

TO: KAREN CONARD, CITY MANAGER
FROM: CASSIE GIVARA, DEPUTY CITY CLERK
RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, SEPTEMBER 23, 2024
PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY (VIA ZOOM), COUNCILORS TABOR, COOK, DENTON, BLALOCK, BAGLEY, MOREAU AND LOMBARDI

1. Acceptance of Minutes – August 5, 2024 – **Voted** to accept and approve the minutes of the August 5, 2024 City Council Meeting.
2. Recognition of outgoing Director of Water Resources/Deputy Director of Public Works Brian Goetz - Mayor McEachern praised Deputy Director Goetz for his stellar work for the City of Portsmouth and detailed his accomplishments during his tenure with the City of Portsmouth. Deputy Director Goetz was wished well on his new position in Rye.
3. Public Comment Session – There were 7 speakers: Elizabeth Bratter (GNOD First Reading), Jake Webb (PPMTV); Mary Lou McElwain, Francis Cormier, and Cameron Horack (Community Policing Facility) Sue Polidura (Local History); Roy Helsel (Development in Portsmouth).
4. **Voted** to suspend the rules to move forward on the agenda the Presentation on Community Policing Facility.
5. Presentation on the Community Policing Facility - Joe Almeida, Facilities Manager, gave an update on potential revised design concepts, costs, and next steps with additional information presented by Police Chief Newport. **Voted** to hold a public presentation/information session outlining and explaining the findings of the working group in the near future, as well as scheduling an additional City Council Work Session following the completion of the staffing needs assessment.
6. First Reading of Ordinance Amending Chapter 10, Article 6 – Overlay Districts, Section 10.680 – Gateway Neighborhood Overlay District, by Establishing a New Incentive Overlay District Allowing for Higher Density Housing - **Voted** to pass first reading and schedule a public hearing and second reading to be held at the October 21, 2024 City Council meeting.
7. Public Hearing and Second Reading of Ordinance amending Chapter 1, Article IV, Section 1.412 – Public Art Review Committee, existing text to be deleted in its entirety and replaced with a brief reference to a new section in Chapter 1, Article XVII relating to public art; and Chapter 1, Article XVII – Funding of Public Art, Sections 1.1700-1.1707 existing text to be deleted in its entirety and replaced with a new Article XVII, retitled Funding, Review and Acquisition of Public Art, inclusive of new Sections 1.1700-1.1709 – Chris Dwyer, Chair of the Public Art Review Committee, explained that the proposed amendment would update and consolidate several ordinances for clarity.

8. **Voted** to suspend the rules to move forward on the agenda the Public Art Committee Ordinance Amendment discussion.
9. Public Art Review Committee Ordinance Amendment - Deputy City Attorney McCourt indicated that the proposed amendment would substantially alter the ordinance, necessitating the public hearing to be re-noticed and to hold an additional public hearing and second reading. Held a public hearing. **Voted** to hold a second reading and Public Hearing on October 7, 2024.
10. Request to Schedule a Joint Work Session of the FY2026-FY2031 Capital Improvement Plan - **Voted** to schedule a joint work session with the Planning Board on Tuesday, November 12, 2024 at 6:00 PM.
11. Consideration of Referral of Draft Right to Know Policy to Fee Schedule Study Committee - **Voted** to refer the draft City Council Policy "Update to the City's Right to Know Policy" to the Fee Schedule Study Committee for a report back at the October 7, 2024 City Council meeting.
12. Sale of Surplus Police Vehicles - **Voted** to approve the sale of surplus Police vehicles as presented.
13. Acceptance of Several Easements for Property Located at 53 Green Street - **Voted** to accept and record the easements as shown below:
 - *a Greenway Easement;*
 - *a Greenway Access Easement;*
 - *a Wide Pedestrian Sidewalk Easement;*
 - *a Sewer Line Easement; and,*
 - *an Access Easement for Water Services*
14. Consent Agenda – **Voted** to adopt the Consent Agenda.
 - A. Request from Roger Leahy, Overland Sheepskin Company, to install two projecting signs at 1 Market Square - **Voted** to approve the projecting signs with the stipulations as recommended by the Planning & Sustainability Director and to further authorize the City Manager to execute the License Agreement.
Planning Director's Stipulations:
 - *The license shall be approved by the Legal Department as to content and form;*
 - *Any removal or relocation of the 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 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*
 - B. Letter from Chris Carragher, Seacoast Paddleboard Club (SPC), requesting permission to the hold the 6th Annual Paddleboard event on Sunday, October 27, 2024 from 9:00 AM to 11:30 AM at the Robert P. Sullivan Boat Launch at Pierce Island - **Voted** to refer to the City Manager with Authority to Act.

- C. Letter from Barbara Massar, Pro Portsmouth, Inc. requesting permission to hold the events listed below. - **Voted** to refer to the City Manager with Authority to Act on the following events and joining as a sponsor in support of the fireworks display in an amount of \$3,000.00.

- *First Night Portsmouth 2025 – Tuesday, December 31, 2024*
- *Children’s Day – Sunday, May 4, 2025; Noon – 4:00 p.m.*
- *48th Annual Market Square Day Festival & 10K Road Race – Saturday, June 14, 2025; 9:00 a.m. – 4:00 p.m.*
- *22nd Annual Summer in the Street – Saturday evenings – July 5, 12, 19, 26, August 2, 2025; 5:30 p.m. – 8:30 p.m.*

- D. Letter from Laurie Mantegari, Scarecrows of the Port, requesting permission to install Scarecrows of the Port in the Streets of Portsmouth beginning Tuesday, October 8th through Saturday, November 2nd - **Voted** to accept temporary art display and refer to the City Manager with Authority to Act.

