

TO: JOHN P. BOHENKO, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN BY THE PORTSMOUTH CITY COUNCIL MEETING HELD ON MONDAY, NOVEMBER 21, 2016 MEETING, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE

PRESENT: MAYOR BLALOCK, ASSISTANT MAYOR SPLAINE (8:05PM), COUNCILORS PERKINS, DWYER LOWN, PEARSON, CYR, SPEAR AND DENTON

1. At 6:00 p.m. a Work Session was held on a Report from Housing Committee Re: Policy.
2. Presentations – Recognition of Peter Torrey – The City Council recognized Peter for his work with the Trustees of the Trust Funds with a chair for his years of service. Peter accepted the chair with great thanks and appreciation.
3. Presentations – Update Re: Deer Street Parking Garage – David Allen, Project Manager provided an update on the Deer Street Parking Garage. He said late August 2018 is the date for the opening of the garage.
4. Status Re: Doble Property Acquisition – Assistant City Manager Moore provided a status update regarding the Doble Property Acquisition. He stated that we are close to a Memorandum of Agreement with the Army Reserve. He indicated the plan is to have the building in 2017.
5. Acceptance of Minutes – September 19 2016 & October 3, 2016 – **Voted** to approve and accept the minutes of the September 19, 2016 and October 3, 2016 City Council meetings.
6. Public Comment Session – There were 5 speakers: Kelly Shaw (Housing); Raymond Will (Salvation Army Kettle Campaign); Mark Brighton (E-mails); Arthur Clough (Politics); and Susan Denenberg (Election Pay).
7. Public Hearing – Resolution Authorizing a Supplemental Appropriation of Four Hundred Thousand Dollars (\$400,000.00) for the Purchase of Property Located at 850 Banfield Road – Held a public hearing. **Voted** to adopt a Resolution to authorize a Supplemental Appropriation of Four Hundred Dollars (\$400,000.00) for the Purchase of Property located at 850 Banfield Road as recommended by the Conservation Commission.
8. Acceptance of Hazard Mitigation Planning Grant – **Voted** to accept and approve the New Hampshire Homeland Security and Management Grant for the purposes of updating the City's Hazard Mitigation Plan, as presented, and further, authorize the City Manager to execute the Agreement.

9. Portsmouth Police Department Grant and Donation:
- NH Department of Justice Violence Against Women Grant - \$60,000.00
 - Donation from Friends of the South End in support of the Portsmouth Police Explorers - \$700.00
- Voted** to accept and approve the grant and donation to the Portsmouth Police Department, as presented.
10. **Voted** to suspend the rules in order to take up Items XII. A. 5. – Approval of Trust Re: 400th Anniversary Celebration, XII. A. 6. – Holiday Parking and XII. E.1. – Proposed Portsmouth Holiday Parking Ban.
11. Approval of Trust Re: 400th Anniversary Celebration – **Voted** to approve the Trust for the 400th Anniversary Celebration, and authorize the City Manager to bring back a final agreement to be approved at the December 5th City Council meeting.
12. Holiday Parking & Proposed Portsmouth Holiday Parking Plan – **Voted** to approve Holiday Free Parking commencing on Sunday, December 18, 2016 and end Saturday, December 24, 2016 and further that the City Manager be authorized to enter into an agreement with the Chamber of Commerce to spend up to \$20,000.00 from the Parking and Transportation Fund to allow for special programs that maybe beneficial to our downtown merchants.
13. Consent Agenda – **Voted** to adopt the Consent Agenda.
- A. Letter from Emily Christian, National Multiple Sclerosis Society, requesting permission to hold the 2017 Walk MS Portsmouth on Saturday, April 8, 2017 from 10:00 a.m. to 2:00 p.m. (**Anticipated action – move to refer to the City Manager with power**)
- B. Letter from Raymond Will, The Salvation Army requesting that the City Council and each Board and Commission and City Committees consider volunteering to stand and ring the kettle bell for an enter single day (**Anticipated action – move to accept the letter and place it on file**)
- C. Letter from Donna Hepp, Seacoast Century Granite State Wheelmen Bicycle Club, requesting permission to hold the 44th Annual Seacoast Century on September 24 – 25, 2017 (**Anticipated action – move to refer to the City Manager with power**)
- D. *Acceptance of Donations to the Coalition Legal Fund:
- Town of Carroll - \$1,000.00
 - Town of Rye - \$5,000.00
- (**Anticipated action – move to approve and accept the donations, as listed, to be placed in the Coalition Legal Fund**)

- E. Request for Licenses to Install Projecting Signs:
- Northern Tier Real Estate Acquisition & Development, LLC (c/o John Dussi), owner of La Carreta, for property located at 172 Hanover Street
 - Heather Dalton & Catherine Ianchulev, owner of Seaside Allure for property located at 24 Congress Street
- (Anticipated action – move to approve the aforementioned Projecting Sign Licenses as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreements for these requests)***

