

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: MONDAY, APRIL 21, 2025 TIME: 7:00PM

*Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser*

[https://us06web.zoom.us/webinar/register/WN\\_emqo-9NmS2exstgf8z9n9g](https://us06web.zoom.us/webinar/register/WN_emqo-9NmS2exstgf8z9n9g)

**6:00PM – ANTICIPATED NON-PUBLIC SESSIONS ARE BEING HELD IN CONFERENCE ROOM A**  
1. PURSUANT TO RSA 91-A:3, II (a); RSA 91-A:3, II (l); RSA 91-A:3, II (j)

## AGENDA

- I. WORK SESSION
- II. PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting]
- III. CALL TO ORDER [7:00 p.m. or thereafter]
- IV. ROLL CALL
- V. INVOCATION
- VI. PLEDGE OF ALLEGIANCE

### PROCLAMATION

1. Sexual Assault Awareness Month

VII. ACCEPTANCE OF MINUTES – MARCH 3, 2025; MARCH 17, 2025; AND APRIL 7, 2025

VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS

1. \*The Portsmouth Special Olympics Basketball Team won the BRONZE in triple overtime!

IX. PUBLIC COMMENT SESSION *(This session shall not exceed 45 minutes) – (participation may be in person or via Zoom)*

X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS

*(There are no Ordinances and/or Resolutions on this agenda this evening)*

XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

### A. CITY MANAGER CONARD

#### City Manager's Items Which Require Action:

1. \*Cemetery Committee Upcoming Memorial Event
2. 179 Pleasant Street Sewer Easement Reformation

## **XII. CONSENT AGENDA**

- A. Letter from Mike Effenberger, Seacoast Jazz Society, requesting permission to hold Jazz In The Streets for the dates listed below at three locations: the Vaughan Mall stage, the open area by the tugboats, and Market Square in front of the North Church:
- Saturday, July 5, 2025 – 12:30 p.m. to 2:00 p.m.
  - Saturday, July 12, 2025 – 12:30 p.m. to 2:00 p.m.
  - Saturday, July 26, 2025 – 12:30 p.m. to 2:00 p.m.
  - Saturday, August 2, 2025 – 12:30 p.m. to 2:00 p.m.
  - Saturday, August 16, 2025 – 12:30 p.m. to 2:00 p.m.
- (Anticipated action – move to refer to the City Manager with Authority to Act)***
- B. Letter from Michelle James, Yoga in Action, requesting permission to hold their annual series, “Yoga in the Park” for a free, one-hour class in Prescott Park each Tuesday at Noon for the months of June, July and August ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

## **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. Email Correspondence ***(Sample motion – move to accept and place on file)***
- B. Letter from Attorney Alec McEachern regarding Request of Black Oak Realty, LLC that City Request Transfer of Portion of Frenchman’s Lane from the State of New Hampshire ***(Sample motion – move to request reports back from Planning Board, Planning Department, Department of Public Works and Legal Department at a future City Council meeting)***

## **XIV. MAYOR McEACHERN**

1. Appointments to be Considered:
  - Appointment of Heather Loney to the Arts & Cultural Commission
  - Appointment of Cassandra Lund to the Arts & Cultural Commission
  - Reappointment of Peter Splaine to the Cemetery Committee
  - Appointment of Oliver Chag as an Alternate to the Conservation Commission
  - Reappointment of Scott Chaudoin to the Recreation Board
  - Reappointment of Kory Sirmaian to the Recreation Board
  - Appointment of Ian Hanley to the Trees & Public Greenery Committee
  - Reappointment of Jeffrey Mattson to the Zoning Board of Adjustment
2. \*Appointments to be Voted:
  - Appointment of Logan Roy – Alternate to the Planning Board ***(Sample motion – move to appoint Logan Roy as an Alternate to the Planning Board)***
3. Resignation letter from Everett Eaton from the Economic Development Commission ***(Sample motion – move to accept with regret the resignation of Everett Eaton)***

## **XV. CITY COUNCIL MEMBERS**

### **A. ASSISTANT MAYOR KELLEY**

1. \*Trees and Greenery Report Out – Arbor Day, April 25<sup>th</sup>

### **B. ASSISTANT MAYOR KELLEY/COUNCILOR BLALOCK/COUNCILOR BAGLEY**

1. \*City Manager Evaluation

### **C. COUNCILOR BAGLEY**

1. Parking & Traffic Safety Committee Action Sheet and Minutes of April 3, 2025, meeting  
*(Sample motion – move to accept and approve the action sheet and minutes of the April 3, 2025, Parking & Traffic Safety Committee meeting)*

## **XVI. APPROVAL OF GRANTS/DONATIONS**

- A. Acceptance of Donation for the Senior Activity Center by the Portsmouth Garden Club - \$300.00 *(Sample motion – move to approve and accept the donation as presented)*

