

## CITY COUNCIL MEETING

MUNICIPAL COMPLEX  
DATE: MONDAY, DECEMBER 5, 2011

PORTSMOUTH, NH  
TIME: 7:00 PM [or thereafter]

At 5:45 p.m. – Anticipated “Non-Meeting” with Counsel regarding Negotiations – RSA 91-A:2 I (b-c)

### **I. CALL TO ORDER**

Mayor Ferrini called the meeting to order at 7:10 p.m.

### **II. ROLL CALL**

Present: Mayor Ferrini, Assistant Mayor Novelline Clayburgh, Councilors Lister, Spear, Dwyer, Coviello, Kennedy and Smith

Absent: Councilor Hejtmanek

### **III. INVOCATION**

Mayor Ferrini asked everyone to join in a moment of silent prayer.

### **IV. PLEDGE OF ALLEGIANCE**

Councilor Coviello led the Pledge of Allegiance.

### **PRESENTATION**

#### 1. Army Reserve Center Presentation

Col. Loretta Deaner, Lt. Col. Mark Burton and Project Manager Betty Beck provided the City Council with a brief update on the construction of the Army Reserve Center. Lt. Col. Burton reported that this will be a small facility with 49 soldiers assigned to the unit. Ms. Beck, Project Manager, reported that it will be a 20,000 square foot facility. She also informed the Council that occupancy of the facility will take place in 2013.

Councilor Kennedy asked if this will be a green building. Col. Deaner responded that it will be a LEED certified building.

Councilor Dwyer asked about the landscaping of the area. Lt. Col. Burton reported that this is a protective area which limits what they can do and that there will be a green area.

Assistant Mayor Novelline Clayburgh inquired about any noise levels. Col. Deaner said there will be a limited amount of noise from the facility. In addition, Assistant Mayor Novelline Clayburgh asked about the lighting and if it would impact the neighborhood. Col. Deaner said it would not have any impact on the neighbors.

Councilor Coviello requested the elevation graphic be added to the website. Col. Deaner said the graphic would be provided and that the City has the entire presentation.

Mayor Ferrini said the landscaping is a concern for the City and asked that the Army take that into consideration.

#### **V. ACCEPTANCE OF MINUTES – NOVEMBER 10, 2011 AND NOVEMBER 21, 2011**

**Councilor Smith moved to approve and accept the minutes of the November 10<sup>th</sup> and November 21<sup>st</sup> City Council meetings. Seconded by Councilor Lister and voted.**

#### **VI. PUBLIC COMMENT SESSION**

Susanne Delaney, Portsmouth Criterium, thanked Mayor Ferrini, the City Council and City Manager for their continued support of the Portsmouth Criterium race.

Alan Gordon said there is a need for more information on the pump station. He said their neighborhood group does not support the expanding of the pump station. He also stated that the neighbors are concerned with the odor that is coming from the station. In addition, there are questions on the long range plan and use of the Lacava property. He indicated that he would like to meet with City Manager Bohenko to discuss these matters.

Donald Koleman said he agrees with the comments made by Mr. Gordon. He said that he is not in favor of the expansion of the pump station. He said there have been meetings over the years regarding the pump station. He stated that the pump station is an eye sore for the neighborhood and they have great concerns relative to the odor.

Francesca Marconi Ferland said she needs more information on the pump station. She said they would like to meet with the City on this matter and that the air quality of the area needs to be addressed.

Doug Bates, Chamber of Commerce, stated that the parking is an issue in the City that needs to be addressed. He said there are no other large parcels of land to support a new parking facility. He indicated that something needs to be done in the near future and we all need to remember that the downtown is the economic engine of the City. He urged the City Council to move forward with this matter.

Steve Alie spoke to the High Hanover Parking Garage and how it provided the necessary economic stimulation the downtown needed during that time period. He said that a new facility would provide new investment in the downtown and urged the City Council to adopt the bonding Resolution.

Erik Anderson said he is concerned with the new parking facility being proposed. He is not sure that a new parking facility is needed at this time. He asked the City Council to table the Resolution. He expressed his concern with the payment of the bond and the need for more transparency on how the payment of the bond will be made.

Bill St. Laurent spoke opposed to the Resolution for a new parking facility. He said the parking study report indicates that the parking facility would not create a benefit for the City. He suggested creating a two level lot at the Bridge Street lot. He also requested that the Resolution be tabled for a vote by the next City Council.