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, 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 signs, 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. *Acceptance of Library Donation from Phyllis Eldridge - \$1,000.00 representing the balance of her pledge ***(Anticipated action – move to accept and approve the donation, as listed)***
- G. Letter from Chris Vlangas, Cystic Fibrosis Foundation, requesting to hold the CF Cycle for Life on Saturday, July 15, 2017 ***(Anticipated action – move to refer to the City Manager with power)***
- H. Letter from Matthew McFarland, Saint Patrick School, requesting permission to hold its 4th Annual 5k Road Race on Saturday, March 18, 2017 at 10:30 a.m. ***(Anticipated action – move to refer to the City Manager with power)***
- I. Petition and Underground Utility License for Comcast on Ledgewood Drive ***(Anticipated action – move to refer to the City Manager with power)***
- J. Eversource License Agreement for one replacement pole location at the intersection of Barberry Lane and Islington Street ***(Anticipated action – move to refer to the City Manager with power)***
- K. Eversource License Agreement to install 55 feet of electrical conduit on Porter Street for new underground service for The Music Hall ***(Anticipated action – move to refer to the City Manager with power)***

14. Letter from Paula Chalfin regarding Union & Middle Streets Intersection – **Voted** to refer to the Parking and Traffic Safety Committee.
15. Report Back Re: Acquisition of Property at 850 Banfield Road – **Voted** to accept the Planning Board's recommendation that the City Council approve the acquisition of the property at 850 Banfield Road.
16. Approval of \$150,000.00 Additional Appropriation from the Conservation Fund Re: Elliott Property at 850 Banfield Road – **Voted** to approve the additional appropriation of \$150,000.00 from the Conservation Fund as approved by the Conservation Commission for purchase of the Elliott property at 850 Banfield Road.
17. Request for First Reading of Proposed Zoning Ordinance Amendments ("Zoning Omnibus, Part I") – **Voted** to authorize the City Manager to bring back for first reading the proposed Ordinance amendments at the December 5, 2016 City Council meeting, as presented.
18. Atlantic Heights Emergency Access – **Voted** to refer this matter to the Planning Board for report back.
19. Planning Board Report Re: Request of Northern Utilities, Inc., d/b/a Unitil for Easement Across City Land at 1 Franklin Drive – **Voted** to accept the Planning Board's recommendation to grant an easement to Northern Utilities, Inc., d/b/a Unitil across property owned by the City at 1 Franklin Drive, and further, authorize the City Manager to proceed with the execution of the necessary documents.
20. Request for First Reading Re: Taxi Ordinance – **Voted** to authorize the City Manager to bring back for first reading on December 5, 2016 the proposed Taxi Ordinance. Assistant Mayor Splaine requested that the Legal Department review the State Law with our proposed Ordinance and provide an outline as to the additional burdens we are putting on local taxi cabs through this proposed Ordinance.
21. Approval of Petition and Utility License Re: Langdon Street- **Voted** to approve the petition and underground utility license for 81 and 91 Langdon Street. Councilor Perkins abstained from voting.
22. Proposed Public Art Application Re: Cast Sculpture, Jay Smith Memorial Garden, State Street – **Voted** to approve the Cast Public Art Sculpture at the Jay Smith Memorial Garden on State Street.
23. License Request for 2 Bow Street - **Voted** to authorize the City Manager to negotiate and enter into a license with Two Bow Street, LLC.
24. Appointment to Demolition Committee – Mayor Blalock announced he has made the following appointments: Jonathan Wyckoff of the Historic District Commission, Elizabeth Moreau of the Planning Board, TBD a member of the Portsmouth Historical Society, Chief Building Inspector Robert Marsilia or Designee, and Planning Director Designee Nick Cracknell.

25. Appointments to be Considered – The City Council considered the following appointments to be voted on at the December 5th City Council meeting:
 - Reappointment of Robert Machewka to the Economic Development Commission
 - Appointment of Richard Shea as Regular member to the Historic District Commission
 - Appointment of Martin Ryan as an Alternate member to the Historic District Commission
26. Mayor's Appointments to Blue Ribbon Committee – Mayor Blalock appointed Paul Dilorio, Jr. and Matthew Glynn to the Sustainable Practices Blue Ribbon Committee.
27. Parking and Traffic Safety Committee Action Sheet and Minutes of the November 3, 2016 meeting – **Voted** to approve and accept the action sheet and minutes of the November 3, 2016 Parking and Traffic Safety Committee meeting.
28. Request for Resources to Update and Refresh the City's Cultural Plan – The City Council agreed to have the City Manager work with Councilor Pearson, Nancy Carmer and Planning staff on what is the best way to proceed forward with this matter and to provide a report back to the City Council at the December 19, 2016 meeting.
29. SOAK Up The Rain New Hampshire: <http://soaknh.org/> - Councilor Denton requested that this link be placed on our website for the public to access.
30. Hodgdon Brook (not on agenda) – Councilor Denton would like to set up a walk to make a green way by creating a green walk from the bypass to Bartlett Street where the Brook enters the pond. This is in coordination with our restoration project of Hodgdon Brook.
31. Legislative Committee Meeting (not on agenda) – Assistant Mayor Splaine requested that Mayor Blalock work with the City Manager in setting a date for a Legislative Committee meeting in early to mid-December.
32. Adjournment – **At 10:25 p.m., voted to adjourn.**

Respectfully submitted by:

Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk