

CITY COUNCIL MEETING

Remote Meeting Via Zoom Conference Call

To register in advance for this meeting, click on the link below or copy and paste it into your web browser:

https://zoom.us/webinar/register/WN_aXyUc7bUTSnnLyaT5nTUDA

You are required to register in advance to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. Please note, this meeting will also be broadcast on the City's YouTube Channel. Public comments for the Council's consideration can be emailed in advance via the City's web site: <https://www.cityofportsmouth.com/citycouncil/contact-all-city-councilors>.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

DATE: MONDAY, DECEMBER 7, 2020

TIME: 7:00PM

AGENDA

- I. **WORK SESSION – THERE IS NO WORK SESSION THIS EVENING**
- II. **PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting] - POSTPONED**
- III. **CALL TO ORDER [7:00 p.m. or thereafter]**
- IV. **ROLL CALL**
- V. **INVOCATION**
- VI. **PLEDGE OF ALLEGIANCE**
- VII. **ACCEPTANCE OF MINUTES** (*There are no minutes on for acceptance this evening*)
- VIII. **RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**
- IX. **PUBLIC COMMENT SESSION – (Via Zoom)**
- X. **PUBLIC DIALOGUE SUMMARY [when applicable] - POSTPONED**
- XI. **PUBLIC HEARINGS AND VOTES ON ORDINANCES AND/OR RESOLUTIONS**

First Reading of Ordinances:

- A. First Reading of Ordinance amending Chapter 10, Article 6 – Overlay Districts – Flood Plain Overlay District Zoning Maps
- B. Public Hearing and Second Reading of Ordinance amending Chapter 7, Article III, Section 7.330 – No Parking – Chase Drive: northerly side, from Michael Succi Drive to a point 30 feet on either side west of the driveway located at 355 Chase Drive

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

- C. Public Hearing and Second Reading of Ordinance amending Chapter 3, Article IX – Distribution of Single-Use Disposables on City Property – Effective Date: This Ordinance shall take effect on December 31, 2022

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

(Sample motions – move that the City Council advise the City Manager of its preference that due to the exigent circumstances created by the COVID-19 pandemic, until December 31, 2021 City enforcement activities in connection with the distribution of single use disposables either on City property or on a citywide basis (see Chapter 3, Article IX) be limited to the issuance of written warnings by the City to those persons or entities found to be in violation; and move to pass second reading as amended and hold third and final reading at the December 21, 2020 City Council meeting)

- D. Public Hearing and Second Reading of Ordinance amending Chapter 3, Article X – Distribution of Single-Use Disposables – Citywide – Effective Date: This Ordinance shall take effect on December 31, 2022

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

(Sample motion – move that the City Council advise the City Manager of its preference that due to the exigent circumstances created by the COVID-19 pandemic, until December 31, 2021 City enforcement activities in connection with the distribution of single use disposables either on City property or on a citywide basis (see Chapter 3, Article IX) be limited to the issuance of written warnings by the City to those persons or entities found to be in violation; and move to pass second reading as amended and hold third and final reading at the December 21, 2020 City Council meeting)

- E. Public Hearing and Second Reading of Ordinance amending Chapter 3, Article XI – Face Coverings – Effective Date: This ordinance shall take effect immediately and shall terminate on vote of the City Council to that effect

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

F. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to Four Hundred Thousand (\$400,000.00) Dollars for Costs related to the Upgrade of the Police Facility

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

G. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to One Million Dollars (\$1,000,000.00) for Costs related to School Facilities Improvements

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

H. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to Three Million Six Hundred Forty Thousand Dollars (\$3,640,000.00) for costs related to Outdoor Pool Upgrades and City Street and Sidewalk Upgrades

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

I. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of the City under the Municipal Finance Act and/or Participation in the State Revolving Fund (SRF) Loan of up to Three Million Six Hundred Thousand Dollars (\$3,600,000.00) related to Water Line Upgrades, New Ground Water Source, Water Transmission Main Replace and Water Storage Tanks Painting