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

16. Letter from Christine Groleau, North Church of Portsmouth, requesting a reduction or waiver of fees associated with the upcoming construction project at 2 Congress Street – **Voted** to authorize the City Manager to provide a full waiver (no cost estimate presented).

17. PPMtv Proposal for Additional Funding and Change in Policy - **Voted** to suspend the rules and move forward in the agenda the City Manager’s Information Item #3 “Report Back on PPMtv Request for Additional Funding and Policy Change.”

18. Report Back on PPMtv Request for Additional Funding and Policy Change - Deputy City Manager Woodland gave an overview of the changes in policy and the funding request. **Voted** to authorize the City Manager to provide \$48,000.00 of the next quarterly franchise fee from Comcast to PPMtv.

19. Appointments to be Considered – The City Council considered the appointments to be voted upon at the October 7, 2024 City Council meeting.

- Appointment of Sean Clancy as a Regular Member and Jillian Harris as an Alternate Member of the COAST Board of Directors
- Reappointment of Mark Syracuse to the Parking and Traffic Safety Committee
- Reappointment of Mary Lou McElwain to the Parking and Traffic Safety Committee
- Reappointment of Erica Wygonik to the Parking and Traffic Safety Committee
- Reappointment of Robert Marchewka to the Economic Development Commission
- Appointment of Brian Gibb to the Conservation Commission from an Alternate to a Regular Member

20. Resignation – Adam Fitzpatrick from the Conservation Commission – **Voted** to accept the resignation of Adam Fitzpatrick, with regret and to send a letter to thank him for his service to the city.

21. Update from the Legislative Subcommittee and its recommendation to approve the New Hampshire Municipal Association's 2025-2026 Proposed Legislative Principles and Proposed Legislative Policies to be voted on by NHMA members at its policy conference on September 27, 2024 - Councilor Cook gave an update on the recommendations of the Legislative Committee. **Voted** to appoint the Assistant Mayor or an Alternate to act as a delegate at the NHMA Legislative Policy Conference, to accept and approve the NHMA Proposed Legislative Principles and Proposed Legislative Policies for 2025-2026, and to accept and approve the floor policies as recommended by the Legislative Subcommittee.
22. Climate Action Plan related to Capital Improvements Plan Additions - **Voted** to allow the Sustainability Committee to submit the Climate Action Plan related Capital Improvement Plan additions past the current deadline.
23. Parking & Traffic Safety Committee Action Sheet and Minutes of the September 5, 2024 meeting - **Voted** to approve and accept the action sheet and minutes of the Parking and Traffic Safety Committee.
24. Request for First Reading of amendment to Chapter 7, Vehicles, Traffic, and Parking, Article X, Towing, Section 7.1004, Towing of Immobilized Motor Vehicles for Non Payment of Parking Fines - **Voted** to request first reading of above referenced ordinance to be held at the October 7, 2024 City Council meeting.
25. Renewal of Annual Valet Parking License Agreement for Parade Residence Hotel LLC - **Voted** to approve the renewal of the valet parking license for Parade Residence Hotel LLC.
26. Renewal of Annual Valet Parking License Agreement for Portwalk HI LLC - **Voted** to approve the renewal of the valet parking license for Portwalk HI LLC.
27. Acceptance of Historic Cemetery Donation - \$2,500.00 – **Voted** to approve and accept the donation as presented.
28. Acceptance of Fire Department Donation – \$100.00 – **Voted** to approve and accept the donation as presented.
29. Acceptance of Police Department Grant from the NH Department of Safety - \$26,300.00 – **Voted** to approve and accept the grant as presented.
30. Acceptance of Police Department Donation (Honor Guard) \$3,200.00 – **Voted** to approve and accept the donation as presented.

31. City Manager's Informational Items

Pease Development Authority Board Meeting Update – Deputy City Manager Woodland reported that there had been discussion at the PDA meeting regarding an ARPA funding allocation to the Portsmouth Fish Pier replacement building. She stated that there would be further discussion at the October PDA meeting. She gave data on military transport missions supporting efforts in the region as well as number of enplanements at the facility. Finally, Deputy City Manager Woodland reported that airport terminal upgrades would be accessible to the general public by Thanksgiving.

Revaluation Informal Hearings Update – Deputy City Manager Woodland confirmed that the Citywide Revaluation had been completed by the appraisal firm Vision Government Services. Notices were mailed out to residential property owners last week with notices to Commercial Property owners likely being sent this week. The new values indicated in the notices are based on assessments effective April 1, 2024 using sales within the City over the past 1-2 years. These new values will be utilized for the December 2024 tax bills. Information is included in the notice detailing the informal hearing process for residents. Additionally, she gave an overview on new tools which will be available on the Assessing website.

Update regarding ADU Handbook – Deputy City Manager Woodland announced that the ADU handbook is in the final stages of completion. The design consultant's work was completed in August, and the resulting designs and renderings are being integrated into the handbook. The final draft will be available by the end of September or early October.

Deputy City Manager Woodland announced that on Monday, September 30th around 11:00 PM to midnight, the demolition of the State Street building will commence. There will be notice going out to abutters and residents to notify of power outages and street closure during the approximately 6-hour demolition period. There will be an additional week of transporting materials offsite.

32. Adjournment – At 9:50 p.m., **voted** to adjourn the meeting.

Respectfully submitted by:

Cassie Givara
Deputy City Clerk