



PORTSMOUTH, RHODE ISLAND

ANNUAL REPORT 2016 - 2017



Proud Heritage, Bright Future

Established 1638

TABLE OF CONTENTS

Contacts	1
Town Council Report	1
Town Administrator's Report	3
School Committee & School Department Report	6
Police Department Report	10
Fire Department Report	12
Department of Public Works Report	13
Town Clerk's Office Report	16
Finance & Human Resources Report	18
Canvassing Authority Report	19
Tax Assessor/Collector Office Report	20
Planning Department Report	21
Planning Board Report	22
Director of Business Development Report	24
Recycling Coordinator Report	26
Boards, Committees & Commissions	28
Portsmouth Agricultural (Impact) Advisory Committee	28
Bristol Ferry Town Common Committee	28
Portsmouth Citizens Interested in the Comprehensive Community Plan Committee	29
Portsmouth Dog Park Planning Committee	30
Portsmouth Economic Development Committee	30
Glen Manor House Authority	31
Glen Park Working Committee	33
Harbor Commission	35
Juvenile Hearing Board	36
Melville Park Committee	36
Mooring Assignment Appeal Committee	38
The Portsmouth Prevention Coalition	38
Prudence Island Planning Commission	41
Solid Waste/Recycling Committee	41

TABLE OF CONTENTS

Tank Farm Development Advisory Committee _____	42
Portsmouth Tax Assessment Board of Review _____	42
Portsmouth Tree Commission _____	43
Portsmouth Veterans' Honor Roll Committee _____	44
Portsmouth Zoning Board of Review _____	44

CONTACTS

Town of Portsmouth
2200 East Main Road
Portsmouth, RI 02871
General number: **401.643.0499**
Email: info@portsmouthri.com
www.portsmouthri.com

Town Departments:

Building Inspector's Office 401.683.3611	Recycling Coordinator 401.643.0359
Director of Business Development 401.643.0382	Registrar of Voters 401.683.3157
Emergency Management 401.683.1200	School Administration 401.683.1039
Finance/Personnel Office 401.683.9118	Tax Assessor 401.683.1536
Fire Department 401.683.1200	Tax Collector 401.683.1214
Highway Department/Public Works 401.683.0362	Town Administrator 401.683.3255
Planning Board 401.683.3717	Town Clerk 401.683.2101
Police Department 401.683.0300	Town Planner 401.643.0332
Probate Court 401.683.2101	Town Solicitor 401.683.2044
Prudence Island Volunteer Fire 401.683.1100	Wastewater Management Department 401.643.0380

All materials, text, graphics, content, the selection and arrangement thereof, © 2017 Town of Portsmouth ALL RIGHTS RESERVED. Any use of materials on this publication – including reproduction, modification, distribution, or republication – without prior written permission is strictly prohibited.

TOWN COUNCIL REPORT

Town Council members from July 1, 2016 through election day: Keith E. Hamilton, President, James A. Seveney, Vice-President, Kevin M. Aguiar, Michael A. Buddemeyer, David M. Gleason, Elizabeth A. Pedro and Joseph W. Robicheau.

Town Council members from election day through June 30, 2017: Keith E. Hamilton, President, Kevin M. Aguiar, Vice-President, David M. Gleason, Paul F. Kesson, Elizabeth A. Pedro, J. Mark Ryan and Linda Ujifusa.

Dear Town Residents,

We started fiscal year 2017 with the announcement that Gareth Eames would join the Town as the new Building Inspector in August, taking the place of now “retired,” long-time Building Inspector George Medeiros. In the meantime, George, always the friend of the town, continued to fill in and cover the Town.

An important issue to go before voters this year was: should the Town build/approve a new Police Station, that would require bonds and/or notes not to exceed \$10 million dollars? Another important question that went before voters was an amendment to the Home Rule Charter that would change our Town Clerk position from being an elected position to a position appointed by the Town Administrator with approval by the Town Council. Both questions were approved by voters at the polls in November and work began shortly after on the new police station. The elected clerk will serve her last term as an elected official through 2018.

Once again Project Purple was recognized in January, and the town was decorated with purple ribbons and lights. Members of the School and Town had a great time playing dodge ball against students.

The Town was happy to welcome Ann and Samuel Clemens to the Glen Farm equestrian area where they began leasing the stables and barns from the town. We look forward to their loving care of these historic buildings for many years.

Portsmouth was ranked the third safest “city” in Rhode Island by the National Council for Home Safety and Security for 2017. The National Council for Home Safety and Security is a national trade association whose stated goal is to further industry education and public knowledge about home safety and security. Another reason for us to love our town!

The Portsmouth Award was presented to Caroline “Bunny” Miller and Robert “Bob” Dyl Jr. as co-recipients of the 2017 Portsmouth Award. “Bunny” was honored for her initiative and dedication in creating and working with and on the Portsmouth Dog Park Planning Committee. “Bob” Dyl was honored for his over 25 years of volunteering with Portsmouth youth sports, including 12 years as the President of the Challenger Baseball Team which caters to boys and girls with special needs. Well-deserved awards.

The Dog Park officially opened on May 7, 2017 and has been well attended ever since opening.

Your Town Council President,

Keith E. Hamilton

TOWN ADMINISTRATOR REPORT

Dear Portsmouth Residents,

It is my pleasure to submit this year's Annual Report for your review. This marks the first year where we synchronize the timing of the release of this report and the issuance of the proposed Town Budget. I owe much to the staff for the many accomplishments made over the 2017 fiscal year. Some have moved on and I would like to acknowledge their service. Since my last report we have said goodbye to our Finance Director, Mr. James Lathrop. Jim was offered and accepted a Town Manager's job on New Shoreham. Previous Finance Director Dave Faucher stepped in to fill the gap until the search was over for a replacement and Mr. John Menke was appointed to the position in February 2017.

A summary of just a few of the accomplishments to note include:

- Immediately re-instituted the monthly finance report
- Re-instituted a long-range Capital Improvement Plan
- Crafted a budget that attends to the needs of Portsmouth yet remains fiscally sound while addressing negotiated union contracts and prioritized capital needs
- Portsmouth's tax rate is in lowest third of all cities and towns in Rhode Island
- Portsmouth's tax rate is in lowest fourth when compared to like towns with their own school districts and professional fire departments
- Portsmouth was awarded the GFAO Certificate of Financial Reporting Excellence
- Established funding mechanisms to address unexpected demands on the budget:
 - Heidi Drive settlement
 - Bristol Ferry Landing
 - Impending loss of the Transfer Station operator
 - Open space purchases not budgeted for:
 - Mt. Hope Park
 - Spruce Acres
- Revamped the Town Web site to make it easier to display and retrieve information
- Brought in the Prudence Paving project under budget and on time
- Implemented staffing, policy and management measures to gain greater efficiencies in finances, productivity and resources
 - Negotiated the consolidation of Town Hall IT services with the School IT Department
 - Negotiated and implemented the idea of consolidated facilities management with the School Department. For the first time, all town facilities and mechanical support systems are catalogued and integrated into one comprehensive maintenance plan
 - Worked through legislation to remove politics from the Clerk's office by making Town Clerk position an appointed position under the Town Administrator
 - Implementing ePermitting and eLicensing initiatives
 - Spearheading the implementation of long term cost saving measures to the town that will reap financial benefits while improving public and employee safety
 - Started an air quality monitoring program in Town Hall
 - Installed high efficiency lighting and HVAC systems in Town Hall, the Fire Department, and DPW

TOWN ADMINISTRATOR REPORT

- Renovated the Town Hall elevator with an updated high efficiency control system
- Planned for and executed the legal and legislative requirements related to the voter referendum on the Police Station bond
- Leonard Brown House renovations concluded and the grand opening took place
- The Elmhurst Park Phase I project was completed as presented
- Procured a refurbished police boat for a fraction of the cost of a new one
- Negotiated a contract with a new tenant at Glen Farm Stables that implements a long-term renovation and maintenance plan for the stables and barns and provides a revenue stream to offset the repair costs associated with the renovation and upkeep of the barns
- Negotiated the extension of the Glen Manor House Manager contract
 - This is the first step of a three-step process to assess the facility and determine the future operations plan for the Glen Manor House (GMH)
- Increasing the fund balance to 12% (Town Council goal is 16%)
- Maintaining the Town's AAA Bond rating (third consecutive year)
- Implemented RI's first electronic Veteran's Honor Wall at no cost to the Town
- Implemented leadership training for key management staff and arranged training seminars for staff focused on productivity measures and customer service
- Revised the employee handbook
- Updated all job descriptions
- Simplified the step levels of employment
- Re-instated the employee evaluation program
- Revised and simplified the evaluation process
- Tenant relations with the Town have never been better
 - GMH is making more money year over year
 - The Campground operator is renovating the facility with his own money and turning over more profit to the town than ever before
 - We are working closely with the Stables operator to ensure her operation is successful and beneficial to us all
 - The Polo grounds operator is donating his own equipment and time to the care and maintenance of the Seveney Sports Fields

So much more has been done, but suffice it to say, we are fully dedicated to providing world class service to a world class town. None of this is possible without the selfless dedication of our town employees who work hard every day to make Portsmouth a great place to live and work.

We end each fiscal year with the presentation of the Portsmouth Award. This award is presented to a deserving person, persons, or group who has demonstrated excellence in community leadership which produced significant results directly benefiting the community and its citizens. The award for 2017 was presented to Ms. Caroline "Bunny" Miller and Mr. Robert "Bob" Dyl, Jr. Caroline was instrumental in creating the Dog Park Planning Committee, and was personally involved in every aspect of creating the Dog Park. Robert has over 25 years of volunteering for Portsmouth youth sports including many positions held in

TOWN ADMINISTRATOR REPORT

leadership, coaching and administration; and has been the President of the Challenger Baseball Team, which caters to boys and girls with special needs, for the last 12 years.

Our Deputy Fire Chief, Mike O'Brien retired at the end of this fiscal year. Since my last report we have also said farewell to Ms. Jeanne Warren. Ms. Warren served as our Benefits Coordinator. It was decided to replace her position with a Human Resource Director and we have since hired Ms. Lisa Higgins to that role.

We have three main focus areas for next year:

- Attention on building the new Police Station on budget and on time
- Complete the Comprehensive Community Plan
- Negotiate Collective Bargaining Agreements with the Police and Public Works Departments

Sincerely,

Rich Rainer

SCHOOL COMMITTEE/SCHOOL DEPARTMENT REPORT

HIGHLIGHTS FROM THE PORTSMOUTH SCHOOL COMMITTEE

This year working with teachers and administrators we were able to successfully transition our 4th graders to the elementary schools with the intention of providing continuity of our student's primary education. We were also able to improve the health and safety of our students with the completion of several capital projects including boiler replacement in all 4 school buildings, roof replacement at our elementary schools and the implementation of a furniture replacement program throughout the district. The citizens of Portsmouth are very fortunate to have such a vibrant school community as the following report demonstrates.

HIGHLIGHTS FROM PORTSMOUTH HIGH SCHOOL

Portsmouth High School was awarded a silver medal as one of the Best U.S. High Schools for 2017 (and the 3rd best in RI!) according to US News & World Report. The criteria are based on AP participation, graduation rate, college readiness index and state assessment results.

SCIENCE HIGHLIGHTS 2016-2017:

- Science Technology Engineering & Math (STEAM) team development of cross-disciplinary rubrics and STEAM certificate for graduating seniors
- Science Olympiad at RIC. The Portsmouth High School team placed third in the state.
- Began work to develop a Career & Technical Education (CTE) program in Engineering in conjunction with PLTW. A team attended the PLTW conference at WPI
- Renovation of D wing rooms to support Project Lead the Way (PLTW) engineering curriculum
- Science and Engineering Fair and STEAM Exposition in January. First and second place participants attended the RI State Science and Engineering Fair in April
- Continued to work with the Concord Consortium on computer modeling
- PHS was selected to work on a long term funded grant program with the Concord Consortium in each of the science content areas
- Earth Day Fest hosted by the Portsmouth High School Green Club ☑ Applied for and received a grant from the East Bay Educational Collaborative (EBEC) which included Physics texts and equipment
- Honors Freshman students attended the Air National Guard Air Show Student day made possible by a STEM outreach program
- Science teachers were invited to tour the Amgen facility in Rhode Island. Amgen and URI are hoping to provide PHS students with biotech experiences.