Sam Winebaum said that the consultants that worked on the parking study did a great job. He said there is parking available in the north end and the City could try to lease some of the lots. He said the last resort should be a new parking facility. He said it would create a negative impact to the Vaughan Mall merchants. He requested that the City Council table the Resolution until some of the recommendations of the Parking Study Report are provided.

Peter Somssich said that the City should look at a comprehensive transportation plan and does not feel that parking is an urgent matter right now. He suggested that we create a shuttle program for individuals. He further stated that the parking study is a great start however, the consultants did not say that a parking facility is needed right now. Mr. Somssich urged the City Council to not move forward with the Resolution at this time.

Peg O'Neil said there needs to be a separate parking area for the Library. She does not see a reason why we cannot allow parking overnight in the Library lot. She further stated putting off building a facility at this time will only cause an increase in construction costs. She spoke to the 15 mph speed limit for Bow Street, chapel Street and Penhallow Street and said she would prefer the speed limit to be set at 20 mph.

## **V. PUBLIC HEARING**

- A. ORDINANCE AMENDMENT TO CHAPTER 7, ARTICLE IV - OFF-STREET PARKING, SECTION 7.402 – AREAS ESTABLISHED AND DESCRIBED BY THE ADDITION OF MIDDLE SCHOOL – LIBRARY PARKING LOT OFF-STREET PARKING AREA. THE PROPOSED ORDINANCE SETS HOURLY LIMITS ON PARKING IN THE LOT, DELINEATES CERTAIN PARKING SPACES FOR LIBRARY USE AND PROHIBITS OVERNIGHT PARKING IN THE LOT

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

City Manager Bohenko asked Library Director List to speak to the Ordinance before the City Council.

Library Director List said that she and Principal Stokel will speak to the Ordinance before the City Council. Library Director List provided an overview of the Ordinance and the need for the regulations. She spoke to the Parking Study conducted in 2001 which indicated that the Library would require 70 parking spaces based on the square footage of the building. In addition, she addressed the average use of the Portsmouth Library which doubles the national and state averages. Library Director List also spoke regarding the success of the shared parking concept between the Library and Middle School.

Principal Stokel said the 2 hour visitor parking would accommodate parents and expressed his support. He reported that all bus traffic at the end of the construction phase will be moved off of Parrott Avenue. Principal Stokel expressed his support of the Ordinance and asked for the City Council to support its adoption.

Bill St. Laurent spoke in support of Councilor Kennedy's suggestion to keep the parking lot open in the evening hours.

John O'Leary, Board of Library Trustees, spoke to the Ordinance amendment which will supply adequate parking for the Library and Middle School. He said the most important factor that was part of the decision was the location and parking available for the new Library. He further stated that the Library moved forward with the assurances that the parking needs for the Library would be met. Mr. O'Leary stated that everyone was committed to finding a solution that would work for everyone; the ordinance amendment reflects that needs of both the Library and Middle School.

There being no further speakers, Mayor Ferrini declared the public hearing closed.

## **VI. APPROVAL OF GRANTS/DONATIONS**

*There are no items under this section of the agenda*

## **VII. CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- A. First reading of Proposed Zoning Ordinance Amendment to Chapter 10 – Zoning Ordinance – Office Research District

**Councilor Lister moved to pass second reading and schedule third and final reading of the proposed Ordinance, as presented, at the December 19, 2011 City Council meeting. Seconded by Councilor Dwyer.**

**Councilor Kennedy moved to amend the motion to postpone the Ordinance until January. Seconded by Councilor Smith.**

City Attorney Sullivan stated that Councilor Kennedy's motion would kill the Ordinance.

Councilor Kennedy said she feels given the holidays and the magnitude of the Ordinance it should be postponed. She stated that she feels the Council is rushing the Ordinance and it is unfair to the citizens to bring forth their thoughts and views on the Ordinance during the busy holiday season.

