

TO: KAREN CONARD, CITY MANAGER
FROM: VALERIE FRENCH, DEPUTY CITY CLERK
RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, JUNE 3, 2024
PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, COOK, DENTON. BLALOCK, BAGLEY, MOREAU AND LOMBARDI

1. **Voted** to leave the Non-Public Session and seal the minutes.
2. Public Comment Session – There were 17 speakers: Francesca Marconi Fernald, Buzz Scherr, Manny Garganta, Irish Mike, Kate Coyle, Mary Lou McElwain (Community Police Facility); Sue Polidura (various); Joe Caldarola, Kerry Vautrot, Emma Stratton, Richard Candee, Nancy Pearson, Andrew Samonas (Solar/HDC ordinance); Jim Lee (Home ownership month); Esther Kennedy (Budget/HDC); Susan Denenberg (Police Station and Budget); Peter Gilligan (Portsmouth pride in property)
3. Public Hearing – Continuation of Public Hearing regarding FY25 Budget – Held a Public Hearing with 5 speakers.
4. Resolution No. 5-2024 - Municipal Fees - **Voted** on a 9-0 roll call to adopt Resolution #5-2024 – Municipal Fees.
5. Resolution No. 6-2024 - General Fund Expenditures – **Voted** on an 8-1 roll call to adopt Resolution #6-2024. *Councilor Bagley voted opposed.*
6. Resolution No. 7-2024 – Water Fund Expenditures – **Voted** on an 9-0 roll call to adopt Resolution #7-2024 – Water Fund Expenditures.
7. Resolution No. 8-2024 – Sewer Fund Expenditures – **Voted** on a 9-0 roll call to adopt Resolution #8-2024 – Sewer Fund Expenditures.
8. Resolution No. 9-2024 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures – **Voted** on a 9-0 roll call to adopt Resolution #9-2024 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures.
9. Resolution No. 10-2024 – Investment Policy – **Voted** on a 9-0 roll call to adopt Resolution #10-2024 – Investment Policy.
10. Recess/Reconvened – 9:20 p.m. – 9:35 p.m.
11. First Reading of Ordinance – amending Chapter 10, Article 6, Section 10.633.20 by adding a new numbered paragraph 28 “Solar Energy Panels flush mounted to rooftops of existing structures which do not require other alterations to existing structures” and by adding a new numbered paragraph 29 “Accessory Elements to Solar Panels which do not require other alterations to existing structures” **Moved** to pass first reading and schedule a public hearing and second reading at the July 15, 2024 City Council meeting.

Voted to suspend the rules to bring forward Councilor Moreau Item XV-B.1 – Planning Board's recommendation to City Council regarding revised Solar Panel Amendments.

Moved to amend by substituting ordinance with the proposed ordinance approved by Planning Board at its May 16, 2024 meeting.

Voted on a 5-4 roll call to amend the Planning Board ordinance proposal by moving Section 10.633.32, Items 1-6 to become Item (28) under Section 10.633.20 – Staff Level Exemptions from Certificate of Approval. *Assistant Mayor Kelley, Councilors Cook, Moreau and Lombardi voted opposed.*

Voted on a 6-3 roll call to refer Planning Board Ordinance Proposal as amended to a public hearing and 2nd reading July 15, 2024. *Councilors Bagley, Moreau and Lombardi voted opposed.*

12. **Voted 8-1** to suspend the rules to continue the meeting beyond 10:30 p.m. *Assistant Mayor Kelley voted opposed.*

13. Community Policing Facility – Affirmation of Location – **Voted** on a 7-2 roll call to affirm the municipal campus as the preferred site for the community policing facility, with the understanding that staff will present firmer cost and schedule estimates at the 30% design stage. *Councilors Bagley and Moreau voted opposed.*

14. Character-Based Zoning Ordinance Clarification – **Moved** to refer the attached zoning ordinance amendment to the Planning Board for a recommendation at its June 20, 2024 meeting, and provide a report back at the City Council meeting on July 15, 2024. **Voted** to amend motion to bring back for first reading at July 15, 2024 Council meeting. **Voted** to refer the attached zoning ordinance amendment to the Planning Board for a recommendation at its June 20, 2024 meeting, provide a report back and hold first reading at the July 15, 2024 City Council meeting.

15. Consent Agenda – At the request of Assistant Mayor Kelley, Item C was removed from the Consent Agenda. **Voted** to adopt Items A, B and D of the Consent Agenda.

A. Request from Friends of the Music Hall dba The Music Hall Members Club, to install a Projecting Sign at 104 Congress 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. Request from Lisa Venn, Opal Luxe Salon, to install a Projecting Sign at 206 Market 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***

- D. Letter from Annie Zampitella, Wentworth-Douglass Hospital and Conventures, Inc., requesting permission to hold 2024 Seacoast Cancer 5K, Sunday, September 15, 2024. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

16. Letter from Sandy Clark Kaddy, Seacoast African American Cultural Center, requesting permission to hold the 3rd Juneteenth Freedom Walk, Wednesday, June 19, 2024. **Voted** 8-0 to refer to the City Manager with Authority to Act. *Assistant Mayor Kelly abstained.*
17. Email Correspondence – **Voted** to accept and place on file.
18. “Accessory Dwelling Unit (ADU) Handbook” as presented by Paige Trace at the May 20, 2024 City Council meeting – **Voted** to accept and place on file.
19. Appointment to be Considered – The City Council considered the appointment of Robert Sullivan to the Mayor’s Blue Ribbon Sister City Committee and will vote at the June 17, 2024 Council meeting.
20. Appointment to be Voted – Voted to appoint Amy-Mae Court to the Recreation Board with term to expire April 1, 2027.
21. Request for a Report Back from Legal regarding ordinance consolidation– Mayor McEachern requested a report back from the Legal Department regarding ordinance consolidation as there are instances of duplication and conflicting ordinances that should be addressed and suggested the Governance Committee also review this information.
22. Update from the Mayor’s Blue Ribbon Sister City Committee – Councilor Blalock gave a brief update of activities involving several of our Sister Cities and that more out-reach will be held as members are added to the Committee.
23. Pease Development Authority Update – City Manager Conard reported the Pease Development Authority met on May 23, 2024 and bid farewell to Peggy Lamson who had served for many years and welcomed Brian Semprini. She stated that they also learned that the National Visa Center has signed on to stay in their current facility for another 5 years through 2029.
24. Adjournment – **At 11:20 p.m., voted to adjourn.**

Submitted by:
Valerie French, Deputy City Clerk