## **XVII. CITY MANAGER’S INFORMATIONAL ITEMS**

1. \*Update Regarding ACLU Lawsuit
2. \*2025 Outstanding Aquatics Program Award for the Recreation Department
3. \*Recap of Sustainability Fair
4. \*Pease Development Authority Board Meeting Update
5. \*Update on the Study of a Jones Avenue Landfill Solar Array and the Wind Energy Feasibility Study
6. \*Serve with Liberty Mutual Community Project

## **XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING**

## **XIX. ADJOURNMENT [at 10:30 p.m. or earlier]**

*\*Indicates verbal report with no attachments*

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

**The Council Chambers  
City Hall  
Portsmouth, New Hampshire**

**A Proclamation**

- Whereas:** April was declared National Sexual Assault Awareness Month in 2001 due to the continuing prevalence of sexual assault in every community and its effect on all people regardless of age, socio-economic status, sexual orientation, gender, race, religion, or nationality; and
- Whereas:** Nearly 1 in 5 women in America experiences rape or attempted rape, and nearly 44 percent of women and about 25 percent of all men experience some form of sexual violence in their lifetimes; and
- Whereas:** Sexual assault can upend the lives of victims and their families, and can lead to depression, anxiety, PTSD and other physical and emotional wounds; and
- Whereas:** The Violence Against Women Act became federal law in 1994 and was reauthorized in 2000, 2005, 2013 and 2022 to strengthen rape prevention education, crisis center support, training for law enforcement and frontline workers and to provide additional resources to victims; and
- Whereas:** The City of Portsmouth has employed a Victim Witness Advocate since 1999, with funding from the Violence Against Women Act, to work with the Portsmouth Police Department to support victims of sexual assault; and
- Whereas:** The City works with Haven, one of twelve crisis centers across the state to provide 24/7 support to victims of sexual assault, domestic violence, sexual harassment and stalking; and
- Whereas:** The City reminds everyone that confidential, local help is available, 24 hours a day, at the HAVEN Violence Prevention and Support Hotline: 603-994-SAFE; and
- Whereas:** The City of Portsmouth stands with all New Hampshire Prosecutors as sentries on the front lines, advocating on behalf of victims of sexual assault; and

Now, therefore, I, Deaglan McEachern, Mayor of the City of Portsmouth, on behalf of the members of the City Council and citizens of Portsmouth, do hereby proclaim April 2025 in Portsmouth as

**Sexual Assault Awareness Month**

And call on our citizens to come together to reaffirm our commitment to ending sexual assault and supporting survivors.



Given with my hand and the  
Seal of the City of Portsmouth,  
on this 21st day of April 2025

Deaglan McEachern, Mayor of Portsmouth

A large, stylized handwritten signature in black ink is written over the printed name of the Mayor. The signature is fluid and cursive, extending across the right side of the page.

## **CITY COUNCIL MEETING**

MUNICIPAL COMPLEX  
DATE: MONDAY, MARCH 3, 2025

PORTSMOUTH, NH  
TIME: 7:00PM

### **III. CALL TO ORDER**

Mayor McEachern called the meeting to order at 7:00 p.m.

### **IV. ROLL CALL**

**PRESENT:** Mayor McEachern, Assistant Mayor Kelley, Councilors Tabor, Cook, Denton, Blalock, Bagley and Lombardi

**ABSENT:** Councilor Moreau

### **V. INVOCATION**

Mayor McEachern requested a moment of silence in memory of Karen Parrott who recently passed away.

### **VI. PLEDGE OF ALLEGIANCE**

Mayor McEachern led in the Pledge of Allegiance to the Flag.

### **MAYOR'S AWARD**

1. Portsmouth High School Boys Alpine Ski Team

Mayor McEachern presented Mayor's Awards to the Boys Alpine Ski Team for winning the Second Straight Division I State Championship and provided gift bags to the Coaches of the team.

### **VII. ACCEPTANCE OF MINUTES – JANUARY 21, 2025; AND FEBRUARY 3, 2025**

**Councilor Lombardi moved to accept and approve the minutes of the January 21, 2025 and February 3, 2025 City Council meetings. Seconded by Councilor Bagley and voted.**

### **VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**

1. Unveiling of the Artwork Entitled "Salt Piles" by Carl Austin Hyatt

Artist Carl Austin Hyatt presented his art piece entitled "Salt Piles" to Mayor McEachern and the City Council to put on display in City Hall. Mayor McEachern and the City Council accepted the artwork with thanks and appreciation.

Assistant Mayor Kelley moved to suspend the rules to bring forward Item XIV. 1. – Request from School Board to Establish a Work Session regarding the FY26 Budget. Seconded by Councilor Bagley and voted.