SCHOOL COUNSELING DEPARTMENT:

- Implementation of Guidance 4-1-1: Monthly workshops for parents with specific topics such as freshmen transition, college application process, scholarship information and preparing for academic success. Sessions are being offered one morning and one evening each month
- Naviance full implementation: Acquisition of laptop computer cart in the guidance office is enabling counselors to host multiple small group sessions with all students in grades 9-12. Grade 12 students set

SCHOOL COMMITTEE/SCHOOL DEPARTMENT REPORT

up common applications and prepare to apply to college, grade 9 students completed and analyzed Strengths Explorer with their guidance counselors and Naviance based activities for grade 10 and 11 students are planned for the semester 2

HIGHLIGHTS FROM PORTSMOUTH MIDDLE SCHOOL

- 1-1 initiative grade 6
- Fuse Blended learning (3 teachers)
- Achieve 3000
- Engineering Expo- grade 7
- Science Fair – grade 8
- Technology night- all grades
- Math night for grade 5,7 & 8 parents
- Continued implementation of Van Buren Grant in the Library
- Under water robotics (2 sessions) in partnership with Naval Undersea Warfare Center
- Sponsored 3 Robotics Teams to compete in the Lego League
- Implementation of resources for Portsmouth Public Education Foundation (PPEF) Grants
- Implementation of resources for Parent Teacher Association (PTA) mini grants
- PMS continues to be recognized as a Feinsein School
- Career Day for grades 7 and 8
- Gulls Baseball players reading to grade 4 students
- Intergenerational day with Hamstead players grades 4-8
- Author presentations for grades 5 and 6
- Unified skating in conjunction with High School Senior Project
- Geography Bee
- Spelling Bee
- Arts for Life Day at PMS
- PMS Drama Club – Lion King
- Grade 8 Musical Experience with Blue Man Group
- Communication: PMS Express, Weekly News You Can Use, Weekly Pod Cast
- Unified Basketball team
- Chromebook cart for the library
- Windows to the World Cultural Event
- Addition of School Resource Officer (SRO) to the building
- Implementation of Glee Club
- Partnership for Assessment of Readiness for College & Careers incentives and celebrations
- 3 D Printing pilot program- grade 8

SCHOOL COMMITTEE/SCHOOL DEPARTMENT REPORT

- Professional Development for 3 teachers in PLTW New England Institute of Technology
- Professional Development for 1 teacher in Bootstrap at Brown University
- Participation in the Future of Education Technology Conference in Florida
- Participation in the technology conference MassCue
- PTO Sponsored events – Rec nights / Ice Cream socials / Volunteer Drive
- Students Council events and initiatives
- Installation of new water boilers
- Purchase of 200 new classroom chairs for grade 5

HIGHLIGHTS FROM HOWARD HATHAWAY ELEMENTARY SCHOOL

- Feinstein School – Hathaway is honored to continue participation as a Feinstein Leadership school. We received \$1,000 for participation and an additional \$1,000 for the over 2,000 food items we collected this year. Students complete Good Deed slips which are read over the announcements daily. It is exciting to hear your name and a proud feeling to know you are making the world a better place!
- Instructional Coaches – We continue to have three coaches in our Hathaway Community – English Language Arts, Math and Science.
- AlphaBEST – Arts Zone – Art in Action, Great Kapok Tree, Cartooning, Musical Arts Zone (Art in Action, Great Kapok Tree, Cartooning, Musical); Culture and Language Zone (Brazil, Spanish, Sign Language, Mandarin); Fitness (Sabakiball, soccer, tennis, yoga); Technology (Club Invention, Robotics and Engineering Discovery, Animation Discovery, Digi Art Discovery, Coding and Game Design)
- PPEF Grants - Ashley Adamson: Wiggle While We Work (Core Wobble Stools); Elizabeth Stack: Mini Mathematicians; Nicole Vanasse: What would have happened if the three little pigs had STEAM education in their first grade?; Grade 1 (Diana Grinnell, Laurel Oliveira, Sharon Raposo, Nicole Vanasse): 4 Osmo iPad systems for the classrooms; Alison Arruda, PE: DrumFit; Elizabeth Gill: Word Making Wizards; Monica VanHorn and Mary Jane Staples, Interventionists: Learning to Read to Reading to Learn
- Good Will Bin – We continue to join forces with Good Will. We have received close to \$200 this year from our donations. It feels great to support Good Will, as well as our own community!
- HPTA – Our HPTA continues to be an integral part of our Hathaway community. Meetings are held on the third Wednesday of every month at 6:30 PM in the library. This year we experienced another successful fundraiser.
- Makerspace – We got our makerspace up and running this year and everyone is enjoying the time they spend in it! Whether they are creating, exploring, learning, or sharing the energy is always palpable. We have to thank Mr. Escher for his support in getting this off the ground and running.
- Twitter –Join us by following us at @HathawaySchool. Not a Twitter user? That’s ok – we continue to send home a “Week in Tweets” via email so nobody misses out.

HIGHLIGHTS FROM MELVILLE ELEMENTARY SCHOOL

- Successfully transitioned 4th grade back to Melville.

SCHOOL COMMITTEE/SCHOOL DEPARTMENT REPORT

- School Community supported the purchase of a new handicap accessible playground.
- Melville Fun Run Raised over \$18,000 to support the Melville School Community.
- Currently participating in year 3 of MTSS Training: focusing on developing a target team, a menu of RtI Interventions and a comprehensive system of qualifying for interventions.
- In the Spring 2017, applied for and received a \$7,500 grant through Playworks to help incorporate the power of safe, fun, and healthy play at Melville every day.
- Currently participating in Fuse RI, with 3 lighthouse classrooms, incorporating blended learning into our daily classroom practices, and 1 Fuse Fellow.
- Applied for and received a \$2,600 grant through Spark RI Foundation to support our 3rd grade seal watch project. This is the 3rd year Melville has received the Spark Grant.
- Partnered with the Greenlove Foundation to foster an importance of recycling and reusing water bottles. Greenlove purchased a water bottle refilling station for Melville.
- Partnered with Salve Regina, to provide internship opportunities for future educators.
- 2nd grade teachers collaborated with Island Moving Company to promote math instruction and movement through the elements of ballet. This school year 1st grade will be participating in a similar program.
- Received several PPEF Grants, one in particular went to purchase a hydroponic grow tower for our cafeteria.
- Continues a partnership with the Feinstein Foundation.

POLICE DEPARTMENT REPORT

The Portsmouth Police Department is currently staffed with 37 sworn officers, our full authorized strength after the addition of a second School Resource Officer who is assigned to the Middle School. This is a grant funded position for three years. The Department staffing also includes one Prudence Island Public Safety Officer, one Animal Control Officer, one Records Clerk, a School Resource Officer assigned to the High School and the Harbormaster. The Department also has a temporary position of Accreditation Manager.

MISSION STATEMENT:

The mission of the Portsmouth Police Department is to prevent crime, protect life and property and improve the quality of life in Portsmouth by working in partnership with the community.

VISION STATEMENT:

We are committed to excellence and professionalism in delivering comprehensive problem oriented community policing services. We are committed to responding to the needs of the community with respect, fairness, compassion and integrity.

DEPARTMENT AWARDS:

The Police Department was awarded statewide accreditation by the Rhode Island Police Accreditation Commission on February 13, 2017 at a ceremony at Town Hall. The Police Department also received a gold pedestrian safety award from AAA for our dedication and enforcement of laws related to pedestrian safety and a pedestrian safety commendation for 2 years without having a pedestrian fatality. Officer James Francis also received the Traffic Safety Officer of the year award from AAA.

DEPARTMENT GOALS:

The Department is continuing the process of working towards maintaining our statewide accreditation through the Rhode Island Police Accreditation Commission. The new police building is being constructed behind our present building and the completion of the building and the move in process is a major goal for the upcoming year. We've set a goal of reducing DUI accidents for the upcoming year and improving traffic safety in Portsmouth. We're continuing to focus on our community policing programs with our annual citizen's police academy, community meetings with concerned citizens and our National Night Out movie night at Sandy Point Beach for our Portsmouth families.

POLICE DEPARTMENT REPORT

FY 2017 POLICE DEPARTMENT STATISTICS:

TRAFFIC DATA:	# OF INCIDENTS
Citations Issued	3,500
Warnings Issued	5,229
Notice and Demands	377
Parking Tickets Issued	43
M/V Accident Reports	522
Total Traffic Stops	9,106

CRIME REPORT DATA:	# OF INCIDENTS
Homicide	0
Kidnapping/Abduction	0
Forcible Rape	4
Forcible Sodomy	0
Fondling	1
Stolen Property Offenses	76
Vandalism	66
Drug Narcotic Violations	28
Statutory Rape	0
Pornography/Obscene Material	1
Robbery	0
Aggravated Assault	8
Simple Assault	35
Domestic Assault/Disturbance	167
Intimidation	12
Burglary/Breaking and Entering	26
Shoplifting	3
Motor Vehicle Theft	7
Counterfeiting/Forgery	0
Fraud, False Pretenses	30
Weapon Law Violations	6
Bad Checks	13
Disorderly Conduct	44
Family Offenses	20
DUI	137
Liquor Law Violations	9
Runaways	30
Trespass	13
All other Offense	451
Traffic, Town by Law	943
Town Ordinance Violations	65
Total Calls for Service	38,177

FIRE DEPARTMENT REPORT

The Portsmouth Fire Department employs one chief officer, 32 firefighters (line officers), one fire marshal, and four civilian dispatchers. The department is led by Fire Chief Michael Cranson. The department is structured into four shifts, each led by a captain with two lieutenants and five firefighters.

MISSION STATEMENT:

The mission of the Portsmouth Fire Department is to provide optimum protection from fire loss, and deliver prompt, professional service during medical emergencies.

VISION STATEMENT:

Our goal is to prevent the loss of life and property by using an enthusiastic approach to fire prevention. When fires do occur, our efforts are focused on containment and extinguishment, minimizing loss.

DEPARTMENT COMPOSITION AND TRAINING:

Our department is divided into two groups; the line personnel, who are the first responders to all emergency calls, and the staff personnel, who include the chief and deputy chief who conduct all the administrative functions. These functions include supervising fire prevention activities, training and emergency operations, personnel management, and conducting all fire investigations.

The department saw several retirements this year. Probationary firefighters were hired to bring the department up to full staffing levels. The fire department applied for and received an Assistance to Firefighters Grant (AFG) in the amount of \$55,000 for Rapid Intervention Training (RIT). RIT is training that teaches firefighters how to rescue other firefighters who may be lost, injured or trapped in a burning building.

FY 2017 FIRE DEPARTMENT STATISTICS:

During FY 16-17, the Portsmouth Fire Department responded to nearly 3,500 calls for service. These calls include just over 2,200 emergency medical calls, 430 automatic alarms, 150 motor vehicle accidents, over 100 marine calls, less than 5 major fires, and several calls involving hazardous conditions. In addition, the department responded to Prudence Island 35 times.

DEPARTMENT OF PUBLIC WORKS REPORT

The Department is currently comprised of the Director, Deputy, two Foremen, two Mechanics, twelve Operators and one part-time Clerk. Two of these men are permanently assigned to Prudence Island. The Director of Public Works oversees the operation of the Department and reports to the Town Administrator. The Director prepares the Department's budget, attends meetings, and coordinates the Department's activities with other Town Departments, the State, Navy, neighboring communities, and a wide range of civic groups. He also takes an active role in Town and regional special projects, and is responsible for a variety of managerial and administrative tasks. He is assisted by a Deputy Director who functions as the second in command. The Deputy is primarily responsible for day to day operations, special projects, such as subdivision inspections, drainage projects and implementation of the pavement management program.

The Department of Public Works was created in 1972 as one of the many significant changes to Portsmouth government brought by the enactment of the Home Rule Charter. The Charter change envisaged the transformation of the old "Highway Department" into a modern multipurpose organization with wide ranging duties including street lighting, public parking lots, waste disposal, water supply, parks, public buildings and other public works as may be developed by Ordinance. In the intervening years, the capabilities of the Department have evolved to match its growing responsibilities.

The Department is based at the Public Works facility off Hedly Street. This building houses the bulk of the Department's equipment, its office, workshop, and a repair facility for all Town vehicles (with the exception of the specialized vehicles of the Fire Department). The surrounding "yard" area includes areas dedicated to the storage of sand, gravel, and a variety of construction materials required to carry out the Department's duties. In addition, the Department maintains a smaller facility on Prudence Island and operates the Prudence Island Transfer Station.

Most people are familiar with the Department through its maintenance activities on Town roads and properties. Few people, however, realize the extent of these activities. Public Works is responsible for 467 separate roads and growing. Routine maintenance activities include roadside vegetation control, grass cutting, street sweeping, plowing, sanding, patching, and the installation and maintenance of roadside signs. On Prudence Island, additional, regular activities on the primarily gravel road system include grading, shaping, and dust control. Our drainage system includes over 2,750 catch basins that must be cleaned and inspected at least once a year to meet with Phase II storm-water regulations. Other components of the drainage system require annual attention and repair, especially after heavy weather. A roadside tree program has been instituted to safeguard our roads, residents, and utilities from fallen limbs.