**On a roll call 6-2, voted to postpone the Ordinance until the December 19, 2011 City Council meeting. At the suggestion of City Manager Bohenko the City Council by consensus agreed to consider an amendment to the Ordinance that would have the effect to allow a certain amount of overnight parking. Assistant Mayor Novelline Clayburgh, Councilors Lister, Spear, Coviello, Kennedy and Smith voted in favor. Councilor Dwyer and Mayor Ferrini voted opposed.**

- B. Second reading of Ordinance Amending Chapter 7, Article IV - Off-Street Parking, Section 7.402 - Areas Established and Described by the addition of Middle School – Library Parking Lot Off-Street Parking Area. The Proposed Ordinance sets Hourly Limits on Parking in the Lot, Delineates certain Parking Spaces for Library Use and Prohibits Overnight Parking in the Lot

**Councilor Dwyer moved to pass second reading and schedule third and final reading of the proposed Ordinance, as presented, at the December 19, 2011 City Council meeting. Seconded by Assistant Mayor Novelline Clayburgh.**

**Councilor Kennedy moved to amend the motion to remove Item 3 – No parking shall be allowed in the lot between the hours of 11:00 p.m. and 6:00 a.m. at any time. Seconded by Assistant Mayor Novelline Clayburgh.**

City Manager Bohenko said that the lot is closed in the evening for snow removal. He suggested 24 parking space that abut the Parrott Avenue lot be provided for overnight parking. He said the other area would need to prohibit overnight parking. He also stated that we will need to be firm with the 6:00 a.m. removal time.

Councilor Dwyer asked if the other lot for the Library has overnight parking. City Manager Bohenko said it does not.

Councilor Coviello inquired as to the process of snow removal. Public Works Director Parkinson said the art of snow removal is keeping up with a storm.

Councilor Dwyer asked how we treat the Rockland lot. Parking and Transportation Director Frederick stated that there are no restrictions on the Rockland lot.

Councilor Lister thanked the Library Trustees and the School Board for their work on the parking matters for the Library and Middle School.

Councilor Smith stated that he agrees with opening up the 24 spaces. He asked about the enforcement and what part of the lot belongs to the School Board.

City Attorney Sullivan said that Item 3 should be deleted from the ordinance and language added to state “except for the 24 parking spaces directly abutting the Parrott Avenue lot.”

**Councilor Kennedy withdrew her motion to amend and Assistant Mayor Novelline Clayburgh withdrew her second to the motion.**

**Councilor Kennedy moved to amend the ordinance before the City Council by the addition at the end of Section 7.402 Item I.3. of the following phrase “expect for the 24 parking spaces directly abutting Parrott Avenue.” Seconded by Assistant Mayor Novelline Clayburgh.**

City Attorney Sullivan said that the School Board has given the authority to the City Council to enforce the ordinance on the section of the lot owned by the School.

City Manager Bohenko recommended that the time for removal of cars be 6:00 a.m. He also indicated that at first it would be a gentle enforcement.

Councilor Kennedy said she would like the time for removal of cars to be 7:00 a.m.

City Manager Bohenko suggested the Council postpone the ordinance until December 19<sup>th</sup> with the understanding that we would amend the ordinance at the December 19<sup>th</sup> City Council meeting and then suspend the rules to take up third and final reading and vote on the ordinance.

Councilor Coviello indicated that he feels Item 1 should be tied to the hours of operation of the Library. City Manager Bohenko said that we need to have allowances to work with the Middle School and Library when there are events being held.

Mayor Ferrini asked if the City Council was comfortable with the approach as outlined by City Manager Bohenko.

**Councilor Kennedy moved to postpone the Ordinance until the December 19, 2011 City Council meeting. Seconded by Assistant Mayor Novelline Clayburgh and voted. At the suggestion of City Manager Bohenko the City Council by consensus agreed to consider an amendment to the Ordinance that would have the effect to allow a certain amount of overnight parking.**

- C. Adoption of Resolution Authorizing a Bond Issue of up to Twelve Million Dollars (\$12,000,000.00) for the Construction of a New Parking Facility (***tabled from the July 18, 2011 City Council meeting***)

**Assistant Mayor Novelline Clayburgh moved to continue to table the Resolution. Seconded by Councilor Lister.**

Councilor Spear said we need to build a parking garage but we also need to absorb some of the suggestions made by the consultant. He suggested getting more information before proceeding forward.

