Law Enforcement Explorers (N.E. Post of the Year and 1st Place Explorer Weekend Challenge)*



- Senior Citizen Spaghetti Dinners
- *Officers Chris Worthington and Chris Kiberd received state Beyond the Traffic Ticket Award*
- Detective Kristyn Bernier received the Porch Light Award from Sexual Assault Support Services

## Public Works Department

**Director:** Steven F. Parkinson, P.E.  
**Deputy Director:** David S. Allen, P.E.  
**City Engineer, Water/Sewer:** Peter Rice, 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.

In Fiscal Year 2010, the **Water Division** saw work begin on the Madbury Water Treatment Plant, which has been designed with sustainable features to meet future drinking water needs.

Implementation of the Automated Meter Reading (AMR) system continued, allowing for monthly billing and “real time” information about demand. When complete, it will include all 8,000 meters in the Portsmouth water system that also serves Newington, New Castle, and parts of Rye, Greenland, Madbury, Dover and Durham.

Customers also were offered the opportunity to purchase rain barrels at half-price, thanks to federal stimulus funding, to capture rainwater for later use. By the end of FY10, 675 barrels had been distributed.

The **Water Division** also is responsible for:

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

In FY10, the **Sewer Division** completed a three-volume draft Wastewater Master Plan to identify and study feasible alternatives for treatment plant and collection system upgrades. The draft was submitted to State and Federal agencies as required by a consent decree. The Division also began work on one major sewer separation project on State Street and another in the Bartlett and Islington Streets area as part of the Long-Term Control Plan for Combined Sewer Overflows.

The **Sewer Division** also is responsible for:

- Two wastewater treatment plants: one on Peirce Island (4.8 million gallons daily) and the other on the Pease Tradeport (1.2 million gallons daily)
- 100 miles of sanitary sewers & 20 pump stations
- 6,221 service connections (98% of all residential



*Fire hydrant installation*

and commercial properties)

- Installing new mains and cleaning catch basins

The **Highway Division** maintains all City streets and sidewalks, as well as municipal parks, playgrounds, recreation facilities and 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:

- Provided 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 and yard waste
- Maintains a drop-off Recycling Center offering disposal of a variety of items, including electronics, tires/batteries, and motor oil/cooking oil
- Holds Household Hazardous Waste Collection Days twice annually

The **Parking & Transportation Division** 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 448 electronic and 31 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
- 115 full-time employees, 20 part-time
- 150 pieces of equipment

## Top Fiscal Year 2010 Infrastructure Improvements

### Highway Division

- Market Street sidewalks reconstructed from Deer to Bow Streets, including brick sidewalks and period lighting.
- Raleigh Way Streetscape Project Phase II completed: sidewalks, drainage, water, sewer, curbing, trees & paving.
- Completed Gates Street area reconstruction project: curbing, brick sidewalks, drainage, sewer, water & landscaping
- Rte 33 bridge replacement project substantially completed: replacement of railroad bridge, new drainage, paving, signage, landscaping, trees, sidewalks and signalized intersections from Peverly Hill Road to Borthwick Avenue
- Completed the construction of LEED-eligible Portsmouth Fire Department Station 2
- Completed pavement improvements to various streets citywide
- Completed construction of the Middle Street Sidewalk Improvement Project Phase II
- Completed Peirce Island Bridge Rail Replacement Project
- Completed interim repairs to the Sagamore Bridge
- Constructed new waterfront park on Ceres Street and reconstructed the Ceres Street seawall
- Reconstructed brick sidewalks on Deer Street, High Street and Commercial Alley
- Constructed new Market Street sidewalk/bike lane from Port Authority to Michael Succi Drive



*Pipe installation*

### Engineering

- Completed design for improvements to South Street and Lafayette Road Intersection
- Began the design process for the replacement of Sagamore Bridge on Route 1A
- Initiated design of improvements to Islington Street/Spinney Road intersection
- Initiated design of streetscape improvements in McDonough Street Area
- Initiated design for storm drain improvements in Maple Haven area
- Completed citywide traffic signal inventory project
- Completed design for replacement of Hanover Street stair tower at High/Hanover Parking Facility
- Initiated design of the Concord and Porpoise Way Streetscape Project



*Islington Street roadwork*

### Parking & Transportation

- Continued installation of Pay & Display meters allowing credit card and coin usage
- Continued implementation of 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
- Extended the traditional two-week period of free holiday parking at downtown meters to Dec. 27
- Continued the Parking Validation Program
- Continued Security Plan in High-Hanover Parking Facility, including security 7 nights/week, increased lighting and zero tolerance on graffiti
- Continued repair of High-Hanover deck spalling, repainting of structural steel and replacement of joint sealant
- Continued long-term lease on Masonic Parking Lot for supplemental downtown parking