The current replacement cost of the Town's roadway system (approx. 110 miles) is in excess of \$200,000,000. The magnitude of public investment accentuates the importance of a vigorous program of preventive activity designed to lengthen the useful life of Town roads (generally 15 to 20 years). The single most important measure in this is high quality initial installation. This requires diligent quality control measures and rigorous inspection by the Department. Similar concerns apply to road cuts. Every effort is made to avoid cutting the surface of a road, and when road surfaces are cut, every effort is made to ensure

DEPARTMENT OF PUBLIC WORKS REPORT

that the repair is of the highest quality. The Department uses its authority under the revised Subdivision Rules and Regulations to review and comment prior to the approval and construction of new subdivisions. Quality initial installation serves the Portsmouth taxpayer by lengthening the useful life of new roads and minimizing the need for future repairs. This is the position the Department takes with all items of infrastructure that will come under Town control.

The Department also assists the Water and Fire District, the Board of Canvassers during elections, Police, Fire, Town Hall, Senior Center, Glen Park, Glen Manor, and supports the activities of the various groups and Boards using the portions of Glen Farm and other Town properties. The Department is responsible for the upkeep of all Towns parks, recreation areas, and properties.

MISSION STATEMENT:

The mission of the Department of Public Works is to provide a responsive and high quality public service to all Portsmouth residents in the maintenance and improvement of Town-owned property and infrastructure through positive interaction, interdepartmental relationships, and cost-effective management.

FISCAL YEAR 2017 ACCOMPLISHMENTS:

- Full Depth Reclamation: Child St., Clearview Ave., Early St., Martens Rd., Marvel St., Randall Ln., Vesper Ln and William Ave.
- Mill and Overlay: JoAnn Ave., Kenneth Ave., Bramans Ln.
- Overlay: Caiger Ln., Holman St., Lambie Circle, Sea Meadow Ln., Nina Rd.
- Crack Sealing: August Lane, Vanderbilt Lane, Harris Ave, Benjamin Drive, Columbia Terrace, Kaitlin Place, Lilac Lane, Sandy Point Road
- Prudence Island – Narragansett Avenue Paving Project, Broadway Paving Project

BUILDINGS AND GROUNDS FISCAL YEAR 2017 ACCOMPLISHMENTS:

- Winterized and opened Sandy Point Beach, Glen Park, Lions Club building (next to the Phelps House)
- Prepared pavement and ramp blocks for salt shed
- Installed water line for Brown House
- Assisted in preparing for installation of Town Honor Roll
- Cleaned out Glen Farm Stables
- Worked on the Capital Improvement Program for all Town-owned properties
- Graveled and graded Founder's Brook (dug out to straighten stream)
- Painted Clerk's Office, Finance Director's Office and Hallway at Town Hall.

PUBLIC WORKS – GENERAL FISCAL YEAR 2017 ACCOMPLISHMENTS:

- Cleaned & inspected over 2,750 catch basins
- Swept more than 110 miles of roads and 7 parking lots
- Mowed the shoulders on over 130 roads

DEPARTMENT OF PUBLIC WORKS REPORT

- Mowed Phelps house, Overlook off High Point Ave, Founders Brook, Boat Ramp, Glen Park Open Fields, Linden Ln Parking Field, the areas behind Fire and Police Departments, Public Works and the Sakonnet Greenway Trail on Sandy Point Ave
- Repaired & rebuilt 59 Catch Basins
- Installed 80 new street signs and repaired 76 street signs
- Last winter responded to 14 snow and ice events and removed more the 41 inches of snow
- Set up necessary equipment for Canvassing, including the removal of equipment on both Aquidneck and Prudence Islands working with the Canvassing office
- Maintained 43 pieces of equipment
- Chipped 1,130 Christmas Trees
- Held a household hazardous waste collection (ECO Depot) at the High school on June 17, 2016
- Continued monitoring and maintenance of the capped landfill on Prudence Island
- Maintenance/improvements to the gravel roads on Prudence Island
- Maintain/improve operations and site work for the Prudence Island Transfer Station
- Provided traffic control barricades for the Fourth of July Fire Works

FY 18 GOALS:

- Continue the replacement of our street and regulatory signs
- Install new catch basins and concrete pipe for Adams Drive and Middle Road (drainage)
- Continue the implementation of our Pavement Management Program
- Work on a plan to stop the silting in of the Weaver Cove boat ramp and other improvement to the boat ramp
- To keep the condition of its facility and its fleet of vehicles, especially the “yard” areas at both the Aquidneck and Prudence Island functioning
- Continue evaluation of the Department’s ability to meet its evolving service burden through the use of new practices and technologies
- Increase the department’s commitment to training, education, and professionalism.
- Look for ways to improve monitoring the condition of the town’s buildings and infrastructure including the use of GIS for tracking, assessment and work orders.

TOWN CLERK'S OFFICE REPORT

At this time, the Office is comprised of the following personnel: Town Clerk Jennifer M. West, and Office Clerks Amanda Lawson, Tracy Adams and Stephen Luce.

MISSION STATEMENT:

The Town Clerk's Office records and maintains all historical, legal and vital records for the Town of Portsmouth in accordance with Rhode Island General Laws and the Town's Home Rule Charter. We seek to provide the very best customer service, treating everyone with respect, doing so in a careful and conscientious manner, and understanding the importance of each request.

TOWN COUNCIL:

The Town Clerk received correspondence, prepared agendas, and then attended and produced minutes and correspondence for 38 Town Council Meetings over the past year including a meeting on Prudence Island. Our office also prepared 23 Proclamations, 13 Resolutions and 6 Ordinances and/or Amendments.

OUTSTANDING SERVICES:

The Town Clerk's office has initiated the following:

- All office clerks either attended or completed the online training of the Attorney General's Open Meetings Summit.
- Expanding the years of Land Evidence documents available online at uslandrecords.com and the signing of a renewal of the five-year contract to continue services and provide all new equipment for the office.

GOALS:

- Computer training for all office personnel to include GIS and Phoenix purchasing.
- Complete the cross-training of office personnel.
- E-permitting for Land Evidence Recordings once passed by the State Legislation.
- To streamline the application and licensing permit process to take place online.
- Participate in the Certified Municipal Clerks Certification.
- Expand the Land Evidence documents to include maps viewable online.

LAND EVIDENCE:

The Town Clerk's Office processes and maintains all deeds, mortgages, liens and documents pertaining to the property (land) located in Portsmouth. During the past fiscal year, we have recorded 4,736 Land Evidence documents and with those recordings, generated income of \$1,054,187.27

PROBATE:

Over the past fiscal year, the Town Clerk's Office has processed 107 new Probate cases and prepared 17 sets of agendas and minutes. A total of \$36,813.24 was generated in Probate Court fees.

TOWN CLERK'S OFFICE REPORT

VITAL RECORDS:

1,011 Birth, Death and Marriage certificates were issued and 132 Marriage licenses were processed and issued generating income of \$20,848.

LICENSING:

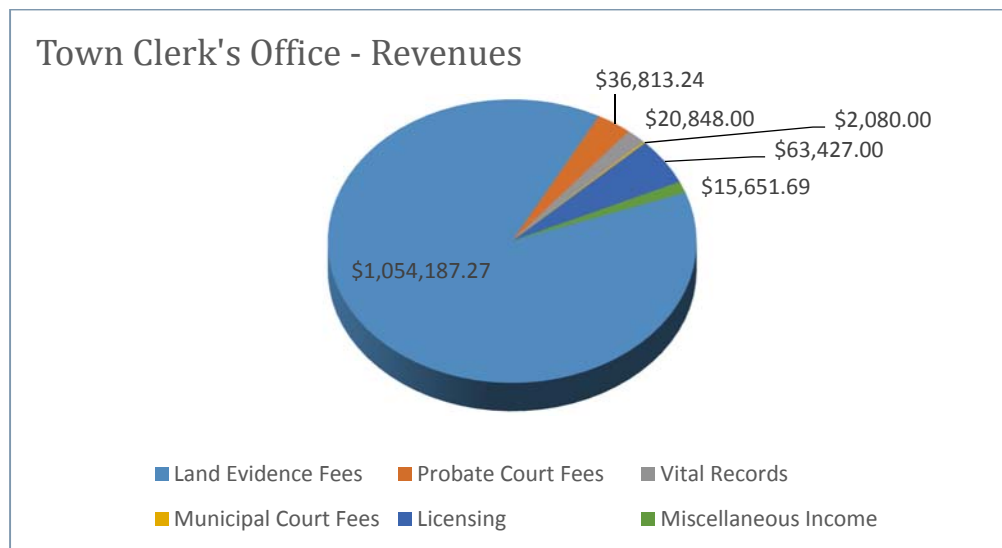
The Town Clerk's Office processed and issued 187 various licenses including Liquor, Restaurant, Holiday, Sunday Sales, Amusement Game, Entertainment and Peddler along with 1714 Dog Licenses, 38 Hunting/Fishing Licenses, and 18 Duck/Trout Stamps collecting fees of \$63,427.00.

MUNICIPAL COURT:

Over the past year, Municipal Court has heard 7 dog complaints, 17 zoning complaints, 5 police infractions and 23 wastewater management complaints, with fines and court fees, amounting to \$2,080.00.

MISCELLANEOUS INCOME:

In addition, The Town Clerk's Office issued 502 free Sandy Point Beach Resident Stickers, 73 Tent permits and numerous copies of documents, files and maps bringing in another \$15,651.69.



Town Clerk West has attended the RI Interlocal Trust Professional Development Training and the RI Attorney General's Open Meetings Summit at Community College of Rhode Island along with attending the RI City & Town Municipal Clerks' Association quarterly meetings, the RI City and Town Municipal Clerks' Association's Conference. She is currently a member of the Town's Safety Committee, RI City & Town Municipal Clerks' Association, The New England Association of City and Town Clerks, and a member of the International Institute of Municipal Clerks.

FINANCE & HUMAN RESOURCES REPORT

For fiscal year 2016-2017, the Finance/Human Resources office consists of Finance/Personnel Director James Lathrop, CPA, Senior Accountant Fung Chan, Benefits Administrator Jeanne Warren, Payroll Clerk Tracy LePage and Accounts Receivable/Payable Clerk Allyson Welby.

MISSION STATEMENT:

The Finance Department provides a quality, comprehensive, proactive financial management program. The focus of the department is on excellence in customer service delivery with professional, courteous, and knowledgeable staff. The Finance Department provides leadership, expertise and guidance in the overall management of the Town's fiscal matters to ensure a financially strong and effective municipal government. The department promotes responsible resource allocation through the Town's annual budget plan and ensures that the appropriate policies and internal controls are in place to safeguard town assets. Finance serves as a reliable source of accurate and timely information and works collaboratively to find practical and effective solutions to achieve the desired goals of the department, the Administration, the Town Council, and the community.

The Human Resources function is dedicated to providing the highest quality internal and external customer service by focusing on the Town's most valuable resource, its people. While supporting the values, goals and challenges of the Town, we promote a stable work environment characterized by the fair treatment of all staff, open communications, personal accountability, trust and mutual respect.

The accounting structure of the Town of Portsmouth is organized on the basis of funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories, governmental funds, fiduciary funds and proprietary funds.

GOVERNMENTAL FUNDS: Governmental funds account for most governmental functions. Governmental funds focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. Governmental funds include the General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds, Permanent Funds and Expendable Trust. The Town of Portsmouth maintains one hundred and two individual governmental funds.

PROPRIETARY FUNDS: Proprietary funds are used to account for business-like activities provided to the general public (enterprise funds) or within the government (internal service funds). These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The proprietary funds of the Town are considered major funds. The Town has no internal service funds.

FIDUCIARY FUNDS: Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Examples are the Pension Trust Fund that is held for beneficiaries of pension plans and Agency Funds that account for funds held in a custodial capacity.

CANVASSING AUTHORITY REPORT

The Board of Canvassers is comprised of three bipartisan members appointed by the Town Council for 6-year terms. Current members are E. Richard Carpender (D), (chair), Glenn Allen (D), and Regina Shers (R). The Canvassing office consists of the Registrar of Voters Jacqueline Schulz, who also serves as Clerk to the Board, and the Canvassing Clerk Barbara Sherman.

MISSION STATEMENT & GOALS:

The Board of Canvassers (BOC) and the Canvassing office serves Portsmouth residents, candidates, and officials; maintaining accurate records to ensure that all eligible voters are able to cast their ballot; assisting candidates throughout the election process; and supporting officials or citizens who seek to present a question/bond issue on the ballot of either a scheduled or special election. This is accomplished by working under the direction of the Rhode Island Office of the Secretary of State, Elections Division, and the Rhode Island State Board of Elections (BOE).

Many legislative changes occurred in 2016 and 2017, altering a number of voter registration and election processes. Online voter registration was introduced in August 2016. New election equipment was purchased, requiring procedural revisions and trainings. Headlines called into question the security and integrity of voter records and election results. The BOC continues to work with local, state, and federal agents to examine these issues in preparation for the 2018 midterm elections.