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

J. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of the City under the Municipal Finance Act and/or Participation in the State Revolving Fund (SRF) Loan of up to Five Million Two Hundred Fifty Thousand Dollars (\$5,250,000.00) for Costs related to Sewer Force Main Improvements and Sewer line Upgrades

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCILOR QUESTIONS AND DELIBERATIONS**

- K. Second reading of Ordinance amending Chapter 11, Article II – Sewers, Section 11.203 and Section 11.204 – Waiver from Connection to Public Sewer (*Postponed Second Reading at the November 16, 2020 City Council meeting*) (**Sample motion – move to amend the current draft by adding after the first sentence in Section 11.204 (E) the following new sentence: The City Engineer may extent the period to connect from ninety (90) days to no more than one hundred and fifty (150) days for winter conditions or other good cause**)
- L. Third and Final Reading of Ordinance amending Chapter 7, Article IVA, Section 7-A.402 – BUS STOPS DESIGNATED – D. Hanover Street: southerly side of Hanover Street ~~90 feet east of~~ from Fleet Street to a point 285 feet east of Fleet Street
- M. Third and Final Reading of Ordinance amending Chapter 7, Article XI, Section 7.1100 – Speed Limits, E: Speed Limit: 25 MPH by the addition of South Street, from Middle Road to Lafayette Road
- N. Third and Final Reading of Ordinance amending Chapter 7, Article III, Section 7.330 – No Parking – A: Unless otherwise designated by ordinance, parking shall be prohibited at all times in the following described streets and locations: Dearborn Street:
 - a. westerly side from Maplewood Avenue to the easterly end of Dearborn Lane (entire westerly side)
 - b. easterly side, from the North Mill Pond running northerly for a distance of 25 feet

XII. MAYOR BECKSTED

- 1. Appointments to be Considered:
 - Appointment of David MacDonald as a regular member to the Zoning Board of Adjustment
 - Appointment of Corey Clark as a regular member of the Planning Board
 - Appointment of Peter Harris as a regular member to the Planning Board
 - Appointment of Rick Chellman as a regular member to the Planning Board
- 2. *Appointments to be Voted:
 - Reappointment of Peter Weeks to the Trustees of the Trust Funds
 - Reappointment of Philip Cohen to the Economic Development Commission
 - Appointment of Devan Quinn to the Peirce Island Committee
 - Appointment of Andrew Samonas to the Conservation Commission
- 3. *Governor’s Council on Housing Stability

XIII. CITY COUNCIL MEMBERS

A. ASSISTANT MAYOR SPLAINE

- 1. *Request for Update on Availability of Winter Portsmouth Warming Centers

B. COUNCILOR McEACHERN

- 1. *Extend Citizen Response Taskforce to June 30, 2021 with input from Council and consideration of Citizen Response Task Force recommendations

C. COUNCILOR WHELAN

1. Action Item Needing Approval by City Council:
 - Request for 30 minute spaces on Court Street near Fleet Street, by Portsmouth Housing Authority (PHA) ***(Sample motion – move to temporarily designate two spaces as 30 minute parking and one space as handicapped parking in front of the Feaster Apartments during construction, which should be complete in April 2022)***
2. Parking Traffic & Safety Action Sheet and Minutes of the November 5, 2020 meeting ***(Sample motion – move to accept and approve the Parking Traffic & Safety Action Sheet and Minutes of the November 5, 2020)***

