

TO: KAREN CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, JUNE 6, 2022

PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, DENTON, MOREAU, BAGLEY, LOMBARDI, BLALOCK (7:40PM) AND COOK

---

1. **Voted** to adjourn the Non-Public Session until the end of the City Council meeting.
2. Proclamation – Men’s Health Month – Mayor McEachern read the Proclamation declaring June as Men’s Health Month and Men’s Health Week which, is taking place on June 13-19, 2022, the week ending on Father’s Day.
3. Proclamation – LGBTQ + Pride Month – Mayor McEachern read the Proclamation declaring June as LGBTQ + Pride Month. He stated the City of the Open Door means living up to the promises of keeping our doors open to every member of this community.
4. Recognitions and Volunteer Committee Reports – Portsmouth High School Debate Team Northeast Division Champions & National Qualifiers – Advisor Joe Kraus – Mayor McEachern recognized the Debate Team students and Advisor Joe Kraus for their accomplishments as Northeast Division Champions and for the upcoming competition at the Nationals in Louisville, KY. Each student and Advisor Kraus were provided with a gift from Mayor McEachern and the City Council.
5. Recognitions and Volunteer Committee Reports – Portsmouth High School 2022 Granite State Challenge Championship – Advisor Hannah Dul – Mayor McEachern recognized the Trivia Team for winning the 2022 Granite State Challenge Championship for the first time in 30 years. Mayor McEachern presented each student and Advisor Dul with a gift from the entire City Council.
6. Report of the Trees and Public Greenery Committee – No action required for informational purposes only.
7. **Voted** to reopen the Public Hearing on the budget.
8. Reopening of Fy2023 Public Hearing on Budget – There were 11 speakers: Peter Whelan, Christina Lusky, Rick Becksted, Sue Polidura, Nancy Novelline Clayburgh, School Board Chair; Margaux Peabody, School Board Vice Chair; Zelita Morgan; Elizabeth Barrett, Paige Trace, Esther Kennedy and Petra Huda.
9. Adoption of Budget Resolution #10-2022 – Municipal Fees – **On a unanimous roll call 9-0, voted** to adopt Resolution #10-2022 – Municipal Fees.

10. Adoption of Budget Resolution #11-2022 – General Fund Expenditures – **On a roll call 8-1, voted** to adopt Resolution #11-2022 – General Fund Expenditures in the amount of \$131,774,911.00. Assistant Mayor Kelley, Councilors Denton, Moreau, Bagley, Lombardi, Blalock, Cook and Mayor McEachern voted in favor. Councilor Tabor voted opposed.

**GENERAL FUND EXPENDITURES**

Department	Appropriation
General Government	\$22,835,740.00
Police	\$12,981,078.00
Fire	\$10,099,433.00
School	\$55,802,082.00
Collective Bargaining	\$3,137,450.00
Uniform Police Salary Adjustment	\$287,278.00
Uniform Fire Salary Adjustment	\$223,894.00
Transfer to Indoor Pool	\$150,000.00
Transfer to Prescott Park	\$272,255.00
Transfer Community Campus	\$360,788.00
Non-Operating	\$25,624,913.00
<b>Total</b>	<b>\$131,774,911.00</b>

11. Adoption of Budget Resolution #12-2022 – Water Fund Expenditures – **On a unanimous roll call 9-0, voted** to adopt Resolution #12-2022 – Water Fund Expenditures.

- ***Appropriated sum of \$11,422,585.00 to defray expenses for the operations of the water system***
- ***Cash requirement of \$12,241,173.00 to defray expenses for the purpose of principal debt repayment, the purchase of assets, and to defray expenses for the operations of the water system***
- ***Water user rate effective July 1, 2022, is \$4.54 per unit for the first 10 units of water consumed per month, and \$5.46 per unit for all units consumed thereafter to yield a position of revenue to meet the cash requirements for the operation of the City of Portsmouth’s water system***
- ***Water irrigation user rate effective July 1, 2022, is \$5.46 per unit for the first 10 units of water consumed per month, \$10.30 for consumption over 10 and up to 20 units consumed, and \$12.71 per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth’s water system***

12. Adoption of Budget Resolution #13-2022 – Sewer Fund Expenditures – **On a unanimous roll call 9-0, voted** to adopt Resolution #13-2022 – Sewer Fund Expenditures.

- ***Appropriated sum of \$20,620,867.00 to defray expenses for the operation of the sewer system for the City of Portsmouth***
- ***Cash requirements of \$23,461,898.00 for the purpose of principal debt repayment, purchase of assets, and to defray expenses for the operations of the sewer system.***

- **Sewer user rate effective July 1, 2022 is \$15.78 per unit for the first 10 units of consumption per month, and \$17.36 per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system**
13. Adoption of Budget Resolution #14-2022 – Special Revenues, Debt Service, Fund and Committed Fund Balances for Necessary Expenditures – **On a unanimous roll call 9-0, voted** to adopt Resolution #14-2022 – Special Revenues, Debt Service Fund, and Committed Fund Balance for Necessary Expenditures of Special Revenues including the use of American Rescue Plan Act (ARPA) funds, Debt Service, and Committed Fund Balance. This allows the City to expend from donations, State and Federal Grants as they are accepted and received, pay principal and interest associated with Betterment Assessments from a Debit Service Fund, and expend from Committed Fund Balance for the Fiscal Year Ending June 30, 2023.
  14. Adoption of Budget Resolution #15-2022 – Investment Policy – **On a unanimous roll call 9-0, voted** to adopt Resolution #15-2022 – Investment Policy for the Fiscal Year Ending June 30, 2023.
  15. Middle Street Baptist Church Parking Agreement Renewal – **Voted** to approve the Middle Street Baptist Church Parking Use/Maintenance Agreement renewal as presented.
  16. Release of City Trust Funds related to Portsmouth NH 400<sup>th</sup> Celebration – **Voted** to authorize the expenditure of \$9,166.00 from the 400<sup>th</sup> Anniversary Trust for projects referenced in the supporting material.
  17. Temporary Construction License for 75 Congress Street – **Voted** to authorize the City Manager to waive the license fee and execute and accept the temporary construction license to encumber the sidewalk with pass through staging at 75 Congress Street as requested.
  18. Consent Agenda – **Voted** to adopt the Consent Agenda.
    - A. Request from Nina Braun, Local Anchor 603, to install a Projecting Sign at 62 Market 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 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. Request from Kyle Reilly, RNR Partners, to install a Projecting Sign at 54 Daniel 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 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***