ACCOMPLISHMENTS:

From July 2016 through June 2017, the Portsmouth BOC office oversaw the following activities:

- Processed 4569 voter records: 1133 new voters; 2903 changes to existing voters; and 533 cancellations;
- Conducted Democratic and Republican Primaries held September 13, 2016, and the Presidential Election on November 8, 2016. The results of these elections are available on the BOE website at www.elections.state.ri.us or the Department of State website at www.sos.ri.gov;
- Participated in the statewide pilot program using electronic poll books at three of our eight precincts to check in voters and process ballot applications;
- Held voter information events to demonstrate new voter equipment and processes;
- Participated in the RITCCA Elections Committee review of methods to implement new election equipment and technologies, online voter registration, and early voting at the municipal level;
- Attended trainings/seminars at the BOE concerning Provisional Ballots, Polling Place Standards & Requirements, Poll Worker Recruitment, and new Election Equipment;
- Attended trainings/seminars at the Elections Division of the Secretary of State's Office concerning National Change of Address procedures in conjunction with the United States Postal Service;
- Supported the annual Portsmouth Water & Fire District Board election, June 2017;
- Supported the bi-annual Prudence Island Water District Board election, June 2017; and
- Provided informational events and opportunities to register to vote to high school students at Portsmouth High School; to Portsmouth residents at the Town Hall; and to residents of Atria Aquidneck Place.

TAX ASSESSOR/COLLECTOR OFFICE REPORT

MISSION STATEMENT:

The mission of this office is to determine accurate values of all taxable property (Real, Personal, and Tangible) in a fair, efficient and cost-effective manner in accordance with local and state laws so that the distribution of the tax burden is fair and equitable. The mission is also to effectively and accurately administer the billing, collecting and accounting of all taxes in a professional, fair and courteous manner.

TO ACCOMPLISH THIS MISSION, WE PERFORM THE FOLLOWING TASKS:

- List and value all taxable property in the community
- Maintain and ensure the accuracy of the assessing databases and maps that contain physical/legal property information
- Record changes in property ownership, land subdivisions, and changes in use codes
- Process and act upon taxpayer appeals
- Process, review and administer exemptions
- Review, oversee and administer the State of RI's triennial revaluation
- Provide information to taxpayers, appraisers, title examiners, mortgage companies, attorneys and the general public regarding assessed values
- Receive, post and deposit funds for Real Estate, Motor Vehicle Excise and Tangible taxes
- Administer (including the collection and processing of fees) the Transfer Station Sticker program
- Administer and oversee the annual Tax Lien Sale for delinquent taxes on real property in accordance with RI General Law
- Preparation of Municipal Lien Certificates
- Provide information to taxpayers, appraisers, title examiners, mortgage companies, attorneys and the general public regarding tax accounts, transfer station procedures and general information relating to the Town

IN CARRYING OUT THESE TASKS THE TAX ASSESSOR/COLLECTOR'S OFFICE:

- Gathered, maintained and updated information for 9,328 Real estate accounts, 661 Tangible property accounts, and 22,062 Motor Vehicle accounts
- Maintained, updated and administered personal exemptions on 3,061 accounts
- Processed and updated 770 property transfers
- Completed over 854 site visits and building inspections due to Building permits and CO's (Certificate of Occupancy)
- Acted on 21 Appeals
- Produced 19,698 bills totaling \$50,276,958 in receivables
- Processed 39,002 transactions
- 97.03 % collection rate for 2016 fiscal year receivables
- Collected \$809,596 by credit card (2,910 transactions) and \$2,379,777 by Automated Clearing House (4,925 transactions) payments
- Sold and processed 5,274 Transfer Station stickers which generated \$648,994 in revenue.

PLANNING DEPARTMENT REPORT

The Planning Department consists of Town Planner Gary Crosby and Assistant Town Planner Michael Asciola, who also carries out zoning administration.

MISSION STATEMENT:

Applying the principles, practices and techniques of the planning profession, it is the mission of the Planning Department to develop, coordinate and implement all programs related to comprehensive community planning, land use, environmental stewardship and community economic development in the Town of Portsmouth.

OBJECTIVES OF THE DEPARTMENT:

To identify and analyze community needs and develop of long-range plans to meet those needs. This activity includes the coordination of available resources as well as the identification of new resources in the implementation all planning activities.

To provide timely advice, technical expertise and professional assistance in decision-making to the Town Council, the Planning Board and Zoning Board of Review, as well as the various citizen boards and committees, as needed.

To coordinate with various Regional, State and Federal agencies in order to ensure Portsmouth remains in compliance with all such agency rules and regulations.

The Portsmouth Town Planner also functions as a Department Head overseeing Building and Inspection functions, Wastewater Management and the Economic Development/Grant Coordinator position.

ACCOMPLISHMENTS:

- Continued effort to update the Town's **Comprehensive Community Plan**. Work on the draft plan will continue through the new fiscal year.
- Planning for possible outcomes of the **Tank Farm** properties at Melville continues. The Planning Department continues to maximize the benefits to the Town and act as point of contact between the Town and various state and federal agencies involved in the Navy's efforts to excess unwanted land within Portsmouth.
- Administration of the Town's CDBG grants program.

PLANNING BOARD REPORT

The Planning Board consists of seven members and an Administrative Officer. The Administrative Officer is available most mornings to answer questions and discuss plans and procedures prior to formalizing an application and to schedule meetings with the Design Review Board or the Technical Review Committee. The members are appointed by the Town Council for a four-year term. The current Board members and the Administrative Officer are as follows: Guy Bissonnette, Chairman, Luke Harding, Vice Chairman, David Garceau, Michael James, Edward Lopes, Jr., Ryan Tibbetts, and Kathleen Wilson. Leon Lesinski is the Administrative Officer.

PLANNING BOARD DUTIES AND RESPONSIBILITIES:

The Planning Board's major responsibilities are approving all subdivisions and land development projects. The purpose is to establish procedural and substantive provisions for the subdivision and development of land that will be consistent with the provisions of the Portsmouth Comprehensive Community Plan, Land Development and Subdivision Regulations, the Zoning Ordinance, all other duly adopted land development regulations of the Town of Portsmouth and Section 45-23 of the Rhode Island General Laws. This includes subdivisions, mergers, Planned Unit Developments, Open Space Developments, Cluster Housing Developments, Planned Industrial Developments, Planned Corporate Developments, Planned Marina Developments, Planned Retail/Service Developments, Planned Resort Developments and Low and Moderate-Income Housing. The Planning Board has also given Advisory Opinions to the Town Council and the Zoning Board of Review for zoning ordinance changes, commercial developments, special permits and zoning variances.

In 2017, the Planning Board plans to have 10 regular meetings, 1 special meeting and 12 workshops regarding the Comprehensive Community Plan for a total of 23 meetings.

SHORT-TERM GOALS:

1. The Planning Board is primarily responsible for the creation and enforcement of the Portsmouth Land Development and Subdivision Regulations. In this regard members review and deliberate on proposed plans for the division of land and the development of infrastructure associated with this development such as roads, drainage, utilities, open space, etc.
2. The Planning Board also acts as advisor to the Zoning Board and for the Town Council in matters of land use.
3. Regular meetings are held monthly and/or as required normally on the second Wednesday of the month.
4. The Planning Board is also responsible for the Comprehensive Community Plan which is presently being revised and updated by the Planning Department. The Planning Board is holding a series of Comprehensive Plan Workshops that take place in a Special Meeting on the last Wednesday of each month. Each workshop will consider one or more draft elements of the Comprehensive Plan which will be open to the public for comments.
5. Promote the development of Low and Middle (LMI) Income housing.

PLANNING BOARD REPORT

LONG-TERM GOALS:

In addition to the short-term goals stated above, the Planning Board will continue to review land development applications to ensure their conformance with the Portsmouth Land Development and Subdivision Regulations. These regulations are intended to promote development that is consistent with the Town's Comprehensive Community Plan and the Zoning Ordinance to accomplish the following purposes:

1. Provide for the orderly, thorough and expeditious review and approval of land developments and subdivisions;
2. Promote high quality and appropriate design and construction of land developments and subdivisions;
3. Protect the existing natural and built environment and to mitigate all significant negative impacts by the proposed development on the existing environment;
4. Promote design of land developments and subdivisions that are well integrated with the surrounding neighborhoods;
5. Provide a thorough technical review of the proposed land development or subdivision;
6. Apply consistent procedures for local record keeping on all matters of land development and subdivision review, approval and construction;
7. Protect the Public health, safety and welfare; and
8. Assure the orderly growth and development of the Town of Portsmouth.

The Planning Board has undertaken the following work in the past 12 months:

- Revise and update the Comprehensive Community Plan
- Reviewed and/or approved 45 land development projects

The Planning Board has faced the following challenges:

- Review and approval of the revised Comprehensive Community Plan

The Planning Board anticipates the following challenges:

- Revise and update the Zoning Ordinance
- Revise and update the Land Development and Subdivision regulations

DIRECTOR OF BUSINESS DEVELOPMENT REPORT

The pillars of Economic Development are (1) Community Affordability, (2) Economic Vitality and (3) Community Quality. Our citizens have decided to live, and establish businesses, here in Portsmouth because they receive good value for their tax dollars in matters such as exceptional schools and town services. Portsmouth enjoys a strong economic posture that is stable and designed to withstand market volatility as evidenced by measures such as high bond ratings and low funding liabilities. Businesses add affordability for our citizens who live here because they are “revenue-positive”. (i.e., businesses require significantly less in town services than the tax dollars they pay.) This business revenue is required to offset the high demand for services that traditional residences need that results in the town providing services that are at a higher cost than the property taxes they pay. In 2001 the percentage of assessed value for town businesses had dwindled to half of what it had been in the early 1990s. Consequently, in 2002 the Town made the decision to hire a Director of Business Development as a part time contractor position to act as a central point of contact for businesses to facilitate the bolstering of the town’s business base. From 2001 to 2010 the percentage of assessed value of businesses in Portsmouth rose from about 9 percent to about 10.5%. For that past three years business percentage has remained constant at nearly 12 percent. Portsmouth also attracts high value developments, such as the Carnegie Abbey area that includes a high-rise with luxury condominiums and large-tract high value homes, many of which are occupied only during the summer months. These properties, that we have called “recreational-residential,” also have been analyzed to command less town services compared to the taxes they pay. Adding these properties to our tax base analysis raised the percentage of town taxable properties that are “revenue-positive” to about 19% in 2016. These “recreation-residential” taxpayers help ease the property tax burden on our year-round traditional residents.

The recent assessment of Rhode Island being rated low in business friendliness compared to other states in the country makes a strong case for a town advocate for businesses. For example, Rhode Island’s list of Municipal License and Permitting Fees (Jan 2016) has over 70 different permits and licenses required by RI municipalities. Of that list, Portsmouth has only 20 required permits and licenses. Also, many other communities have a higher tax rate for businesses. Portsmouth has maintained the same tax rate for businesses as it does for residences. So, even though RI sits near the bottom of the national business friendliness spectrum, Portsmouth strives to be much friendlier than the rest of the state in being attractive to new businesses. Portsmouth is also working on continued improvement to its business processes and has started to review them to be more business-friendly and more efficient using techniques such as standard forms that can be filed electronically and a reduction in the number of the steps in the processes that require multiple approval “gates” and trips to the Town Hall.

Portsmouth advocates long-term investment in new and expanding businesses. The town has fought to maintain its status as a State Enterprise Zone for most of the town area. This incentive program, that returns the town’s investment in about seven years and results in continued tax revenue in the long term, offers phased-in tax relief for the first five years for new or expanded businesses. Unfortunately, due to the repeal of the State statute that authorizes the Enterprise Zone, the Portsmouth Enterprise Zone program will sunset in 2019.

DIRECTOR OF BUSINESS DEVELOPMENT REPORT

Portsmouth has endeavored to operate town assets as business enterprises when appropriate. In partnering with private operators, the town now has used that business model with town properties such as the Melville Campground, Lower Glen Farm Stables and the Glen Manor house to ensure both the best return on investment and maintenance of the material condition of the properties.

Portsmouth has the most area of vacant commercially-developable property on Aquidneck Island. In addition to the excess Navy land that has promise for development that will enhance our Melville Marine District, there are a number of developable tracts along East and West Main Roads. Since many of these commercial parcels are in proximity to residences, as developers conceive plans for these properties, the town strives to protect its community quality with a proactive Design Review Committee and Planning Board that advocates for the town citizens' interests as well as the developers to ensure that developments are both business and resident-friendly to minimize impact on the surrounding neighbors.

Rich Talipsky took over the job of Director of Business Development from long-time contractor, Bill Clark in 2016. The position was also re-designated as a part-time town-employee position rather than a contractor. Rich is a retired navy submarine officer with 30 years of navy service that included submarine command and high positions in the Department of Defense, followed by 17 years as a business development executive with a Defense company. He holds master's degrees in both engineering and national security and strategy. He was chair of the Portsmouth Economic Development Committee for 10 years and is active on many community service boards and committees. Rich says, "I am very fortunate to have the opportunity to apply my experience in strategic planning and community and corporate development and use it to help the town face important but complex economic issues," adding, "I really believe in the town motto from its 2013 375th birthday celebration 'Proud heritage – Bright Future.'"