D. COUNCILOR KENNEDY & COUNCILOR HUDA

1. *Reports & Year End Status Updates
 - Report Back on the Date Availability for the Final FY20 Actual Detail
 - Report Back on FY21 CIP Including the Following:
 - November 2020 & 6 Months Ended December 2020 CIP Balances to Include:
 - FY21 CIP Distribution by Line Item Amount
 - Year to Date Spend
 - Year to Date Encumbered
 - Remaining Balance
 - Report Back on the Status of the Middle Street Bike Lane Study (Expected Delivery Date of Report)
 - Report Back on the current Status of Public Art on City Property
 - Report on the Services and/or Projects Completed by the former City Manager-John Bohenko over the 12 Month Period Ending December 31st Per the Agreed Upon Consultant Contract and Verify Contract End Date
 - A 6 Month Update Report on the Status of CARES Act Funding to Include:
 - A Guide to the Taxpayers & Council on CARES Act Funds in the Monthly & Year-to-Date Reports
 - Total Amounts Submitted/Received for Reimbursement
 - Current Balance at December 1st by Funding Source
 - Update on any other COVID related Funds that are Available to the City from the State of New Hampshire
 - Status of the Boyle Case
 - What is the Current Status of the Sagamore Creek Project
 - Please provide for Review – The Contracts of the Auditors and all Legal Contracts or Retainers currently on file

XIV. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of New Hampshire Highway Safety Grant for dedicated patrol enforcement operations - \$17,641.00 ***(Sample motion – move to approve and accept the New Hampshire Highway Safety Grant to the Portsmouth Police Department as presented)***

XV. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager's Items Which Require Action:

(There are no items on under this Section of the Agenda this evening)

XVI. CONSENT AGENDA

- A. Request for License to Install a Projecting Sign for owner Sandra Cole for Backstreet Barbers LLC d/b/a/ The Clip Joint Barbers for property located at 10 Ladd Street ***(Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request)***

Planning Director's Stipulations

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of 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***

- B. Letter from Jennie Halstead, My Breast Cancer Support, requesting permission to hold the 13th Annual Celebrate Pink 5k Walk & Run on Sunday, September 19, 2021 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

XVII. PRESENTATIONS & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. *Presentation by Health Officer Kim McNamara regarding COVID-19 Update
- B. Presentation by Portsmouth Citizens Response Task Force on the future of the Task Force
- C. Letter from Attorney Bernard Pelech, Bosen & Associates, PLLC, on behalf of property owners at 138 Leavitt Avenue, requesting the Restoration of Involuntarily Merged Lots fronting Peverly Hill Road and Lots which front on Leavitt Avenue ***(Sample motion – move to refer to the Planning Board and Assessor for report back to the City Council)***
- D. Email Correspondence ***(Sample motion – move to accept and place on file)***

XVIII. CITY MANAGER'S INFORMATIONAL ITEMS

1. *Report Back on Police Department HVAC Improvements

XIX. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

XX. ADJOURNMENT [at 10:00 p.m. or earlier]

**KELLI L. BARNABY, MMC/CNHMC
CITY CLERK**

** Indicates verbal report*



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

City Hall, One Junkins Avenue
Portsmouth, New Hampshire 03801
kconard@cityofportsmouth.com
(603) 610-7201

Date: December 3, 2020
To: Honorable Mayor Rick Becksted and City Council Members
From: Karen S. Conard, City Manager *KSC*
Re: City Manager's Comments on City Council Agenda of December 7, 2020

XI. Public Hearings and Votes on Ordinances and/or Resolutions:

A. First Reading of Ordinance Amending Chapter 10, Article 6 – Overlay Districts – Floodplain Overlay District Zoning Maps:

In July 2020, FEMA issued a [Letter of Final Determination \(LFD\)](#) notifying the City that the preliminary coastal Rockingham County Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) report that were originally issued in 2014 had been finalized. The FIRMs and FIS report will become effective on January 29, 2021.

Following that letter, the staff at the NH State Floodplain Management Program reached out to the City with additional guidance on the process for final adoption of the FIRMs and FIS ([see attached email from Jennifer Gilbert dated September 25, 2020](#)). Although the City had already amended the City's Floodplain Overlay District zoning in 2019 with input from the state's floodplain office, the staff at the state office (with guidance from FEMA) have identified additional minor amendments that are required.

