

TO: KAREN CONARD, CITY MANAGER  
FROM: VALERIE A. FRENCH, DEPUTY CITY CLERK  
RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, MAY 20, 2024  
PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, COOK, DENTON, BLALOCK (arrived at 7:50 p.m.), BAGLEY, MOREAU AND LOMBARDI (via Zoom)

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1. Presentation – Energy Advisory Committee – Herb Lloyd and Peter Somssich of the Energy Advisory Committee gave a brief presentation regarding renewable power for City Wastewater Treatment Plants and an opportunity to engage the National Renewable Energy Lab under the Clean Energies to Communities program to do a feasibility analysis.
2. **Voted on an 8-0 roll call** to suspend the rules to bring forward Items XV-A. – Councilor Tabor Item – Renewable Power for City Wastewater Treatment Plants
3. Renewable Power for Wastewater Treatment Plants – **Voted on an 8-0 roll call** that the city engage the National Renewable Energy Lab under the Clean Energies to Communities program to do a feasibility study analysis and provide funding options for wind and/or solar power at the city’s two wastewater treatment plants, at no cost.
4. Public Comment Session – There were 4 speakers: Karen Rosania (Home Occupation Amendment); Roy Helsel (Budget and Manpower); Paige Trace (Portsmouth); Byron Matto (School Budget)
5. First Reading of Ordinance amending Chapter 10, Article 4, Section 10.440 Table of Uses – Residential, Mixed Residential, Business and Industrial Districts, Section 19.22 and Article 15, Section 10.1530, Terms of General Applicability, regarding Home Occupation – **Voted on a 9-0 roll call** to pass first reading and schedule a public hearing and second reading regarding Home Occupation, as presented, on June 17, 2024.
6. Water Service Access Easement for Property Located at 686 Maplewood Avenue – **Voted on an 8-0 roll call** to authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from Chinburg Development, LLC contained in the agenda packet. *Councilor Denton abstained from voting.*
7. Water Service Access Easement for Property Located at 1155 Sagamore Avenue – **Voted on a 9-0 roll call** to authorize the City Manager to accept and record a Water Service Access Easement Deed in substantially similar form to the easement deed from 1155 Sagamore Avenue CBC, LLC contained in the agenda packet.
8. Sidewalk Easement for Property Located at 212 Woodbury Avenue – **Voted on an 8-0 roll call** to authorize the City Manager to accept and record a Sidewalk Easement Deed in substantially similar for to the easement deed from Chinburg Development, LLC containing in the agenda packet. *Councilor Denton abstained from voting.*

9. Release of Sewer Easement and Acceptance of City Property Located at 2 Russell Street – **Voted on a 9-0 roll call** to authorize the City Manager to execute and record a release of the 1936 sewer easement and accept and record the fee interest in three parcels, all as show on the drawing included in the City Council packet. These conveyances are subject to the following conditions:

- (1) Property owner will provide deeds to the City in a form acceptable to the Legal Department;  
and
- (2) Property owner will provide adequate evidence of title in a form acceptable to the Legal Department.

10. Consent Agenda – **Voted on a 9-0 roll call** to adopt the Consent Agenda.

- A. Request from Mark McNabb, Hearth Market, LLC, to install a Projecting Sign at 60 Penhallow Street (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability 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. Letter from Bryan Curley, Pack & Boots 5K Road Race, requesting permission to hold the 2024 Veterans Count 5K Road Race, Sunday, September 22, 2024 (***Anticipated action – move to refer to the City Manager with Authority to Act***)

11. Email Correspondence – **Voted on a 9-0 roll call** to accept and place on file.

12. Letter from Meganne Fabrega, Library Board of Trustee member, regarding Library Budget – **Voted on a 9-0 roll call** to accept and place on file.

13. Responses Received from Neighboring Communities re: Affordable Housing – Mayor McEachern explained that he received responses from Greenland, Rye and Newington to his outreach letter regarding SAU 52 Communities and workforce housing. No action was taken.

14. Appointments to be Considered:

The appointment of Amy-May Court to the Recreation Board was considered and will be brought forward for vote at the June 3, 2024 City Council meeting.

15. Acceptance of Resignation – **Voted on a 9-0 roll call** to accept the resignation of Robert Bogardus from the Recreation Board with appreciation of service and a letter of thanks.

16. Appointments to be Voted – At the request of Councilor Bagley, the reappointment of Daniel Brown to the Historic District Commission was removed to be voted separately. **Voted on a 9-0 roll call** to reappoint the following:
- Reappointment of Luis Rodriguez to the Cable and Broadband Internet Commission until April 1, 2027.
  - Reappointment of Stewart Sheppard to the Conservation Commission until April 1, 2027.
  - ~~Reappointment of Daniel Brown to the Historic District Commission~~
  - Reappointment of Michael Griffin to the Trees & Public Greenery until June 7, 2027.
  - Reappointment of Dennis Souto to the Trees & Public Greenery until June 7, 2027.
17. Reappointment of Dan Brown to the Historic District Commission – **Voted on a 7-2 roll call** to reappoint Dan Brown to the Historic District Commission until June 1, 2027. *Councilors Denton and Bagley voted opposed.*
18. Councilor Cook and Councilor Bagley – Report back on changing zoning to permit parking in commercial lots at owners’ discretion – **Voted on a 9-0 roll call** to request that the City Manager report back on changing zoning to permit overnight parking in commercial lots at owners’ discretion.
19. Councilor Denton – Memorial Day – Councilor Denton gave an update on the upcoming Memorial Day related events and stated it will be his last year as the Commander of the VFW. No action required.
20. Councilor Bagley – Parking and Traffic Safety Committee Action Sheet and Minutes of May 2, 2024 – **Voted on a 9-0 roll call** to approve and accept the action sheet and minutes of the May 2, 2024 Parking and Traffic Safety Committee meeting.
21. Approval of Grants/Donations – Acceptance of Community Development Block Grant in the amount of \$527,797.00 from the U.S. Department of Housing and Urban Development – **Voted on a 9-0 roll call** to accept and expend a Community Development Block Grant in the amount of \$527,797.00 from the U.S. Department of Housing and Urban Development.
22. City Manager’s Informational Items:
- Sherburn School Disposition update – City Manager Conard reported that the Request for Qualifications (RFQ) to solicit from qualified parties their credential for the development of permanent below market rate housing specific to the Sherburne School Property have been sent out to 18 developers. She stated there will be an update to the City Council at the June 17, 2024 Council meeting.
- Fiscal Year 2025 Draft Budget Resolutions – City Manager Conard explained that the draft budget resolutions were included in the packet for informational purposes. She stated there is a budget review work session on May 23, 2024 and anticipated vote scheduled for June 3, 2024.
23. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting –
- At the request of Councilor Cook, City Manager Conard reported that the RFP for the South Meeting House will be sent out soon.
- Councilor Moreau announced some dates coming up relating to a Charette for the Service Credit Union.

24. Adjournment – At 8:25 p.m., **voted** to adjourn the meeting.

Respectfully submitted by:

Valerie A. French  
Deputy City Clerk