**XVI. MAYOR McEACHERN**

1. Request from School Board to Establish a Work Session regarding the FY26 Budget

Mayor McEachern announced that he would not be putting forward a request to establish a Work Session with the School Board regarding the FY26 Budget at this time.

**IX. PUBLIC COMMENT SESSION**

Brianna Martin said she is pleased that the City Council will be listening to the School Board and the needs of students. She spoke opposed to keeping the budget below 3%.

Erin Barton said she is challenged with the timeline for the budget and defining needs of the city. She said we need better communication between the City Council and School Board. She spoke to the requirement in teacher contracts advising teachers by April 1<sup>st</sup> if they will have a secure position.

Lisa Rapaport said the School Board is never pleased with losing teachers or staff for any reason. She said that the schools have been working on a strategic plan for the School Department. She stated that the process is difficult for teachers and the students when contracts are terminated.

Kathleen Slover spoke as a parent and said both her children thrived in public schools. She said at this budget time the City Council should be asking what they can do to help the School Department.

Byron Matto said the guidance given to the School Board is still at 2.9%. He said the Superintendent of Schools has offered retirements, which means we lose tenure of teachers. He reported that the 11 teachers thus far and 8 positions will be permanently removed. He also stated it is important to note, that the cost for out of district students are rising at a very fast pace.

Esther Kennedy suggested that a process to evaluate the need for all positions should be created. She is expressed her concerns regarding special needs students and how they fit into our community after graduation.

Amber Buttermore spoke regarding her child's need with an IEP. She asked the City Council to reconsider any cuts to our schools. She stated many children are still struggling with the effects caused by COVID.

Petra Huda said how can people come forward to speak regarding the budget when they haven't seen a budget. She said she looks forward to seeing a line-item budget because much of this discussion is premature.

Michael Derhammer said people move here for the schools and any decrease in funding will have a negative effect on the city. He said many teachers provide services beyond their contract and asked the City Council to please think of students and their future.

Nancy Clayburgh thanked the City Council for working with the School Board over the years. She said the School Board is concerned with the percentage of increase requested by the City Council and the effects it will have on schools, students and teachers. She said the School Department has offered early retirement incentives which is no different from past years. She indicated that the cost-of-living increases are extremely challenging.

Katie Hatem (via Zoom) spoke concerning keeping the budget at 2.9%. She said that the City Council and School Board will need to work together to prevent extreme cuts to the school system. She said that the city needs to invest in the schools and students.

**X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS**

**Public Hearing/Second Reading of Ordinance and Resolution:**

- A. PUBLIC HEARING AND SECOND READING of Ordinance amendment to Chapter 10 – Zoning Ordinance – Zoning Map, Article 4, Zoning District and Use Regulations, Section 10.421 – District Location and Boundaries, Section 10.421.10, be amended to remove 185 Orchard Street, Tax Map 152, Lot 2-1 from the Historic District Overlay

Mayor McEachern read the legal notice, declared the public hearing open and called for speakers.

City Manager Conard asked Peter Stith, Planning Manager, to come forward and provide a brief presentation.

Peter spoke regarding the subdivision of the property back in 2023. He said no other property on Orchard Street is in the historic district and the Historic District Commission voted to remove the property from the historic district.

Councilor Blalock said that this will enhance the historic district.

Esther Kennedy said that the City Council needs to decide whether you vote for a historic part of Portsmouth. She said every time you get rid of a historic line you are changing the city. She stated the decisions you make you will be held accountable for. She said the city needs to remain an historic city.

Paige Trace said the historic district is important to this city. She said if you don't like where your house is it is up to you to do something about it. She urged the City Council to think long and hard on this matter before making a decision.

After three calls and no further speakers, Mayor McEachern declared the public hearing closed.

**Councilor Blalock moved to pass second reading and schedule a third and final reading at the March 17, 2025, City Council meeting. Seconded by Councilor Cook.**

Councilor Cook said the original boundaries previously were located on the front on Lafayette Road. She said there is not a home at 185 Orchard Street, it is a vacant lot.

Councilor Blalock said the owners of the property land is not on a historic street.

Councilor Bagley said we need to consider the rights of the residents above the tourists.

**Motion passed.**

- B. PUBLIC HEARING AND SECOND READING of Ordinance amendment to Chapter 1, Administrative Code, Article IV – Commissions and Authorities, Section 1.413 – Sustainability Committee

Mayor McEachern read the legal notice, declared the public hearing open and called for speakers.

Councilor Denton said the changes were drafted by the Sustainability Committee and it changes the number of students serving on the committee. He said that the committee has been having quorum issues and this will alleviate that.

With no speakers, Mayor McEachern declared the public hearing closed.