RECYCLING COORDINATOR REPORT

The 2017 Operating Budget for the Transfer Station (TS) was approved by the Town Council in November 2016. This approval allowed for a Transfer Station sticker to be priced at \$160 vs. the \$140 charged in 2016. This increase in sticker fees was largely due to the anticipated increase in tipping fees (from \$32 per ton to \$39.50 per ton starting on July 1).

Concurrent with the financing of the Transfer Station, the Council also approved for 2017 a change to the collection method(s) for recyclables. On December 12, 2016, single stream recycling was introduced to Portsmouth residents, eliminating the walk-in container that had been used for paper/cardboard. Information about single stream was disseminated via local PEG T.V. and newspaper articles.

2017 was a year dominated by the Transfer Station. The anticipated Vinagro departure on July 1, 2017 from Transfer Station operations precipitated the need to send out an RFP (Request for Proposal) for a new operator. The return of RFPs reflected a significant increase in the cost of operations. The Town secured a continuation of J.R. Vinagro's contract to manage the Transfer Station until the end of 2017. This 6-month extension provided the time to determine the future course of trash collection in Portsmouth.

A survey was distributed asking residents whether they preferred the continued operation of the Transfer Station or if they would prefer curbside collection. Weighted averages for each result came back at 5.72 for Transfer Station and a 5.84 for curbside collection. Results of the survey passed to Town Council. A vote by Council determined that new RFPs soliciting both curbside and Transfer Station would be issued. A subsequent vote by the Town Council approved a new contract to J.R. Vinagro to continue as TS operator.

Budget options for TS operations were presented to the Council. The cost to operate the TS had spiked from approximately \$600,000 a year to \$1,200,000 a year. Funding would require doubling sticker fees. "Waste Zero" (company providing Pay-As-You-Throw (PAYT) funding mechanism) was contacted. A presentation by Kristen Brown of Waste Zero to the Town Council on November 13, 2017, convinced them to adopt a new method of trash collection for the Town – this method would serve to decrease the Town's waste by as much as 44% and possibly increase its recycling by 25%. It would also provide a means whereby the Town could keep the cost of a sticker similar to previous year's cost. PAYT was initiated on February 1, 2018.

2017 HIGHLIGHTS:

- Single stream recycling initiated.
- New contract awarded to J.R. Vinagro Company to manage Transfer Station. Contract includes a third employee to monitor for abuse.
- PAYT initiated – will serve as a funding mechanism to supplement the Town's Transfer Station budget.
- Large swing sign purchased and TS lot partially repaved with RIRRC grant dollars (\$747.50 = Town's half of co-pay with RIRRC).
- Safety jackets purchased for four security guards at TS.
- Two E-Waste collections at P.H.S. and e-waste collected from Town Hall. Total collected = 37,255 pounds (18.627 tons).
- Elimination of "Give and Take" area at TS – potential safety hazard.

RECYCLING COORDINATOR REPORT

- Shredded paper no longer accepted into recycling bin. Town sponsored “SHRED-IT” event held at Clements’ Market yielded 9,300 pounds of shredded paper and an additional 1,800 pounds of shredded paper collected from Portsmouth Police station.
- 40-45 mattresses each month collected at TS = 48,951 pounds or 24.47 tons collected.
- ECO-DEPOT collected for the first time on Prudence Island. Per RIRRC there was low resident turnout.
- EARTH DAY – Recycling Coordinator distributed recycling flyers at Transfer Station in addition to selling 7 recycle bins and one compost bin. Also visited residents at “Atria Place.”
- Initiated a new “Magic Marker” recycling program at P.H.S.
- Attended RIRRC meeting of Municipal Leaders with Town Administrator regarding PAYT proposal for the State.
- Attended quarterly RIRC meetings in Johnston – disseminate information as appropriate.
- Attended Compost Conference at R.I. College

DIVERSION TOTALS:

- Collected 143.47 tons of C&D.
- Collected 251.57 tons of metal. Paid \$15,583.65.
- Collected 15.6 tons of books.
- Collected 1,147 Christmas Trees (11.47 tons)
- Collected 2,125 gallons of used oil (743 tons)
- Collected 145,871 pounds of clothing for Big Brothers/ Big Sisters.
- Collected 66,423 pounds of material for Planet Aid.
- Collected 77.56 pounds of “Other” materials for Salvation Army.
- Collected 249 propane tanks for a total of 1.25 tons
- Collected \$2,925 dollars for large C&D loads.
- Collected 338 tires or 3.549 tons – picked up by “Bob’s Tires”.
- Sold Stickers to 3,802 “Mainland” residential households at \$160 for a total of \$619,784 dollars and on Prudence Island sold stickers to 161 House-Holds for a total of \$26,400 dollars
- Sold 8 Compost bins (\$45.00 each) and 68 recycling bins (\$7.00 each) for a total of \$836 dollars.

There will not be any recycling rebates made to Portsmouth for 2017 as we did not achieve a 25% recycling rate in 2017.

BOARDS, COMMITTEES & COMMISSIONS

Portsmouth Agricultural (Impact) Advisory Committee

Committee Members: Ann Fiore - Chair, Sanne Kure-Jensen – Secretary, James H. Booth, Judith A. Carvalho, Steve Cotta, Jane Escobar, Louis Escobar, Philemon Hadley, Bradford Little, Roseanne Martin, David G. Reise, and Nancy Parker Wilson

No meetings of the Portsmouth Agricultural (Impact) Advisory Committee were held from the period of January to June 2017, while the Committee was waiting to review the Agriculture section of the revised Comprehensive Community Plan. The Committee’s long-term goals are to advise the Town to aid and support farming and to be a resource for farmers. A challenge that this committee has faced is a lack of funding so we cannot expand education to the public.

Bristol Ferry Town Common Committee

Located at the northern end of Bristol Ferry Road, the Bristol Ferry Town Common, is a small public park that is maintained jointly by a small neighborhood group of volunteers, the Bristol Ferry Town Common Committee, and Portsmouth’s Department of Public Works.

The Common was established over 400 years ago, on 12 March 1714 in a list of “Rhodes, Ways and Lanes in Portsmouth” promulgated by the Portsmouth Town meeting as determined by a committee “... of Free Inhabitants of the Town of Portsmouth ...empowered to lay out all the undivided land in the Township.” The Town Common was used by farmers and others to keep their livestock and other goods while waiting for the ferry to Bristol. These ferries provided the main link from Aquidneck Island to upstate Rhode Island up until 1929, when construction of the Mount Hope Bridge made them redundant.

The Bristol Ferry Town Common Committee (BFTCC) generally has one to two formal meetings a year, two to three informal (Common clean up) meetings, and more if needed for the Mt. Hope Park Planning Process or other issues. There were no meetings in 2017, but the last meeting in December 2016 had a quorum. Formal meetings when held are held in the Town Hall or the Library; informal meetings are located at the Common itself as part of a spring or fall cleanup.

The short and long-term goals of the Committee are maintaining the Common and its gardens in good condition, ensuring the integrity of the Common is not compromised by abutters and ensuring the Common is considered appropriately in the development of the new Mt. Hope Park property.

In 2016, the BFTCC had two informal meetings at the Common to clean up debris and weed the gardens and one formal meeting. Our last Annual meeting was held on 8 December 2016. Since then, we have had one informal Spring meeting on 11 May to clean up debris and weed the gardens.

Challenges faced in the past have been individual abutters extending their yards/gardens on to Common property. This has generally been stopped. Our other challenge is keeping the Common and its gardens clean and in good repair. We are supported by Portsmouth’s DPW and local resident volunteers in this effort. Future challenges include watching the progress of the Mt. Hope Park project carefully as this new town property abuts the Common on its northern side. We want to ensure that the integrity of the Common

BOARDS, COMMITTEES & COMMISSIONS

borders is maintained and that the Common will retain its own identity as a separate publicly owned property, with its own unique history. Our Committee is well represented on the Park Planning Steering Committee and focus group, and we have encouraged all nearby residents to attend the public workshops on this plan.

Portsmouth Citizens Interested in the Comprehensive Community Plan Committee

The Portsmouth Town Planner has been assigned responsibility for developing the Portsmouth Comprehensive Community Plan for review by the Portsmouth Planning Board and approval by the Town Council. Once given final approval by the State, the Plan becomes the policy document governing Town planning and development for the next twenty years.

In April 2016, the Town Council established the Portsmouth Citizens Interested in the Comprehensive Community Plan Committee to provide for review and comment of the Plan by a representative group of Town citizens as the Plan is being developed. The Committee will exist until the Comprehensive Plan is approved by the Town Council.

All Committee meetings are held in accordance with the Open Meetings Law. The Committee has set a schedule of meetings for the first and third Tuesday of each month to review the draft elements of the Plan as they are issued by the Town Planner, and the meeting calendar for 2017 has been provided to the Secretary of State. All meetings are in accordance with posted agenda that are also filed with the Secretary of State. Meeting Minutes are reviewed and approved by the Committee, and approved Minutes are submitted to the Town Clerk.

At its meetings, the Committee reviews each draft element and develops recommendations for additions, deletions, and modifications to the draft. Each recommendation is voted on by the Committee, and only those approved by a majority of the Committee members present are acted upon. A small delegation from the Committee meets with the Town Planner to discuss each recommendation. Some are accepted by the Town Planner and are incorporated into the element; others result in a compromise modification to the draft element. For those recommendations for which no agreement can be reached, a spokesman for the Committee and the Town Planner present the issue to the Planning Board for resolution. The Committee made three such presentations to the Planning Board during the report year: in July on Economic Development; in April on Housing; and in June for a follow-up on Housing along with a special recommendation for action on a key Housing issue.

In the twelve months beginning July 2016, the Committee met a total of twelve times. No meetings were cancelled because of a lack of a quorum.

Six meetings were held to discuss three draft Plan elements issued by the Town Planner. Two meetings in July primarily concerned the May 2016 draft Economic Development element (resulting in twenty-four recommendations), three other meetings (21 March, 4 and 18 April) dealt with the March 2017 draft Housing element (resulting in fifteen recommendations), and a meeting in May dealt with the April 2017 draft Transportation element (resulting in seventeen recommendations).

BOARDS, COMMITTEES & COMMISSIONS

One meeting was held in June to review a PowerPoint presentation that had been made to the Planning Board by the Town Planner. The data in that presentation served as the basis for a revised introductory section to a revised draft Housing element issued later in June.

Portsmouth Dog Park Planning Committee

The Portsmouth Dog Park Planning Committee is uncertain of its future now that the dog park is open. Since we may not exist until the end of the 2017, we have been meeting month to month without an overall plan. Over the past four years, 10 meetings were planned each year.

The Dog Park Planning Committee posts its agendas on the Secretary of State's web site and in the Clerk's Office at Town Hall. Minutes are recorded, approved and furnished to the Town Clerk.

The Committee's short-term goals are to work with Town Officials to establish a Dog Park Committee (thereby ending the Planning Committee) in determining the nature of a long-term relationship with the Town to provide for custodial care, regular maintenance and upgrades to the highly used, successful dog park; to raise funds, through grants and fundraisers, to reduce current financial shortfall in getting the dog park operational; to provide for, with the Town's assistance, ongoing expenses and maintenance, and to address compliance issues and protocol with the dog park's rules and regulations, thus providing for a good experience for all patrons, both human and canine.

In the last 12 months, the Committee produced an RFP, cleared the site, began and finished construction, started the memorial paver patio, purchased the Dogipot waste system, water fountain, bulletin board, benches, and signs. Much effort was expended on the part of committee members in fundraising and oversight.

The Committee faced the challenge of everything costing more and taking longer than expected, or promised.

Future challenges: Reseeding areas where grass has worn away. Advertising campaign. Funds for winter lighting (4-8 PM) and agility area. Water for irrigation of new grass seed.

REWARDS: The outpouring of community support for this project has literally kept us going. In the first two months of operation, 2,800 waste bags have been used. Considering some people bring their own bags and others need two for their dog, it averages out to 2,800 canine visitors in two months. This is an extremely popular park. On one weekend afternoon, 32 cars were counted in a period of an hour. Generally, the 11-car parking area is sufficient to handle the patrons. Dog owners enjoy visiting with other dog owners. Many come every day and stay over an hour.

Portsmouth Economic Development Committee

The Director of Business Development works closely with the Portsmouth Economic Development Committee (PEDC) as an ex-officio member.