- C. Letter from Allan Scholtz, Portsmouth Professional Firefighters Local 1313, requesting permission to hold Fill-the-Boot "toll booth", in Market Square, on Saturday, August 13, 2022 between the hours of 8:00 a.m. to 4:00 p.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

- D. Letter from Monte Bohanan, President of Portsmouth Halloween Parade, requesting permission to hold the Portsmouth Halloween Parade on Monday, October 31, 2022 at 7:00 p.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

- E. Request from Brian Miller, New England Run For the Fallen, requesting permission to come through Portsmouth on Sunday, August 21, 2022 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

- F. Letter from Lilia Potter-Schwartz, Race to Educate, requesting permission to hold the 6<sup>th</sup> annual Race to Educate on Saturday, July 30, 2022 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

- G. Letter from Richard Mason, Veterans Count, requesting permission to hold the Pack & Boots 5k Road Race at Pease on Monday, July 4, 2022 at 8:00 a.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

- H. Letter from Sandi Clark Kaddy, Seacoast African American Cultural Center, requesting permission to hold the Juneteenth Parade on Sunday, June 19, 2022 at 11:00 a.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

19. Email Correspondence – **Voted** to accept and place on file.

20. Appointment to be Considered – The City Council considered the reappointment outlined below and action will take place at the June 21, 2022 City Council meeting.

- Reappointment of Martin Ryan to the Historic District Commission

21. Appointments to be Voted – **Voted** to approve the appointments listed below.
  - Appointment of Herb Lloyd to the Sustainable Practices Blue Ribbon Committee
  - Reappointment of Margot Doering to the Historic District Commission until 6/1/2025
  - Reappointment of Reagan Ruedig to the Historic District Commission until 6/1/2025
  - Reappointment of Jonathan Wyckoff to the Historic District Commission until 6/1/2025
22. Trees and Public Greenery Ordinance – **Voted** to refer to the Legal Department to draft an Ordinance for first reading at the June 21, 2022 City Council meeting that would add a City Council Representative to the membership.
23. Community Power information night at 3S June 29<sup>th</sup> (Informational Item Only) – Councilor Tabor announced that Community Power will be hold an Information Night on Wednesday, June 29<sup>th</sup> at 3S Artspace at 7:00 p.m. and urged the City Council to attend.
24. COVID Response Task Force – **Voted** to establish the COVID Response Task Force Blue Ribbon Committee for six months to evaluate challenges and identify low-cost, high-impact recovery solutions that use ARPA monies. The CRTF will be composed of Citizens of Portsmouth, local Non-Profit Representatives, and the City Manager as an ex-officio member who can incorporate city staff and resources.

The initial objective of the CRTF would be to meet, discuss, and survey the needs of the community and incorporate their finds into a recovery plan. The CRTF will be fashioned to that input from residents is well defined and simple to do with public meetings in various locations and times throughout the city. There would also be a dedicated webpage on the city site that outlines the proceedings and has a contact button for residents to make recommendations and suggestions.

The CRTF will allow the City of Portsmouth to “build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.”

Applications will be accepted through Wednesday, June 15<sup>th</sup> at Noon to appear on the June 21, 2022 City Council meeting.

25. Ethics Ordinance – **Voted** to schedule first reading for revisions to the Ethics Ordinance at the June 21, 2022 City Council meeting.
26. Acceptance of Donation from Alex Choquette for the Portsmouth Police Honor Guard - \$5,000.00 – **Voted** to approve and accept the donation for the Police Honor Guard as presented.
27. Acceptance of Donation from Deirdre Forte to the Cemeteries - \$5.00 – **Voted** to approve and accept the donation as presented.
28. Acceptance of Donation from Stephen T. Pesci to the Portsmouth NH 400<sup>th</sup> - \$40.00 - **Voted** to approve and accept the donation as presented.

29. Report from the Cemetery Committee Co-Chair regarding Headstone Cleaning Project – City Manager Conard reported on the success of the Headstone Cleaning Project that was held on May 7<sup>th</sup>. She indicated that the members of USS Cheyenne would like to work with the Cemetery Committee on the project.

Mayor McEachern announced that Portsmouth will serve as the host City for the USS Cheyenne.

30. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – Councilor Blalock announced that the Skateboard Park will be holding a silent and live auction on Thursday, June 9<sup>th</sup> at 3S Artspace for the lighting at the park. He urged the City Council and members of the community to attend this event which is for a great cause.
31. Adjournment – At 10:00 p.m., **voted** to adjourn the meeting to enter back into Non-Public Session.
32. Adjournment – At 10:50 p.m., **voted** to adjourn the Non-Public Session and seal the minutes.

Respectfully submitted by:

Kelli L. Barnaby, MMC/CNHMC  
City Clerk