These amendments will apply to properties located in the Floodplain District and are required by FEMA to keep the City in compliance with the National Flood Insurance Program (NFIP). The NFIP requires that the City maintain an up-to-date floodplain ordinance to ensure that federal flood insurance policy holders are covered in the event of a flood.

The Planning Board reviewed the amendments at a work session in October and held a public hearing on the Zoning Amendments on November 19, 2020. All property owners with properties in the flood plain overlay district were notified by mail of the upcoming meetings on these amendments ([see attached notice](#)). At the November meeting, the Planning Board voted unanimously to recommend approval of the amendments to the City Council.

The proposed Zoning Ordinance amendments required by FEMA are summarized below and [attached](#). The City’s entire Zoning Ordinance can be viewed online at www.cityofportsmouth.com/planportsmouth/land-use-and-zoning-regulations#zoning. Refer to Section 10.620 Floodplain District.

- In Section 10.613.10 (a), update the study and map reference dates by deleting May 17, 2005 and adding January 29, 2021.
- In Section 10.622.20 – “Terms Defined for the Flood Plain District”, delete the current definition of New Construction and update as follows:

New construction

A structure for which the start of construction commenced on or after the effective date of this flood plain management regulation and includes any subsequent improvements to such structure.

- In Section 10.628 – Construction Standards in Special Flood Hazard Areas, amend paragraph 10.628.10 as follows by adding the text shown in italics below:

10.628.10 In Zones A and AE, any new construction or substantial improvement shall be reasonably safe from flooding...

As noted in the email from Jennifer Gilbert, these amendments will need to be adopted by Council and submitted to the state office for confirmation by January 15, 2021. This means that the Council will need to complete the three required readings before that time. The anticipated schedule is as follows:

- November 16 – request to City Council to schedule 1st reading
- November 19 – Planning Board public hearing and vote to recommend to Council
- December 7 – City Council first reading
- December 21 – City Council second reading and public hearing; potential to continue the public hearing
- January 11, 2021 – City Council third and final reading

I recommend that the City Council move to pass first reading on the proposed amendments to the Floodplain Overlay District, and schedule a public hearing and second reading at the December 21, 2020 City Council meeting.

B. Public Hearing and Second Reading of Ordinance Amending Chapter 7, Article III, Section 7.330 – No Parking by the addition of Chase Drive: northerly side, from Michael Succi Drive to a point 30 feet ~~on either side~~ west of the driveway located at 355 Chase Drive:

[Attached is the diagram](#) and [the proposed amendment](#) to this ordinance.

I recommend that the City Council move to schedule a third and final reading at the December 21, 2020 City Council meeting.

C. Public Hearing and Second Reading of Ordinance Amending Chapter 3, Article IX – Distribution of Single-Use Disposables on City Property – Effective Date: This Ordinance shall take effect on December 31, 2022:

The immediately prior City Council adopted an ordinance ([Chapter 3, Article IX](#)) which would regulate the use of single-use disposable plastic items such as Styrofoam cups on City property. As adopted, the ordinance would become effective on December 31, 2020.

Councilor Lazenby has expressed concern that the COVID-19 pandemic and response have created problems for local businesses and citizens which might be exacerbated by the effective date of the ordinance. Therefore, he has proposed a motion which would advise the City Administration that the City Council prefers limited enforcement with regard to the ordinance until December 31, 2021. The limited response would essentially be that potential violators receive a written warning rather than more formal enforcement.

If the Council is in agreement with Councilor Lazenby’s proposal, the appropriate motion to adopt it is stated on this evening’s agenda.

D. Public Hearing and Second Reading of Ordinance Amending Chapter 3, Article X – Distribution of Single-Use Disposables – Citywide – Effective Date: This Ordinance shall take effect on December 31, 2022:

The immediately prior City Council adopted an ordinance ([Chapter 3, Article X](#)) which would regulate the use of single-use disposable plastic items such as Styrofoam cups on a citywide basis. As adopted, the ordinance would become effective on December 31, 2020.

