

TO: JOHN P. BOHENKO, CITY MANAGER

FROM: VALERIE A. FRENCH, DEPUTY CITY CLERK

RE: ACTIONS TAKEN BY THE PORTSMOUTH CITY COUNCIL MEETING HELD ON JULY 15, 2013, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE

PRESENT: MAYOR SPEAR, COUNCILORS COVIELLO, NOVELLINE CLAYBURGH, DWYER, SMITH AND THORSEN

ABSENT: ASSISTANT MAYOR LISTER, COUNCILORS KENNEDY AND LOWN

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1. At 6:00 p.m., a "Non-Meeting" with Counsel was held regarding Litigation – RSA 91-A:2, I (c).
 2. At 6:30 p.m., a "Non-Meeting" with Counsel was held regarding Negotiations – RSA 91-A:2 I (b-c).
 3. Acceptance of Minutes – **Voted** to approve and accept the Minutes of June 3, 2013 and June 17, 2013 City Council meetings.
 4. Public Comment Session – There were no speakers.
 5. First Reading of Resolution for bond authorization of up to \$5,750,000 for FY14 City Improvements: - **Voted** to pass first reading and schedule a public hearing and adoption of a Bond Resolution for City Improvements in the amount of up to \$5,750,00.00 at the August 5, 2013 City Council meeting.
 - Citywide Facilities Capital Improvements - \$1,000,000
 - Citywide Sidewalk Reconstruction Program - \$800,000
 - McDonough Street Area Improvements - \$400,000
 - Gateway Improvements – Exit 7 - \$550,000
 - Street Paving, Management and Rehabilitation - \$2,500,000
 - Islington Street Improvements - \$500,000
 6. First Reading of Resolution for bond authorization of up to \$10,000,000 for the Peirce Island Wastewater Treatment Plant Upgrades – **Voted** to pass first reading and schedule a public hearing and adoption of a Bond Resolution for Peirce Island Wastewater Treatment Plant Upgrades in the amount of \$10,000,000.00 at the August 5, 2013 City Council Meeting.
 7. First Reading of Resolution for bond authorization of up to \$3,500,000.00 for the Pease Wastewater Treatment Plant Upgrades – **Voted** to pass first reading and schedule a public hearing and adoption of a Bond Resolution for Pease Wastewater Treatment Plant Upgrades in the amount of up to \$3,500,000.00 at the August 5, 2013 City Council Meeting.

8. Consent Agenda – Councilor Smith requested that Item A – Final 2013 Omnibus Sidewalk Obstruction Renewals, be removed from the Consent Agenda.

Voted to adopt the remainder of the Consent Agenda – Items B and I.

- B. Letter from Virginia Skevington, Arts in Reach (AIR), requesting permission to hold the Annual AIR Walk on Saturday, October 19, 2013 ***(Anticipated action – move to refer to the City Manager with power)***
- C. Letter from Mark Herrholz, Portsmouth Professional Firefighters Local 1313, requesting permission to set up two Boot Drives for the Muscular Dystrophy Association, with the first boot drive on Saturday, July 20, 2013 and the second boot drive on Saturday, August 10, 2013 from 8:00 a.m. – 5:00 p.m. ***(Anticipated action – move to refer to the City Manager with power)***
- D. *Acceptance of Donation to the Coalition Legal Fund
- Town of Carroll - \$1,000.00
- (Anticipated action – move to approve and accept the donation, as listed, to be placed in the Coalition Legal Fund)***
- E. *Acceptance of Donation to Art-Speak for the General Administration
- Catherine Sununu - \$150.00
- (Anticipated action – move to approve and accept the donation, as listed)***
- F. Letter from Sister Mary Agnes, St. Charles Children’s Home, requesting permission to hold the 17th Annual St. Charles Children’s Home 5k on Monday, September 2, 2013 at 9:00 a.m. at the Pease International Tradeport ***(Anticipated action – move to refer to the City Manager with power)***
- G. Request for Approval of Pole License to install 1 pole and a brace pole located at the intersection of Bow and Daniel Streets. One brace pole will be added while 4 poles will be removed resulting in a net loss of 4 poles in the area – License Agreement #63-0560 ***(Anticipated action – move to approve the aforementioned Pole License Agreement as recommended by the Public Works Department with the approval conditioned upon amendment of the license to allow for the collection of any lawfully assessed real estate taxes)***
- H. Request for Approval of Pole License to install 145 feet of underground conduit at the Middle Road Bridge project in two sections; 80’ of conduit on the Plains side of the bridge and 65’ on the downtown side – License Agreement #63-0561 ***(Anticipated action – move to approve the aforementioned Pole License Agreement as recommended by the Public Works Department with the approval conditioned upon amendment of the license to allow for the collection of any lawfully assessed real estate taxes)***