In 1992, the town foresaw that the change in landscape of the town from large farms to an influx of residential development could significantly change the economic posture of the town. They formed the

BOARDS, COMMITTEES & COMMISSIONS

PEDC to be a body to act as an advisory group to the Town Council. The PEDC is a volunteer group that has an authorized complement of 15 members including one youth representative from our high schools. The primary objective of the Committee is to advise the Town Council on economic-related matters. Town officials refer to the Committee policy matters of community development and viability, including such issues as land, economic, and infrastructure development. The Committee is not limited to issues referred to it by town officials and may discuss and make recommendations to town officials and staff on any matter involving community development and viability within the town. Town residents are also encouraged to submit issue item to the Committee.

The PEDC formulated an economic strategy for the town in 2007 that is now being used as the basis for the Economic Development Element of the revision to the town Comprehensive Community Plan. The plan has identified the economic strengths and opportunities of the town and also the threats and weakness to the town's future economic health. The principles of the town's economic development are rooted in providing existing and prospective businesses the infrastructure needed to support their enterprises. Providing businesses that needed support while ensuring the regulatory environment is not burdensome will naturally attract clean, high tech, unobtrusive businesses that blend into the town's community character. The PEDC's job is to evaluate prospective developments and other economic initiatives and provide town decision-makers information on which they can make informed decisions.

Glen Manor House Authority

The Glen Manor House Authority is comprised of 15 members: Barbara Chase, Chairperson, Brenda Doran, Vice Chairperson, Beverly Dowty, Secretary, Judy Elste, Treasurer, Nancy Hall, Corresponding Secretary, John F. Brady, Carol Ann Brown, Claudia Divoll, Lynn Galvin, Andrew Kelly, John McMahan, Karen Menezes, Coleen Raposa, Deare Warren, and Frank Wyatt. The Resident Mangers: Don and Katie Wilkinson

OUR MISSION: The Glen Manor House Authority is chartered by the Portsmouth Town Council to operate in an advisory capacity to the Council regarding the operation of the Glen Manor House. The Glen Manor House Authority shall exist and receive its sole authority from the Town Council. Its purpose is to restore, maintain, and preserve the Glen Manor House for the enjoyment of current and future generations of Portsmouth residents; manage the operation/rental of the House for approved functions thereby obtaining the funds necessary to accomplish the restoration, maintenance, and preservation and, when possible, return a portion of the proceeds to the Town General Fund.

The Glen Manor House Authority meets ten times per year on the third Thursday of the month. The quorum requirement is always met; a meeting has never been cancelled due to lack of quorum. In January, a calendar of meetings is prepared, distributed to the committee members and is posted with the Secretary of State. Agendas for monthly meetings are prepared by the Chairman and distributed by the Secretary to the membership, posted at the Town Hall, and posted on the Secretary of State open meetings site. Written minutes are presented and voted on at each meeting. Our meetings are held at the Glen Manor House and are accessible to persons with disabilities.

BOARDS, COMMITTEES & COMMISSIONS

The 2016-2017 period was again a highly successful year for the Glen Manor House. Due to the aggressive marketing and sales of our Resident Managers, the House enjoyed another year of bookings to capacity and sales totaling \$545,410. The House exceeded its projected revenues again this year. Three cancelled events prevented us from exceeding last year's revenue. The table below compares this year to the prior year.

	2016-2017	2015-2016
House rental and fee income	\$511,875	\$552,345
Table and chair rentals	\$ 33,535	\$ 38,166
Total Revenue	\$545,410	\$590,520
Budgeted expenses	\$233,588	\$220,169
Gross profit	\$311,822	\$370,351
Return to Town General Fund (75%)	\$233,866	\$277,763
Add to Capital Improvement Account (25%)	\$ 77,956	\$ 92,588

\$233,866 was returned to the Town General Fund. \$9,797 was expended from the Capital Improvement Account during the past year. With the addition of \$77,956 from this year's profit, the balance of the Capital Improvement Account as of July 1, 2017 is \$320,699 which will allow us to address future projects at the House. Large capital improvements were on hold this year due to the uncertainty of the Resident Managers' contract and how the Town planned to proceed with the management of the House. Two significant Capital Improvement projects have been identified and are being planned for the 2017-2018 year. These will be discussed and prioritized within the next several months, and with approval from the Finance Department will be completed this year.

From a business standpoint, increasing revenues to generate more income to return to the Town General Fund is always a priority. During the next 12 months the Authority will concentrate on ways to increase revenue to meet our ambitious budget of \$610,000 for 2017-2018 period. Table and chair rental continues to be consistent with total revenues and a viable source of income. Bookings continue to be strong and consistent with last year's bookings for the same period.

From an administrative standpoint, we had a very busy year negotiating the extension of the Resident Managers' Contract. The Contract expired on Jun 30, 2017. The Authority recommended extending the contract for 2 ½ years to allow the Town Council and Town Administrator to explore all opportunities for the management of the property and business. This is in keeping with the town's new approach to Town-owned properties. With the support of the Town Administrator, the Town Council approved the extension which will allow time to evaluate our options and execute a smooth transition to a new manager and/or business model, and provide a seamless transition for our clients. The Town Council approved the extension with the caveat that an outside consultant be hired to perform a comprehensive study of the state of the physical property as well as the business model.

In the next twelve months, the Authority anticipates working closely with the Town Administrator to recommend a consultant for the study, and then, in turn, working with the consultant to provide history, vision for the future and complete review of the property. Upon completion of the study, the Authority will

BOARDS, COMMITTEES & COMMISSIONS

work with the Town Administrator in developing an RFP. We anticipate a busy year ahead with these projects. Once the study is completed, we will be in a better position to set long term goals.

A rebranding campaign is underway to capture the millennium age group. We are working with a consultant that will identify opportunities to increase Glen Manor's presence on the web, social media and other communications outlets in a way that best reflects our identity. This would include the website, Instagram and Facebook.

From a community relations standpoint, Glen Manor House Authority continues to assist the Friends of the Glen Manor House, a private organization chartered to support the Authority by conducting social activities that are open to the public. The 3rd annual Mistletoe Madness was held in December 2016. The highly successful event was once again sold out and was the main fundraiser of the year. The Friends of the Glen Manor House also hosted the annual Holiday Open House in December and the American Band Concert in July. Both these events are free and open to the public. The Friends organization is working on a new, original fundraising event to be held in the spring. The Friends membership continues to grow due to the aggressive membership campaign and increased exposure in the community.

Through the fundraising efforts of the Friends organization, they were able to make several purchases for the House. A new pre-lit Christmas tree has been purchased for the holiday season which will make decorating much easier.

Glen Park Working Committee

Glen Park Working Committee consists of Rosemary Davidson, Chairperson, Alexandra Bonome, Cyrus Gibson, Herb Nichelson, and Barbara Shamblin.

There will be 10 meetings in Fiscal Year 2017. Only one meeting did not have a quorum so we processed applications and did not have a business meeting. An annual calendar was submitted to the Secretary of State's (SOS) website as in previous years. Grace Kinnunen posted minutes at Town Hall and I have posted minutes on the SOS website. Since Grace's retirement, I am doing both. When Grace was Chairperson, I took the minutes and printed them out. Since I have become Chairperson, Barbara Shamblin has taken minutes but she has missed two meetings. Minutes are sent to Committee members, the Recreation Director, and Keith Hamilton, our Town Council liaison. We post on our agenda that our meetings are accessible to the handicapped, however, we hold our meetings in the Planning Board Room. With the elevator out of order, the only accessible room is the Council Chambers.

SHORT-TERM GOALS: Removal of the Country Store building and replacement with a concrete slab and new structure with electricity reconnected; repair of upper part of the restrooms. The DPW temporarily boarded up holes where rodents were entering and chewing on the wires; painting of the Pavilion; purchasing a bench in honor of long time Chairperson, Grace Kinnunen; and deciding what to do in the future as far as managing the Park.

BOARDS, COMMITTEES & COMMISSIONS

LONG-TERM GOALS: Upgrading the rest of the buildings as listed in the CIP Plan; sinks replaced in the restrooms; picnic tables for the Grove; and adding activities for Townspeople such as small community concerts, picnics etc.

Work completed in the past 12 months includes: buildings were power-washed but need painting; new counter in the kitchen; two new stoves in the kitchen; and new toilets in the restrooms.

Challenges we have faced: lack of members willing to work. One member is away all winter and another is away due to his job; every few years we accomplish something and then a new Council appears with members who know nothing about Glen Park and we have to start over. Also new Town Administrators; grants cannot be matched by the Town so no sense in applying; this year we had problems with Portsmouth Youth Soccer in that they have been using our parking lot during the week to practice but this year they drew lines and have two large nets that confuse event goers who think it is a soccer field and do not park there. This causes safety issues inside the park. We have installed two Event Parking signs and have put Soccer on trial to see how this works out. We have requested that no lines be drawn as well. They have asked if the field below the current soccer field would be available for another soccer field. Our Committee referred them to the Town Administrator; lack of support from the Council. For instance, when the story walk was proposed, the Committee had many concerns, mainly maintenance. What we have there is not being maintained properly. Suggestions from the Committee were not taken. At the very least the proposal should have been brought before the Committee if there were concerns. These types of things really frustrated Grace and I can say frustrate me. When people put in their time and effort and no one listens, it is not right; the Glen Park Committee was approved for \$60,000 of CIP funding to do all of the repairs needed. A list was given to DPW in order of preference. That seems to have disappeared and all of a sudden no one knows anything about this. Very frustrating. In January, Cyrus Gibson did all the work of meeting with the Town Administrator, getting a bid from Bill's Sales for a new Country Store, coordinated the electrician to disconnect wires and was all set to go and was told to put the project on hold until July 1. Time is valuable. As a result, the large events did not have electricity in the Country Store this season.

Anticipated Challenges: I am anticipating retiring from the Committee in November of 2017. There is a lot to coordinate and maintain and I have all I can do to manage my property and my large family. Currently, the Chairperson does most of the work, although I am delegating more. Still, that person has to schedule meetings, coordinate applicants for events (so far 22 this season), coordinate cleaning person so that facilities are clean for each event, file invoices with Recreation Director, turn in deposits to the Finance Dept. and fill out paperwork each time and then subsequently if deposits are returned, making the agenda and posting, taking care of calling plumbers and electricians, and people to do all repairs, being on call for any problems. Someone is going to have to do this. Either the Recreation Director, the Committee will function as it is presently or both work together. Problem is because Grace did so much, the Council has no idea what is involved in managing the park. No one will do what she did; and keeping the Park a pastoral setting for all to enjoy. We have more and more requests to use the park for commercial endeavors. The property was purchased with the purpose of providing open space and enjoyment for the people of Portsmouth. Newcomers to the Town and younger people do not know that. We worked hard to get the voters to approve that endeavor so many years ago. It is not all about money.

BOARDS, COMMITTEES & COMMISSIONS

Harbor Commission

Harbor Commission members are: Thomas Grieb, Chair, David Anderson, Abigail Brown, Bradford Coyle, Michael Daly, Robert Drake, David Garceau, Brandon Kidd, Frank McNeilly, Patricia Rossi and Frank Wyatt.

The Harbor Commission works closely with the Town Planning and Police Departments, therefore much of what is listed below is pursued in partnership with or under the leadership of those entities.

Twelve Harbor Commission meetings are planned for Fiscal Year 2017. We meet the first Wednesday of every month unless it falls on or close to a holiday. When necessary we have called special meetings. We meet at 6:40 pm because we have a member from Prudence that takes the ferry. We regularly have more than a quorum at our meetings. The yearly meeting notice is done in January. Agendas are posted to the Secretary of State's web site at least 48 hours prior to the meeting, however, agendas have not been posted at Town Hall before meetings. That will be corrected starting with the August meeting. Written minutes are produced for each meeting and approved at the subsequent meeting.

SHORT TERM GOALS: (a) shepherd the Harbor Management Plan through the approval process with OEM, Statewide Planning, CRMC and the Army Core of Engineers; (b) do our annual inspection of all Portsmouth ROWs, addressing any problems found; (c) digitize our ROW data base to make it more available and user friendly; (d) minimize the impact of the old Sakonnet bridge demolition on harbor operations; (e) identify and remove rogue moorings and derelict boats; and (f) work with the Harbormaster and residents to address the yearly harbor issues.

LONG-TERM GOALS: (a) implement the new Harbor Management Plan once it is approved; (b) sign and document or survey if necessary five town ROWs per year; (c) install a full time Civilian Harbormaster to provide increased time on the water; (d) advocate for the restoration of the Stone Bridge pier; and (e) budget for dredging of Weaver Cove boat ramp area.

Recent work by the Commission: (a) produced a draft 2018 budget for the Harbormaster; (b) evaluated mooring fees versus harbor costs and found no need to increase; (c) drafted the new Harbormaster Ordinance to comply with the new Harbor Management Plan; (d) developed a method to allow overnight stays on ALL moorings in the Harbor Management Plan; (e) obtained a second Harbormaster boat to improve response time to the east side; (f) completed inspection of all (100+) Portsmouth ROWs and a report to CRMC on their condition; and (g) had the Willow Lane ROW professionally surveyed to clarify land ownership.

The major challenges that have been faced are unreasonable mandates from OEM for the new Harbor Management Plan and extremely slow response and approval times from State agencies.

Anticipated major challenges are implementation of the new Harbor Management Plan after its approval. We will have to contend with controversial issues such as: enforcement of no gray water discharge in Blue Bill Cove, moving the mooring fields at Sandy Point and McCorrie Point, eliminating the Potters Wedge mooring field, and developing a consensus to change the Harbormaster to a full time civilian position.

BOARDS, COMMITTEES & COMMISSIONS

Juvenile Hearing Board

HEARING BOARD MEMBERS 2016-2017: Karen Gleason, Chair, Nanci Smith, Vice Chair, Linda Nalle, Clerk, Paul Kelly, Member at Large, Ralph Craft, Member at Large, John C. Ferreira, Alternate, and Jennifer Joslyn, Alternate

Seven meetings were held in fiscal year '16-'17. The Juvenile Hearing Board is not required to comply with the Secretary of State's Open Meetings Law due to its nature.

2016 – 2017 ACTIVITY REPORT:

Number of Meetings 7 Number of Cases 10 Number of Reviews 3

GENDER:		#	TYPES OF OFFENSES:		#
Male		9	Trespassing		0
Female		2	Domestic Simple Assault		1
			Shoplifting		0
			Malicious Damage/Vandalism		2
Black		0	Larceny/Possession SG		0
Hispanic		0	Disorderly Conduct		2
Asian		1	Alcohol & Drug Offenses		3
White		9	Other (list) child pornography		2
Other		0	No social media		1
			Status Offenses		0
JUVENILE'S AGE:		#	SANCTIONS:		#
10 & Under		0	Community Service		4
11		0	Curfews		1
12		1	Alcohol/Drug Testing		2
13		2	Essay		2
14		2	Letter of Apology		2
15		3	Refer to Counseling		6
16		4	Report from School		1
17		0	No Driving		1
17+		0	Other (list) refer to mental health & DCYF wrap around program		1
			No Sleepovers		2

Melville Park Committee

Melville Park Committee members are: Edward Rizy, Chair, Matt Ilsworth, Grace Kinnunen, Leon Lesinski, Jeffrey Richard, Donald Sly James Wesner, William White

BOARDS, COMMITTEES & COMMISSIONS

Twelve meetings were planned for fiscal year 2017. The Melville Committee has complied with the Open Meetings Law, as follows: we have posted an annual calendar of meetings, with the Secretary of State, the agenda for each monthly meeting is posted a minimum of 48 hours before the meeting time, a hard copy of the agenda is posted in the Town Clerk's office bulletin board and also on the rear entrance to Town Hall and an electronic copy is filed with the office of the Secretary of State at least 48 hours before the meeting time.

Written minutes of the meeting includes the date, time and place of the meeting; the members of the committee listed as attending, or absent. The minutes contains a record of any motions made and the resulting votes by the members. The minutes also list any other matters brought up by a committee member that the member requests be included.

The open meetings are accessible to persons with disabilities. This is listed at the foot of each monthly agenda. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, the agenda advises the person to contact the Town Clerk's office at (401) 683-2101.

SHORT-TERM GOALS: Continue maintenance of the Park's five trails, maintain and improve park signage, monitor the steady restoration of Pond 8, and supervise the upkeep of the Park's roads for town and emergency vehicle access.

LONG-TERM GOALS: Designate, plan and coordinate further pond restoration in conjunction with the Melville Campground; support the acquisition of a 60'x 400' strip of Tank Farm 1 for easier access to Pond 9 by RI DEM's fish stocking effort; and coordinate Scouting projects dealing with picnic benches, trail boardwalks, and wildlife habitat.

In the past 12 months the Committee has: supervised the algae/herbicide treatments of Pond 1, identified a silt dumpsite meeting RIDEM requirements, selected a contractor to partly excavate Pond 8 and relocate the silt to the dump site, coordinated with Portsmouth DPW and the contractor to fix low spots on Mott Farm Road with an improved ditch and road tailings cover, replaced the legs and reoriented the bulletin board at the bottom of Smith Street, replaced gates at the two entrances to the park with more sturdy combination locks, reviewed and approved two Eagle Scout projects within the park, and designed a memorial to honor the late Thurston Gray, long-time resident, who contributed to many town projects besides Melville Park. A sign naming the pond behind Melville School 'Thurston Gray Pond' is ordered and will be installed shortly.

Challenges to the Committee include recruiting new, younger members as older ones age out, and dealing with recurring vandalism that has damaged or destroyed picnic benches and attempted break-ins at the Park's storage building.

Future challenges anticipated include: integrating any Tank Farm 1 acquisition into better access to the lowest pond, determining which other ponds should be improved to aid appeal to the campground, and assisting the Town in preserving the integrity of the spillway from the lowest pond to the bay. The spillway is filled with trees and shrubbery that is deteriorating the concrete base and sides.

BOARDS, COMMITTEES & COMMISSIONS

Mooring Assignment Appeal Committee

The Mooring Assignment Appeal Committee meets on an as needed basis whenever an appeal by a mooring holder or applicant is forwarded to us by the Harbormaster. The Committee did not receive any appeals so no meetings were scheduled.

The Portsmouth Prevention Coalition

The Portsmouth Prevention Coalition consists of Ray D. Davis, BS, CPSS, Coordinator; Marianne Raymo, Chair, citizen; Elizabeth Morley, Vice- Chair, citizen; Francesca Faria, Secretary, Guidance Counselor/Student Assistance, Portsmouth Middle School; Marcia Blackburn, parent, Faith Formation Coordinator St. Barnabas Church and Recovery Community; Anne Burns , Treasurer (school dept. employee); Officers Maddie Pirri, and Rick Ruest, School Resource Officers; Lisa Coldwell, Director of Portsmouth Schools Student Services; Pamela Martin, Naval Station Newport School Liaison Officer; Kelly O'Loughlin, Student Assistance Coordinator, Rhode Island Student Assistance Services, Kathleen Melvin, citizen; Charlotte Conners, Family Home Consultant, Boys' Town; Rebecca Elwell, CPSS, Coordinator Tiverton Prevention Coalition; Polly Allen, parent, Coordinator Little Compton Prevention Coalition; Catherine Alexander, parent; Colleen Carpenter, Rhode Island Clinical Services and Senator James Seveney as representative to the Rhode Island State Government.

The Portsmouth Prevention Coalition (PPC) had 10 meetings in fiscal year 2016-2017, all compliant with the Open Meetings Law.

SHORT TERM GOALS:

1. design and implement programs and actions that are evidenced based to reduce the number of adolescents involved in alcohol, marijuana and other drugs with new resources attained from RI Dept. of Behavioral Healthcare Developmental Disabilities and Hospitals;
2. begin the 2018 school year with programs for parents, students, and faculty;
3. use media to inform the public and provide resources;
4. develop a parent/user friendly website;
5. support students and faculty to attend the Life of an Athlete training program in Lake Placid, NY and expand and improve Patriots Committed;
6. partner with Newport County Prevention Coalition to develop Raising Healthy Teens, a 4-page booklet for parents and distribute to all area pediatricians and family medical practices; and
7. increase Portsmouth Police party patrols of suspected geographic areas of underage drinking during the summer and month of September.

The next 12 months our goals are to:

1. conduct a thorough and comprehensive Community Needs Assessment;
2. increase the membership of the Portsmouth Prevention Coalition to include more segments of the community and build its capacity through trainings;

BOARDS, COMMITTEES & COMMISSIONS

3. increase and enhance specific opiate prevention activities in Portsmouth in conjunction with the Portsmouth Police Department and the pending award of a \$3,553 State Targeted Response Grant aka Project Lazarus;
4. advocate for more state support of community prevention coalitions;
5. hopefully be awarded a Drug Free Communities grant in September and explore additional funding sources to increase our efforts to effectively reduce underage alcohol and marijuana use as well as other drugs in Portsmouth;
6. continue to develop regional and state collaboration to enable increased resources;
7. continue to support and lead the town and the county in recognizing that MOST of our youth choose NOT use drugs and alcohol by celebrating Project Purple and leading the community involvement in that celebration;
8. develop more effective ways of getting information to parents and the public about effective prevention measures through a web site,
9. social media and print media so we can become involved in to lower substance abuse rates amongst our students and to continue to present our Needs Assessment data to the public;
10. broaden and increase the Patriots Committed program; support and advocate Student Assistance positions at Portsmouth High School (PHS) and Portsmouth Middle School (PMS) as well as the School Resource Officers;
11. strengthen our collaboration and communication with the Town Council, School Committee, School Administration and the public, parents and youth especially; and
12. fully support and participate in the Newport County Prevention Coalition (NCPC).

LONG-TERM GOALS:

1. continue comprehensive Community Needs Assessments to measure adolescent prevention efforts;
2. obtain additional outside financial support from grants and community resources to introduce and support new prevention programs;
3. increase community visibility of PPC activities and successes;
4. advocate for full time Student Assistance positions at both PHS and PMS; and
5. grow the Portsmouth Prevention Coalition to include more representatives of our community and to honor the commitment of volunteers.

In the past 12 months, the PPC:

1. participated in planning and creation of the Newport County Prevention Coalition;
2. Ray Davis was hired as part-time Assistance Director of NCPC;
3. completed the third Community Needs Assessment and Student Survey Report and presented the findings to the Town and School. The Assessment showed marked reductions in substance use by Portsmouth students for the first time;
4. advocated for and financially contributed \$5,000 towards the creation of a School Resource Officer at PHS and supported the Portsmouth Police Department grant for an additional School Resource Officer at PMS;

BOARDS, COMMITTEES & COMMISSIONS

5. coordinated Project Purple Week celebration; communicated Rhode Island and Portsmouth prevention efforts and issues directly to Senators Reed and Whitehouse, State Senators Pagliarini and Seveney, State Representatives Edwards and Canario, members of the Town Council and other elected officials and department heads;
6. sent a prevention Smoke Alarm Pamphlet to the parents of all incoming freshman parents as part of Parent Information Night and distributed additional prevention materials at the orientation meeting;
7. created six separate Marijuana Information Cards for parents and distributed them at various parent meetings and events as well as newsletters to parents;
8. attended the National Prevention Network Conference in Buffalo, NY;
9. coordinated the US Attorney's Office Presentation to PHS students and parents on the RI Opioid epidemic;
10. applied for a federal Drug Free Communities grant; attended Little Compton Prevention Coalition meetings to form a closer working relationship with that town;
11. recruited new members of the PPC and increased our Friends of Portsmouth Prevention mailing list;
12. raised community awareness through press, local radio and social media to promote activities;
13. financially supported after prom activities, Project Purple, media, needs assessments, Patriots Committed;
14. provided funding for training and workshops to PPC members;
15. attended all required state meetings, Ocean State Prevention Alliance, Newport County Prevention Coalition, and RI Attorney General's Marijuana Policy Group;
16. referred many community members to treatment resources for adults and adolescents;
17. supported Life of an Athlete, Patriots Committed, and worked closely with School Administration and staff;
18. helped plan and facilitate joint meetings between Tiverton, Little Compton, and Portsmouth Prevention Coalition's clergy, bus drivers in Little Compton and Tiverton, and provided free Responsible Beverage Certification training for any of the three community Class A alcohol vendors. Allen's Wine & Spirits was the only vendor to participate and they certified three employees and the new manager;
19. awarded a \$12,329 Above the Influence Grant to implement programs; and
20. awarded a \$3,553 State Targeted Response Grant to implement opiate prevention in coordination with the Portsmouth Police Dept.

Our biggest challenge has been organizing a strong community-wide coalition that will actively engage in proven policy and program implementation effective in reducing adolescent substance abuse. Our 2016 Needs Assessment showed reductions in substance use, but still indicates much work to be done to reduce rates further. We are in our first year of regionalization as Newport County Prevention Coalition and that is a difficult process. Funding is always a concern. Senator Seveney has initiated a bill for more financial state support of all prevention coalitions in the state, as was originally designed in the state law that created the coalitions in 1987. We continue to search for ways to increase our capacity as a coalition through training and to add new members that represent our community's demographics.

The Coalition needs to establish a more visible presence with middle school parents and students in the coming year. Age of onset for substance use often begins in that 7-8 grade area and more attention needs to

BOARDS, COMMITTEES & COMMISSIONS

be given to that age group. Student Assistance at PMS needs to be a full time staffed position that will work closely with the School Resource Officer, guidance and administration to bolster prevention efforts.

Prudence Island Planning Commission

The Prudence Island Planning Commission (PIPC) plans to hold four meetings for fiscal year '17. The annual calendar of meetings is posted locally here on Prudence Island, on private Facebook group, and emailed to residents' distribution list. Meeting agendas are posted typically two weeks in advance; posted at local general store on Prudence Island, in Prudence Island ferry ticket office, and via residents' email distribution list. Written minutes of each meeting and a record of any Q&A during the meeting (if applicable) are documented and distributed to island residents (Facebook private group post, residents' email distribution list), Town Administrator, and President of the Town Council.