### Water & Sewer

- Completed and submitted draft Wastewater Master Plan to NH Department of Environmental Services and U.S. Environmental Protection Agency
- Began construction of State Street Utilities Upgrade & Street Improvements Project
- Began construction of Bartlett & Islington Streets Sewer Improvements Project
- Completed Rye Line Pumping Station Upgrade
- Continued construction of new water treatment plant and reservoir improvements
- Completed design of Contract 3, Lincoln Area Sewer Separation Project
- Began design of sewer separation project in Cass Street area



*Nighttime project work*

# 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 FY10, the Department completed a “Comprehensive Recreation Needs Study” to evaluate programming and facilities with citizen input. It will be used as a blueprint in the coming years.

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

### Connie Bean Youth Center (Daily)



Lining up for T-Ball

- 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, 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.)

### Indoor Pool (Daily, year-round in FY10)

- 927 members, including 133 senior citizens
- Lessons to 1,000 children, plus 160 on swim teams
- Hosted regional annual Special Olympics meet



The Peirce Island Outdoor Pool is always popular, especially on hot summer days

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

- Free lessons to over 700 residents
- Hosts annual Water Carnival, over 500 participants
- 25,000 visits for open swim, averaging 396 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

- Annual display drawing 30,000-40,000 people

### Other Special Programs

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



Annual Easter Egg Hunt

## School Department

**Superintendent:** Edward McDonough  
**Asst. Superintendent:** Stephen Zadravec  
**Business Administrator:** Stephen T. Bartlett  
**Student Services Director:** 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  
**Robert J. Lister Academy:** 427-2901

**School Board:** Dr. Mitchell Shuldman (Chair), Ann M. Walker (Vice Chair), Carol A. Chellman, Leslie Stevens, Kent LaPage, Thomas P. Martin, Rebecca Emerson, Lisa Sweet and Dexter R. Legg

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 \$14,194.09. Of that, 79% was paid by taxpayers through local and statewide education taxes, with the remaining 21% funded by tuition, other non-tax revenue, and state and federal sources.

In FY10, the School Department was led by new Superintendent Ed McDonough and 511 full-time and part-time employees.

They provided administration, instruction and support to 2,637 students in a preschool program, three elementary schools, a middle school, an alternative secondary school, and a high school that is also a regional vocational center. A total of 76% of the professional staff had advanced degrees.

The School District continued restructuring its effort to focus on improved student learning by organizing Professional Learning Communities.

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 85% of the Class of 2010 went on to post-



*Design for the renovated and expanded Portsmouth Middle School*

secondary programs.

In FY10, the ESL (English as a Second Language) Program provided direct instruction to 57 students, encompassing 17 different languages.

The number of educationally disabled students decreased for a third year in FY10, to 405 or 15.30% of the student population.

The School Department also works closely with SAU 50, which serves Rye, Greenland, Newington and New Castle. Students from SAU 50 towns represented about one-third of the high school's pupils and paid approximately \$13,728 per pupil.

After a six-year decision process, the City Council in FY10 approved a \$37.5 million bond to renovate and expand the Middle School. The reconstruction and renovation will add approximately 30,000 square feet to the current footprint. The goal is to create a "High Performance" school that is environmentally sensitive and energy-efficient while preserving the historic elements of the current building.

Construction is scheduled to begin in the spring of 2011, with completion in time for the opening of school in fall 2013.

Continued from Page 29



Portsmouth schools offer students a variety of learning opportunities



## Portsmouth Public School Statistics

	2008-2009	2008-2009 State Avg.	2009-2010	2009-2010 State Avg.
<i>Cost per pupil</i>				
Elementary	\$14,204	\$12,096	Avail. 9/10	Avail. 9/11
Middle	\$13,493	\$11,161	Avail. 9/10	Avail. 9/11
High School	\$14,553	\$11,573	Avail. 9/10	Avail. 9/11
<i>Students eligible for Free &amp; Reduced Meals</i>				
	20.70%	20.80%	23%	23.95%
<i>Total budget (all funding)</i> <b>\$40,220,240</b> <b>\$41,037,834</b>				
<i>High School dropout rate</i>	1.10%	1.70%	1.1%	Avail. 12/10