- I. Request for License from Shelia McMahon, owner of Man Cave Cut & Style for property located at 10A Ladd Street for a projecting sign on an existing bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Shelia McMahon, owner of Man Cave Cut & Style for a projecting sign at property located at 10A Ladd Street and, further, authorize the City Manager to execute License Agreements for this request***)

Planning Director's Stipulations:

- ***The licenses shall be approved by the Legal Department as to content and form;***
 - ***Any removal or relocation of the projecting signs, for any reason, will 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***
9. Final 2013 Omnibus Sidewalk Obstruction Renewals. - **Voted** to refer to the City Manager with power. *Councilor Smith abstained.*
 10. Letter from Rob Sevigny, The Paper Patch, requesting an easement to restore a step onto Ladd Street from storefront with an address of 36 Market Street – **Voted** to refer to the Planning Board for report back.
 11. Letter from Zachary Taylor, Riverside & Pickering Marine Contractors, requesting a minor amendment to the License Agreement between Priscilla Semprini, Trustee of the Priscilla Semprini Revocable Trust of 2010, 300 New Castle Avenue and the City of Portsmouth - **Voted** to refer to the Legal Department for report back.
 12. Report Back Re: Proposal for Mobile Vending – **Voted** to authorize the City Manager to enter into a license agreement with the Kitchen for mobile vending in accordance with the terms recommended by staff.
 13. Proposed Memorandum of Understanding between the Town of Kittery and the City of Portsmouth Re: Illumination of the Memorial Bridge – **Voted** to authorize the City Manager to execute the Memorandum of Understanding between the Town of Kittery and the City of Portsmouth for the bridge illumination project.
 14. Report Back Re: Sidewalk Policy Richards Avenue – **Voted** to grant the waiver request to install brick sidewalks on Richards Avenue from Middle Street to Parrott Avenue on both sides of the street.

15. Information Item #4 – Update of City Transportation Projects – City Manager Bohenko announced that there will be a presentation on August 5, 2013 regarding this Item and will include the request from several Councilors to review the results of the recent Portsmouth Listens public dialogue in this presentation in lieu of a Work Session.
16. Appointment to be Voted – **Voted** to appoint John Palreiro to the Taxi Commission with term to expire December 31, 2013 and Dana Mary Hegre to the Citywide Neighborhood Steering Committee with term to expire April 1, 2015.
17. Establishment of Senior Committee Charge – **Mayor Spear established the Charge of the Senior Committee as follows:**

The purpose of the Committee is to advise the City Council on developing a senior center. This would include potential programming, senior center location and a suggested plan of action to develop a new center.

The committee will develop a suggested menu of programming opportunities and services that could be available at a senior center. It will review community input and demographics gathered to date. It will identify activities not currently available to residents. It will identify potential partners in the community for services, programming and intergenerational activities.

After preliminary assessment of the activities and programs to be offered, physical space to operate the program will be estimated, along with staff requirements. The committee will investigate the feasibility of the Doble Army Reserve building, as well as any other potential locations that could serve as a future senior center in Portsmouth.

The committee will suggest a proposed site along with plan and project budget. The committee will also develop an operations plan describing the administrative organization of the center.

The Blue Ribbon Committee will report back to the City Council in 150 days and recommend a plan-of-action for the creation of a senior center that will cover all areas of facility, budget, programming and administration

18. Senior Committee Appointments – **Mayor Spear announced the following appointments to the Senior Committee:**
- Bob Lister, Chair
 - Nancy Novelline Clayburgh
 - Eva Powers
 - Nancy Andrews
 - Martha Fuller Clark
 - Maureen Arsenault
 - Jack Jamison

19. Establishment of Fire Department Study Committee Charge - **Mayor Spear established the Charge of the Fire Department Study Committee as follows:**

The purpose of the Committee is to choose an independent consultant to perform an independent study of the Portsmouth Fire Department for the purpose of recommending to the City Council and Fire Commission changes to the practices and organizational structure of the Department in order to reduce costs and/or improve service without materially affecting public safety

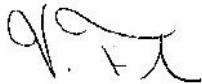
20. Fire Department Study Appointments – **Mayor Spear announced the following appointments to the Fire Department Study Committee:**

- Chris Dwyer
- Brad Lown
- Norm Olsen
- Peter Somssich
- Eric Gregg
- Fire Commissioner
- Steve Achilles, Fire Chief Ex-officio

21. Parking and Traffic Safety Committee Action Sheet and Minutes of the June 13, 2013 meeting – **Voted to remove Action Sheet Item #10 and Minutes Item V-I (page 5) regarding Free Holiday Parking Period and defer to August 5, 2013 City Council Meeting. Councilor Smith voted opposed. Voted to approve and accept the remaining action sheet and minutes of the Parking and Traffic Safety Committee meeting of June 13, 2013.**

22. Adjournment – At 7:30 p.m., voted to adjourn.

Respectfully submitted by:



Valerie A. French
Deputy City Clerk