Councilor Lazenby has expressed concern that the COVID-19 pandemic and response have created problems for local businesses and citizens which might be exacerbated by the effective date of the ordinance. Therefore, he has proposed a motion which would advise the City Administration that the City Council prefers limited enforcement with regard to the ordinance until December 31, 2021. The limited response would essentially be that potential violators receive a written warning rather than more formal enforcement.

If the Council is in agreement with Councilor Lazenby’s proposal, the appropriate motion to adopt it is stated on this evening’s agenda.

E. Public Hearing and Second Reading of Ordinance Amending Chapter 3, Article XI – Face Coverings – Effective Date: This ordinance shall take effect immediately and shall terminate on Vote of the City Council to that effect:

At the City Council meeting of November 16, 2020, the Council passed first reading of an ordinance amendment proposed by Councilor Lazenby which would have the effect of extending the term of the [City’s Mask Ordinance](#) from January 4, 2020 until such time as the City Council votes to terminate it.

Governor Sununu's statewide mask mandate is set to expire on January 15, 2020.

If after this evening's public hearing the Council wishes to move forward with this ordinance amendment, a proposed motion would be:

Move to pass second reading and hold third and final reading at the December 21, 2020 City Council meeting.

F. **Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to Four Hundred Thousand (\$400,000.00) Dollars for Costs related to the Upgrade of the Police Facility:**

Attached is the [proposed resolution](#) and the corresponding [element sheet](#).

I recommend that the City Council move to adopt the proposed project resolution to be bonded as presented.

G. **Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to One Million Dollars (\$1,000,000.00) for Costs related to School Facilities Improvements:**

Attached is the [proposed resolution](#) and the corresponding [element sheet](#).

I recommend that the City Council move to adopt the proposed project resolution to be bonded as presented.

H. **Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of up to Three Million Six Hundred Forty Thousand Dollars (\$3,640,000.00) for costs related to Outdoor Pool Upgrades and City Street and Sidewalk Upgrades:**

Attached is the [proposed resolution](#) and the corresponding [element sheet](#).

I recommend that the City Council move to adopt the proposed project resolution to be bonded as presented.

I. **Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or Notes of the City under the Municipal Finance Act and/or Participation in the State Revolving Fund (SRF) Loan of up to Three Million Six Hundred Thousand Dollars (\$3,600,000.00) related to Water Line Upgrades, New Ground Water Source, Water Transmission Main Replace and Water Storage Tanks Painting:**

Attached is the [proposed resolution](#) and the corresponding [element sheet](#).

I recommend that the City Council move to adopt the proposed project resolution to be bonded as presented.

J. Public Hearing and Adoption of Resolution Authorizing a Bond Issue, and/or notes of the City under the Municipal Finance Act and/or Participation in the State Revolving Fund (SRF) Loan of up to Five Million Two Hundred Fifty Thousand Dollars (\$5,250,000.00) for Costs Related to Sewer Force Main Improvements and Sewerline Upgrades:

Attached is the [proposed resolution](#) and the corresponding [element sheet](#).

I recommend that the City Council move to adopt the proposed project resolution to be bonded as presented.

K. Second Reading of Ordinance Amending Chapter 11, Article II – Sewers, Section 11.203 and Section 11.204 – Waiver from Connection to Public Sewer:

At its meeting on November 16, 2020, the City Council considered for second reading a proposed change to Chapter 11, Article II, Section 11.204 of the Sewer Ordinance to allow property owners 90 days to connect to a newly installed public sewer line or to apply for a waiver from connection to the public sewer. It was suggested that the proposed ordinance change should be amended to accommodate owners who may wish to connect, but may need additional time to connect due to winter conditions or other good cause. The proposed motion below accomplishes that change. A complete copy of the proposed ordinance amendment, including the proposed additional language to deal with winter conditions (noted in green) is [attached](#).

I recommend that the City Council move to amend the current draft by adding after the first sentence in Section 11.204 (E) the following new sentence:

“The City Engineer may extend the period to connect from ninety (90) days to no more than one hundred and fifty (150) days for winter conditions or other good cause.”