### 2009-2010 School Year Points of Pride

- *US News & World Report* analyzed academic and enrollment data from over 21,000 public high schools to find the very best across the country — Portsmouth High was one of eight in NH to receive a bronze medal
- PHS received a *Rating of Excellent* from the National Council for Teachers of English
- Students participated in a number of community service activities: Students throughout the district participated in Community Service Day; Early Childhood Education students at PHS participated in *Phones for Soldiers*; RJL Academy students took part in the *Pennies for Peace Campaign*; Elementary students hand made *Valentines Day cards* to send to overseas soldiers, the PHS “Natural Disasters Class” raised over \$2,000 for Haiti; PHS Student Council collected over \$2,000 for families in need over the holidays; and 20+ students and 6 faculty members participated in the PHS *Penguin Plunge* to raise money for *Special Olympics*
- Middle School students organized and participated in a *sustainability fair*
- The *1st Annual Career Fair* at PHS highlighted opportunities for all students
- Students teamed up with younger students through the *Read Across America Project*
- PHS students served as mentors to elementary students in the *AMIGOS program*
- The *PHS Class of 2010* constructed a PHS walkway of engraved memorial bricks
- PHS students *Sam French* and *Adam Doyle* competed in the *2010 National Auto Tech Competition* in New York after winning 1st and 2nd Place in NH, respectively
- *PMS Band and Choir* received Gold and Silver medals at the Great East Music Festival in Agawam, MA; *PHS Percussion Ensemble* won a 5th New England Championship and took a Silver medal at the World Championship in Dayton, OH
- *Athletic teams* played in 23 Championship games and won 11 championships; PHS senior *Eric Jenkins* was the *Gatorade Cross Country Runner of the Year*
- PHS Senior *Nathan Booth* was selected as a candidate for the United States Presidential Scholars Program
- Teacher *Anna Nuttal* received a \$6,900 grant to establish ArtWorks, a PMS program to expose students to art careers



Learning about seafood

#### Where New PHS Graduates Go

	Class of 2009	Class of 2010
4-year colleges	61%	60%
2-year colleges	13%	20%
Other	3%	5%
Armed Forces	1%	2%
Employment	20%	13%

- Dr. Susan Birrell, along with PMS Math teachers, wrote a technology grant proposal that brought \$150,000 to the District
- *Construction Trades students* assisted restoration specialists with the Moffatt-Ladd House project
- *Culinary Arts students* competed in the *NH SkillsUSA* competition, defending their *GOLD medals* earned for the past two years
- *Kathy Birse-Siegel* was named PE/Health Middle School Teacher of the Year by the NH Department of Education

# 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 RSA 165). By law, any Portsmouth resident expressing a need for help may file an application for assistance.

In Fiscal Year 2010, the Welfare Department took applications from 298 individuals and families and assisted 255 cases, nine fewer than in FY09. Forty-three applicants (15%) were found ineligible and/or were referred to other sources of assistance.

The FY10 total general assistance expenditure was \$255,102, an 11% increase over FY09. Notable expenditure increases included 15% in housing assistance and a 200% increase in burial expenses.

The assistance breakdown was:

	<i>FY09</i>	<i>FY10</i>
Couples	30	30
Single females	46	55
Single males	76	91
Single parents	74	86
Couples with children	32	31
Single widows/widowers	6	5

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 for City assistance when they are financially able. In FY10, the Welfare Department collected \$12,063 in reimbursement revenue from liens, reimbursements from recipients and government entities, and service fees from other communities.

Welfare Department services include:



*Ellen Tully organizes donation drives to help clients with back-to-school and holiday needs*

- 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;
- Working with federal, state, and local agencies to maximize other services and benefits available to Portsmouth residents;
- 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 FY10, the City allocated \$188,537 to 23 local agencies to provide service to Portsmouth residents, compared to \$198,460 the prior year. The agencies helped decrease some Welfare Department expenditures: food cost by 40% (thanks in part to the Seacoast Family Food Pantry), emergency housing by 78% (thanks to Cross Roads House), utility expenses by 18% (thanks in part to stimulus funds distributed by Rockingham Community Action), and prescription cost 10% (thanks to the InfoLink/Lamprey Health Care Medical Financial Assistance Program and Families First).

## Welfare Expenditures

	<i>FY 2009</i>	<i>FY2010</i>
Food	\$3,859	\$2,260
Medical/Prescriptions	\$8,357	\$7,489
Shelter	\$190,838	\$220,091
Emergency Shelter	\$5,611	\$1,223
Utilities	\$14,020	\$11,511
Burials	\$2,250	\$6,750
Fuel Oil	\$1,812	\$2,003
Personal Goods	\$773	\$927
Transportation	\$2,300	\$2,848
Other (misc. needs)	\$0	\$0
<b>TOTAL</b>	<b>\$229,820</b>	<b>\$255,102</b>



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