The PIPC's short-term goals are to host annual Town Council meeting on Prudence Island and host our State representatives on-island for a Meet & Greet with residents. The PIPC's long-term goals are to respond to island residents' and/or council concerns as required by our charter.

In the past 12 months, the PIPC has coordinated with residents and Town Public Works around the repaving of Narragansett Ave.

A challenge that the committee has faced is a lack of meeting attendance during highest population periods in summer months.

Solid Waste/Recycling Committee

The Solid Waste/Recycling Committee has planned for 11 meetings in 2017. A typical year would be 10 meetings (no meeting in either July or August and no meeting December). This year, due to it being an important period for the committee, we will hold a meeting in August. Our meetings are the second Wednesday of every month at 7 p.m. in the "Portsmouth Room" of Town Hall.

The URL http://sos.ri.gov/openmeetings/?page=view_entity&id=5491 lists past and upcoming meetings and the agendas.

Although an annual calendar has not been posted meetings are held at a regular tempo. The URL <https://www.portsmouthri.com/225/Solid-Waste-Recycling-Committee> explains the tempo of the meetings and the posted agendas/minutes list the date of the next regularly scheduled meeting.

Agendas have been posted at the SOS Open Meetings URL within 48 hours. All meeting minutes since Ted Pietz has assumed the chair position have been approved and posted to the SOS Open Meetings URL. This practice was not conducted by prior chairs. The Committee has not received any accommodation requests but we would be happy to provide accommodation, and it would be possible to provide such accommodation at our present meeting location.

The RIRRC landfill is anticipated to be full in about 10 years.

BOARDS, COMMITTEES & COMMISSIONS

Short and long-term plans are to determine a comprehensive waste minimization plan to plan for the RIRRC landfill approaching capacity. Continue to generate ideas to raise awareness about diversion options in the town. Advise the Town Council in regard to all decisions involving Solid Waste and Recycling.

The Committee provided input to the Solid Waste/Recycling survey conducted by the town. Provide volunteers for various events such as Eco-Depot and Shred It events. Aggregate various ideas/themes that can be incorporated into the RFP for the Solid Waste/Recycling collection program.

The Committee has faced challenges with unexcused absences and lateness. There has been a lack of communication, rigor regarding posting agendas, and producing quality meeting minutes during the prior chairmanship.

Tank Farm Development Advisory Committee

The Tank Farm Development Advisory Committee meets on an as needed basis. All meetings this fiscal year have had a quorum and are posted in compliance with Open Meetings Law.

SHORT TERM GOAL: To complete a feasibility study with the assistance of a consultant to determine if our conceptual plan is economically viable. It is anticipated that this study will be used to make the case to the Navy for an Economic Development Conveyance for Tank Farms 1 and 2.

LONG-TERM GOAL: To see Tank Farms 1 and 2 eventually transferred to a developer and be added to the tax rolls of Portsmouth. This will likely not be achieved in the 3 – 5 year time span.

We have been in a holding pattern waiting for word from OEA as to whether or not we are eligible to apply for grant funding to hire the consultant to pursue the study mentioned above.

The current challenge is persuading Committee members to remain patient as we wait to hear if grant funds are available for Portsmouth. The second challenge is that there is no “Plan B” as to what should happen if grant funds are not available.

Portsmouth Tax Assessment Board of Review

Current sitting Board members are Chair Hugh Atkins, Vice Chair Ali Khoursand and Bradley Finnegan.

The Tax Assessment Board of Review was created under Article V Chapter 503 of the Portsmouth Town Charter. The board consists of three members who are qualified electors of the Town and are appointed by the Town Council for a term of three years.

The Tax Assessment Board of Review hears, reviews and considers the appeal of any real or tangible property owner concerning the amount of their assessed valuation as determined by the Assessor. The Board keeps accurate records of its proceedings which shall be available for public inspection. If it appears the valuation of any property has been erroneously or incorrectly assessed, the Board has the authority to order a correction.

BOARDS, COMMITTEES & COMMISSIONS

This year the Board heard and acted upon four real property appeals.

Portsmouth Tree Commission

Nine meetings of the Tree Commission were held in fiscal year 2017. All meetings had a quorum. Monthly agendas and written minutes of each meeting are done in compliance with the Secretary of State's Open Meetings Law.

SHORT TERM GOALS: To coordinate with town planning staff the revision of the subdivision landscape plan requirement to include, as a minimum, a street tree planting requirement; coordinate America the Beautiful tree planting grants administration and planning with DPW; development of a tree management plan for the schools in coordination with School Department, including hazardous tree mitigation and replacement planting; coordination of annual Arbor Day school tree planting; administration of Earth Day Tree Seedling distribution program; public education letter campaign to encourage Portsmouth businesses to plant street trees to improve Portsmouth's curb appeal; and marketing of the memorial tree program.

LONG-TERM GOALS: To develop a sustainable funding source for the planting of street trees; improve public awareness of the value of street trees to the community's quality of life and property values; complete a town-wide tree inventory and community forestry management; sustain and expand existing programs including Arbor Day, Seedling distribution and the Memorial Tree program; provide Portsmouth residents and business owners information on best practices for tree care; support arboriculture training for DPW staff to provide best care and safety practices; and improve Portsmouth "town center" place making through the establishment of a boulevard of street trees.

In the past 12 months, the Commission has: coordinated with town planning staff to develop a draft subdivision landscape plan requirement that includes, as a minimum, street tree planting requirements; coordinated the America the Beautiful Tree planting grants administration and planning with DPW; drafted a successful America the Beautiful Tree planting application; assisted with the management of hazardous trees on Linden Lane and replacement tree plantings; developed a baseline tree inventory for the elementary and middle schools and met with School Department staff to review priorities for hazardous tree mitigation and replacement planting; coordinated annual Arbor Day tree planting at the High School; administered annual Earth Day Tree Seedling distribution program; and met with numerous private property owners to inform on the care of their trees.

The challenges the Commission faced in the past fiscal year are: a number of years ago, to insure ADA access, the Tree Commission meetings were relocated from the Portsmouth Historical Society to the Town Hall but managing access has been very problematic. A significant amount of member time is lost waiting for the police to open and close Town Hall. In some cases, members have waited close to an hour after a meeting for police to return to lock the building. Additional meeting space or an alternative system to secure Town Hall is needed to reduce the time burden placed on volunteers.

BOARDS, COMMITTEES & COMMISSIONS

The challenge the Commission anticipates is that although the Commission is very pleased by the support provided by town staff members, particularly from Planning and DPW, there is simply insufficient public funding to effectively support their efforts to improve Portsmouth's trees, parks and open space. An investment in these resources is essential to sustain the quality of life of current and future Portsmouth residents.

Portsmouth Veterans' Honor Roll Committee

The Portsmouth Veterans' Honor Roll Committee had nine meetings in fiscal year 2017. All meetings had a quorum and complied with the Open Meetings Law.

SHORT TERM GOALS: 100% feasibility for the Portsmouth Veterans' Honor Roll Screen and Website.

LONG-TERM GOALS: Portsmouth Veterans' Honor Roll maintenance and oversight.

During the past 12 months the Portsmouth Veterans' Honor Roll Committee reviewed the original guidelines to allow a Veteran to be listed on the Honor Roll Plaque. The Committee was tasked to revise these guidelines. This was accomplished by creating new guidelines to be more consistent with other states and provide a means for honoring more of our Town's Veterans. The Committee research several different options to display the new Veterans' Honor Roll. It was determined by the Committee that the most efficient/cost effective way of doing this would be to create a Portsmouth Veterans' Honor Roll website. The Committee hired a web developer, researched the required equipment and peripherals and presented to and received permission from the Town Council by unanimous vote of approval. The Committee raised the necessary funding to undertake this task without using taxpayer dollars. The web development has commenced, the equipment has been purchased and installed and the site is partially up and running with continued updates.

The Committee has faced challenges with technology, web security, and new startup challenges.

Portsmouth Zoning Board of Review

Members of the Zoning Board of Review are James Edwards, Chair, James Nott, Vice-Chair, John Borden, James Hall, Kathleen Pavlakis, Eric Raposa, 1st Alternate and Benjamin Furriel, 2nd Alternate.

The Portsmouth Zoning Board of Review holds one meeting each month on the 3rd Thursday at 7:00 PM with "special meetings" as necessary to hear lengthy petitions, so as not to delay the hearing of other petitions. Most meetings have a quorum. All meetings comply with Open Meeting Laws, due to the diligent work of Town employees, especially Barbara Ripa and Denise Davis. They do an excellent job, as do Mike Asciola, Tim Gardiner, Gareth Eames and Gary Crosby. Kevin Gavin has been an excellent Town Solicitor for the Board. The Town Hall is kept neat and clean and well maintained. Thank you!

BOARDS, COMMITTEES & COMMISSIONS

SHORT TERM GOALS: To hear all petitions in a timely manner; to identify weaknesses and/or ambiguities in the Zoning Ordinance; and to send requests to the Town Council for improvements to the ordinance as necessary. Our long-term goals are the same.

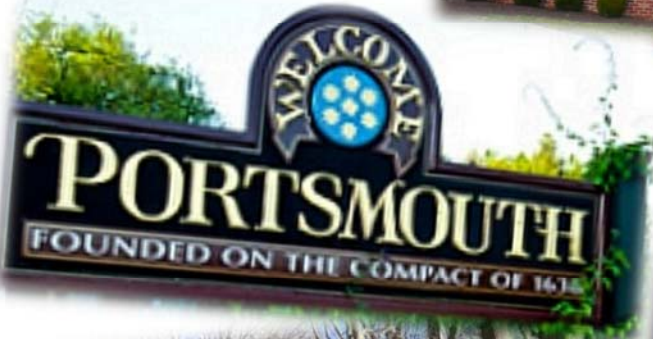
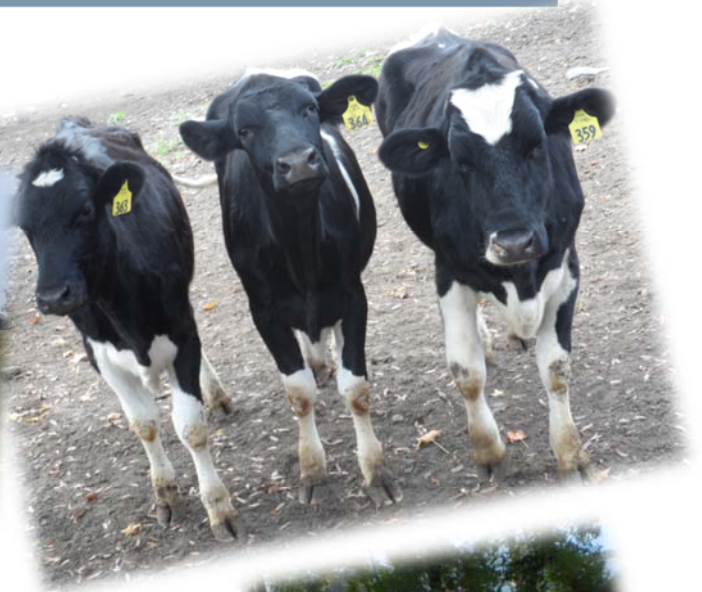
Over the last 12 months the Board heard numerous petitions. Of interest are petitions from farms for “special events,” i.e., weddings, and similar events, at Greenvale Vineyards, Louis Escobar’s, and several others. The Board approved a gas station at the corner of Union Street and West Main Road. Approved a solar farm on Jepson Lane. Approved a height variance for National Grid – reluctantly. The Town Council may want to investigate plans by National Grid to upgrade infrastructure over the next few years. They put a gun to the Board’s head in requiring approval of new, higher poles.

The Board has faced the challenge of not having a full board until recently. Also, members have to recuse themselves occasionally because of conflicts of interest. Our board members are thorough, knowledgeable, and patient. I feel blessed to have such good co-members on the board.

Anticipated challenges – if the RI Legislature approves allowing farms to do whatever they want, i.e., Sakonnet Vineyards request for concerts, etc., it will undermine the Town Council’s work to put controls on “special events.” That would be very disappointing.

The Zoning Board appreciates all of the support that the Town in its employees, concerned citizens, and volunteers have given it. I would be remiss if I did not thank the Planning Board and the Design Review Committee for all their hard work.

PORTSMOUTH SIGHTS



ANNUAL REPORT 2016 - 2017

Annual Report 2016 - 2017



The Town of Portsmouth, Rhode Island

2200 East Main Road
Portsmouth, RI 02871
Tel 401.643.0499
Fax 401.683.6804
www.portsmouthri.com



Proud Heritage, Bright Future

Established 1638