L. Third and Final Reading of Ordinance Amending Chapter 7, Article IVA, Section 7-A.402 – Bus Stops Designated – D. Hanover Street: southerly side of Hanover Street 90 feet east of from Fleet Street to a point 285 feet east of Fleet Street:

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to adopt the third and final reading.

M. Third and Final Reading of Ordinance Amending Chapter 7, Article XI, Section 7.1100 – Speed Limits, E: Speed Limit: 25 MPH by the addition of South Street, from Middle Road to Lafayette Road:

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to adopt the third and final reading.

- N. **Third and Final Reading of Ordinance Amending Chapter 7, Article III, Section 7.330 – No Parking – A: Unless otherwise designated by ordinance, parking shall be prohibited at all times in the following described streets and locations: Dearborn Street:**
- a. **westerly side from Maplewood Avenue to the easterly end of Dearborn Lane (entire westerly side)**
 - b. **easterly side, from the North Mill Pond running northerly for a distance of 25 feet**

Attached is the [diagram](#) and the [proposed amendment](#) to this ordinance.

I recommend that the City Council move to adopt the third and final reading.

XIV. Approval of Grants/Donations:

- A. **Acceptance of New Hampshire Highway Safety Grant for Dedicated Patrol Enforcement Operations - \$17,641.00:**

At the November 24, 2020 Police Commission meeting, the Board of Police Commissioners accepted a New Hampshire Safety grant in the amount of \$17,641 for dedicated patrol enforcement operations from the NH Office of Highway Safety.

I recommend that the City Council move to accept this grant from the NH Office of Highway Safety as presented.

XVI. Consent Agenda:

- A. **Projecting Sign License – 10 Ladd Street:**

Permission is being sought to install a projecting sign at [10 Ladd Street](#) that extends over the public right of way, as follows:

Sign dimensions: 24” x 32”

Sign area: 5.3 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. *Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:*

- 1) *The license shall be approved by the Legal Department as to content and form;*
- 2) *Any removal or relocation of the sign, for any reason, shall be done at no cost to the City; and*
- 3) *Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the 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.*

XVII. Presentations and Consideration of Written Communications and Petitions:

A. Presentation by Health Officer Kim McNamara Regarding COVID-19 Update:

City Health Officer, Kim McNamara, will provide a verbal update to City Councilors and the public on COVID-19.

B. Presentation on the Future of the Portsmouth Citizen Response Task Force:

Citizen Response Task Force Co-Chairs James Petersen and Mark Stebbins will be presenting the [attached materials](#).

XVIII. City Manager's Informational Items:

1. Report Back on Police Department HVAC Improvements:

This report back is a follow-up to a request from the City Council regarding the status of heating ventilation and air conditioning (HVAC) improvements at the Police Department. Since the last report on October 13, 2020, the Department of Public Works has overseen the completion of an additional \$62,511.97 in piping and insulation upgrades to HVAC equipment at the Police Department. In addition, new equipment that controls the HVAC operations has been installed improving staff's ability to operate and monitor the system. These new controls include humidity sensors which will alert staff of changing air quality and allow deployment of portable dehumidifiers when needed. In addition to HVAC upgrades, DPW staff are working on the next phase of mold abatement and restoration in the Police Command offices on the second floor.

Deferred maintenance continues to be the focus of investments at the Municipal Complex. Efforts have been on-going since 2016. DPW staff continues to meet regularly with the Police and together they have developed a list of priority projects many of which have been completed. Most recent discussions include upgrades to the Department's parking lot area to improve security and continued upgrades to HVAC piping and controls. The cost for these continued upgrades is anticipated to be covered in part by the \$400,000 bonding request to be considered at this evening's meeting.

It is understood that a safe and comfortable work environment is critical to the effective operation of the City's Police Force. We believe the efforts to date have improved the work environment and the additional efforts underway will continue these improvements.