**Motion passed.**

- D. Third and final reading of Ordinance Amendment to Chapter 7, Article III – Traffic Ordinance – No Through Traffic by the deletion of Broad Street; Commercial Alley, between Penhallow Street and Market Street; and Vaughan Street, between Congress Street and Hanover Street

**Councilor Smith moved to pass third and final reading on the proposed Ordinance, as presented. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

- E. Third and final reading of Ordinance Amendment to Chapter 7, Article XI, Section 7.1100 - Speed Limits – sub-section C 15 MPH by the addition of Bow Street, Chapel Street, and Penhallow Street

**Councilor Smith moved to postpone the Ordinance to refer back to the Traffic & Safety Committee. Seconded by Councilor Coviello.**

Councilor Smith reported that there is a State law that in order to lower the speed limit below 20 mph we would need a stealth stat of the streets.

Councilor Dwyer asked why Traffic & Safety Committee voted to post a speed limit at this time. Councilor Smith said if a speed limit is not posted the law reverts to the speed of 35 mph.

Councilor Dwyer asked if Traffic & Safety Committee while they are reviewing the streets that they consider coming back with a recommended speed limit of 20 mph.

**Motion passed.**

**X. CONSENT AGENDA**

***A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA***

- A. \*Acceptance of Donation for USS Virginia
  - Second Christian Church Coffee House - \$449.00

***(Anticipated action – move to approve and accept the donation for the USS Virginia, as presented)***

- B. Letter from Susanne Delaney, Catherine Keenan & Ryan Fleming, Race Directors, Portsmouth Criterium, requesting permission to hold the Portsmouth Criterium bike race on Sunday, September 9, 2012 (***Anticipated action – move to refer to the City Manager with power***)
- C. Request for a License from Michelle Galvin owner of Pretty Little Things for property located at 21 Vaughan Mall to install a projecting sign (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning Director and, further, authorize the City Manager to execute a License Agreement for this request***)

**Planning Director Stipulations:**

- ***The license shall be approved by the Legal Department as to content and form;***
  - ***Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and***
  - ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***
- D. Request for a License from Mark McNabb owner of National Block II for property located at 40 Congress Street to install a projecting sign (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning Director and, further, authorize the City Manager to execute a License Agreement for this request***)

**Planning Director Stipulations:**

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



- E. Request for a License from Lucy Bloomfield owner of Tanden Massage & Bodyworks for property located at 18 Ladd Street to install a projecting sign **(Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning Director and, further, authorize the City Manager to execute a License Agreement for this request)**

**Planning Director Stipulations:**

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

- F. Request for a License from Don Gorvett owner of Piscataqua Fine Arts for property located at 123 Market Street to install a projecting sign **(Anticipated action – move to approve the aforementioned Projection Sign License as recommended by the Planning Director and, further, authorize the City Manager to execute a License Agreement for this request)**

**Planning Director Stipulations:**

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

Councilor Smith moved to adopt the Consent Agenda. Seconded by Councilor Lister and voted.

## **XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS**

- A. Letter from J. Dennis Robinson requesting to provide a presentation to the City Council regarding writing a book entitled The Portsmouth Story

**Councilor Lister moved to schedule a Presentation to the City Council by J. Dennis Robinson that will be televised. Seconded by Councilor Dwyer.**

Councilor Spear said as Mayor-Elect he would bring the matter forward for the new City Council.

**Motion passed.**

## **XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS**

### **A. CITY MANAGER**

1. Request to Establish Public Hearing Re: Supplemental Appropriation of up to \$600,000.00 to Fund the Relocation of School Administrative Offices at the Municipal Complex (City Hall)

City Manager Bohenko said this is a request to establish a public hearing on December 19, 2011 for a Supplemental Appropriation for the relocation of the School Administrative offices to the Municipal Complex. He spoke to the Mayor's Blue Ribbon Committee on Operational Efficiencies in its report to the City Council recommended this relocation. The Blue Ribbon Committee noted that administrative functions such as centralizing benefits administration, joint purchasing and payroll administration are just a few of the operational efficiencies that may arise from this co-location. He further stated that this request is the result of the School Board working to solve the instructional space issue at Little Harbour School for the school year 2012-2013 and beyond. City Manager Bohenko indicated originally, in the Superintendent's correspondence, the request was to fund this project through the Capital Improvement Plan for fiscal year 2013. Because of the timing on the School Board's request to expand space into Little Harbour for the school year 2012-2013, it would necessitate work to commence on the renovations at the Municipal Complex after the first of the year.

**Councilor Smith moved to establish a public hearing on December 19, 2011 for the purposes of appropriating a sum of up to \$600,000.00 from undesignated fund balance for the renovations to the Municipal Complex for the relocation of the School Administrative Offices. Seconded by Councilor Dwyer.**

Discussion followed regarding the capital improvement funding for renovations to Little Harbour School by the creation of 4 new classrooms.

**Motion passed.**

2. Adoption of 2012 Schedule of City Council Meetings and Work Sessions

City Manager Bohenko requested the City Council to adopt the 2012 Schedule of City Council Meetings and Work Sessions, as presented. He said changes can be made as we move along next year if necessary.

**Councilor Smith moved to approve the 2012 Schedule. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

Councilor Smith asked what time the City Council Retreat will take place. City Manager Bohenko stated he would like to start at 8:30 a.m. and end by 2:00 p.m.

**Motion passed.**

3. Approval of Sale Price Re: New Hampshire Department of Transportation's Offer for the Acquisition of Land as required for the Reconstruction of the US Route 1 Bypass

City Manager Bohenko reported an offer of \$12,000 from the New Hampshire Department of Transportation for the acquisition of the 300 sq. ft. taking and 100 sq. ft. temporary slope easement on the City's Lafayette Road Pump Station parcel is before them at this time for action.

**Councilor Smith moved to approve the sale price for the aforementioned land, and further, authorize the City Manager to proceed with the execution of the necessary documents. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

4. Request for Approval of Inter-Municipal Sewer Agreement Re: Town of Rye to extend to Foyes Corner

City Manager Bohenko requested that Deputy Public Works Director Allen address the City Council regarding this matter.

Deputy Public Works Director Allen advised the City Council that the Town of Rye, through its Sewer Commission, has requested that the City enter into an Inter-municipal Agreement with the Town of Rye in order to make possible the extension of the City's sewer service to Foyes Corner. He reported that this proposed Agreement to extend sewer service to Foyes Corner is similar to the Agreement recently entered into with Greenland, namely, an extension of the City's sewer lines would be completed at the expense of the benefiting party. No additional cost to extend service would be borne by existing sewer rate payers.

In addition, the expansion of the City's sewer franchise is in the best interest of the rate payers because it promotes an economy of scale which expands the system's user base spreading future capital and operations costs over a larger number of users. This larger user base will help reduce future rate impacts on existing rate payers. Exploring expansion of the City's sewer franchise is consistent with past Council direction and was included as part of the recently completed Wastewater Master Plan.

City Manager Bohenko stated that the proposed Agreement will be brought back to the City Council for action at the December 19, 2011 City Council meeting. He further stated that the parties may make additional minor edits prior to the City Council's consideration and vote.

**Councilor Dwyer moved to authorize the City Manager to bring back for a vote at the December 19, 2011 City Council meeting the aforementioned proposed Agreement. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

City Manager's Informational Items

City Manager Bohenko as a reminder announced that the City Council has a joint work session with the Planning Board, Economic Development Commission and Historic District Commission on Monday, December 12, 2011 at 6:30 p.m., in the Eileen Dondero Foley Council Chambers, regarding future downtown development.

City Manager Bohenko also advised the City Council that a DVD is available for the City Council of the Parking Study Report.

City Manager Bohenko also announced that that Standard & Poor's Rating Group affirmed the City's AA+ bond rating, crediting the City's very strong financial position, strong management practices, diverse property tax base, and strong household income level as positive factors. Moody's Investors Service affirmed the City's Aa1 rating, citing the City's strong financial operations, stable and diverse economic base and healthy and growing reserve levels as positive factors. He further stated that last Tuesday, the City awarded a \$32.4 million bond issue, to the winning bidder of Morgan Stanley & Co. Inc. with an average interest rate of 2.857%, one of the lowest in Portsmouth's recent history. A very strong bond rating is one of the major reasons that we received such a low interest rate, which results in substantial savings over the life of the bonds. Also, it should be noted that in addition to the low interest rate, the City received a \$2.18 million bond premium as a result of this bond issue.

**B. MAYOR FERRINI**

1. Appointments to be Considered:
  - Rich DiPentima – Appointment to the Conservation Commission
  - Ronald Cypher – Appointment to the Parking & Traffic Safety Committee
  - Frederick (Ted) Gray – Appointment to the Parking & Traffic Safety Committee
  - Harold Whitehouse – Appointment to the Parking & Traffic Safety Committee
  - Thomas R. Watson – Appointment to the Trustees of the Trust Funds

The City Council considered the above referenced appointments to be voted on by the City Council at the December 19, 2011 City Council meeting.

2. Appointments to be Voted:
  - John Rice – Reappointment to the Planning Board
  - William Gladhill – Reappointment to the Planning Board
  - Chris Hubbard – Reappointment to the Peirce Island Committee
  - Stephen Philp – Reappointment to the Peirce Island Committee
  - Elisabeth Blaisdell – Appointment to the Sustainable Practices Blue Ribbon Committee
  - Susan Chamberlin – Reappointment to the Zoning Board of Adjustment
  - Arthur Parrott – Reappointment to the Zoning Board of Adjustment

**Councilor Smith moved to reappoint John Rice and William Gladhill to the Planning Board until December 31, 2014; reappointment of Chris Hubbard and Stephen Philp to the Peirce Island Committee until December 13, 2013; appointment of Elisabeth Blaisdell to the Sustainable Practices Blue Ribbon Committee; reappointment of Susan Chamberlin and Arthur Parrott to the Zoning Board of Adjustment until December 1, 2014. Seconded by Councilor Kennedy and voted.**

3. Resignations:
  - Catherine Ennis from the Conservation Commission
  - Bradley Lown from the Trustees of Trust Fund effective December 9<sup>th</sup>

**Councilor Smith moved to accept with regret the resignation of Catherine Ennis from the Conservation Commission and Bradley Lown from the Trustees of Trust Fund. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

Councilor Smith requested that a letter of thanks and appreciation be sent to Ms. Ennis and Mr. Lown for their service to the City of Portsmouth.

**C. COUNCILOR SMITH**

1. Traffic & Safety Committee Action Sheet and Minutes of the November 10, 2011 meeting

**Councilor Smith moved to approve and accept the action sheet and minutes of the November 10, 2011 Traffic & Safety Committee meeting with the removal of Item #2 regarding Portwalk Lot 3 from the action sheet. Seconded by Assistant Mayor Novelline Clayburgh. Councilor Kennedy voted opposed.**

**Councilor Dwyer moved to table Item 2 regarding Portwalk Lot 3 from the Traffic & Safety action sheet. Seconded by Councilor Spear and voted.**

2. Parking Committee Action Sheet and Minutes of the November 10, 2011 meeting

**Councilor Smith moved to approve and accept the action sheet and minutes of the November 10, 2011 Parking Committee meeting with the removal of Item #5 regarding Portwalk Lot 3 from the action sheet. Seconded by Assistant Mayor Novelline Clayburgh. Councilor Kennedy voted opposed.**

**Councilor Dwyer moved to table Item 5 regarding Portwalk Lot 3 from the Parking Committee action sheet. Seconded by Councilor Spear and voted.**

**XIII. MISCELLANEOUS/UNFINISHED BUSINESS**

Councilor Lister suggested that the City Council discuss guidelines for the departments on preparation of the budget. He recommended no new programs and only allow for a cost of living adjustment. Mayor Ferrini said that there are 2 new City Councilors that would like to have some input on these discussions. Councilor Kennedy said that she would support Councilor Lister's thoughts because people are already creating their budgets. She said that it is important that we look 3 years out in the preparation of budgets.

Councilor Smith said he agrees with Councilors Lister and Kennedy. He further stated we could give the department heads advanced notices that their budgets need to be viewed as a long term plan.

Councilor Kennedy suggested a Building Oversight Committee on the Wastewater Treatment Plant should be created. She indicated that she would like to bring this issue forward at the next meeting under her name.

Councilor Dwyer said that these are all good ideas but some City Councilors have held off on suggesting things because there was not enough time to bring forward matters prior to the end of the year. She said that we need to have consideration of the new City Councilors. Councilor Smith said he agrees with Councilor Dwyer's comments.

Councilor Kennedy said that she brought her issue forward because it was not a public hearing.

**XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]**

**At 9:15 p.m., Councilor Smith moved to adjourn. Seconded by Assistant Mayor Novelline Clayburgh and voted.**

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

Kelli L. Barnaby, CMC/CNHMC  
City Clerk