**Councilor Denton moved to pass second reading and schedule a third and final reading at the March 17, 2025, City Council meeting. Seconded by Councilor Tabor and voted.**

**Councilor Denton moved to suspend the rules to bring forward third and final reading of the ordinance. Seconded by Councilor Cook and voted.**

**Councilor Denton moved to pass third and final reading of the ordinance. Seconded by Councilor Cook and voted.**

- C. Third and Final Reading of Ordinance amendment to Chapter 1, Administrative Code, Article XVI – Adoption of Fees by Budget Resolution, Section 1.1601 – Purpose, Section 1.1602 – Procedure, Section 1.1603 – Exclusion, Section 1.1604 – Default, of the Ordinance of the City of Portsmouth

**Councilor Cook moved to pass third and final reading of the ordinance. Seconded by Assistant Mayor Kelley and voted. Councilor Denton voted opposed to adopting the ordinance.**

## **XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION**

### **A. CITY MANAGER CONARD**

- 1. Request to Restore Involuntarily Merged Lots at 25 Sims Avenue

**Assistant Mayor Kelley moved to refer this request to the Planning Board and the City Assessor for a report back. Seconded by Councilor Cook and voted.**

- 2. License Extension for 50 South School Street

City Manager Conard said that this is a homeowner wishing to make improvements to their home and this would extend the license.



**Councilor Bagley moved that the City Manager be authorized to execute and accept the License Extension to encumber a parking space in the parking lot that abuts the South School Street Park as requested. Seconded by Councilor Denton.**

Councilor Cook said that this is the second extension for the property owners. City Attorney Morrell said the delay is due to the delay of the delivery of materials. Councilor Cook said that this is a difficult area for parking. She suggested finishing the construction before May.

**Motion passed.**

## **XII. CONSENT AGENDA**

- A. Letter from Ashley Blackington, Portsmouth Girls Softball Association (PGSA), requesting permission to hang banners in the outfield and behind the backstop at the Tony Rahn fields on Pease from March to June ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- B. Letter from Stephen Infascelli, Marathon Sports, requesting permission to hold the Portsmouth 5K (formerly known as “Cisco Portsmouth 5K”) on Sunday, May 25, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- C. Letter from Warren Widener, Seacoast Lacrosse Club, requesting permission to place temporary signage on the fences at the Portsmouth Recreation Athletic Field for the Spring 2025 lacrosse season ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- D. Letter from Kate Moran, Leukemia & Lymphoma Society, requesting permission to hold the annual Light The Night (LTN) on Saturday, October 4, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- E. Letter from Phillip Boisvert, New Hampshire Water Pollution Control Association (NHWPCA), requesting permission to hold a 5K Race at Pease on Saturday, October 11, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- F. Letter from Rich Clyborne, Gundalow Company, requesting permission to conduct the 2025 Round Island Regatta on Saturday, August 9, 2025, at the Robert P. Sullivan Boat Launch at Peirce Island ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

**Councilor Cook moved to adopt the Consent Agenda. Seconded by Assistant Mayor Kelley and voted.**

### **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

#### **A. Email Correspondence**

**Councilor Bagley moved to accept and place on file. Seconded by Councilor Lombardi and voted.**

### **XV. CITY COUNCIL MEMBERS**

#### **A. COUNCILOR TABOR**

##### **1. Fee Committee Report**

Councilor Tabor reported on the Sidewalk Obstruction Ordinance and discussion took place in the Governance Committee. He said that the Finance Committee agreed to waive the fees. He said we need the City Council to make the decision to waive the fees.

**Councilor Tabor moved to eliminate the \$75.00 table fee and \$10.00 chair fee under the Sidewalk Obstruction ordinance Chapter 9, Article V, Section 504C effective immediately so long as the tables and chairs are open to general use, not just for patrons of the business seeking the permit. Seconded by Councilor Cook.**

Councilor Blalock asked if this would still require a permit. Councilor Tabor said that it would. Assistant Mayor Kelley said a Certificate of Insurance would also be required. She stated that this is for the fees for year-round use. She stated we must be careful with how we benefit businesses.

Councilor Bagley said the small tables and chairs are a benefit to the city in Market Square. He said people want more places to sit at with public benefit.

Councilor Blalock said he will vote against the motion because any money we take out of fees we shift towards residents.

Councilor Tabor said on the revenue front the fees equal to \$15,000.00.

Mayor McEachern passed the gavel to Assistant Mayor Kelley.

Mayor McEachern said we need to make sure we are not making more money on tables and chairs.

Assistant Mayor Kelley returned the gavel to Mayor McEachern.

Councilor Cook said the challenge is there needs to be a decision now because of the permitting of these items. She said we need to keep the permitting process in place.

Councilor Bagley said he disagrees with getting rid of the fees and that has resulted in losing the tables and chairs downtown. He said the question is that this is valuable to the residents.

Councilor Lombardi said the tables and chairs are provided for anyone to sit at and use. He disagrees with waiving fees.

Mayor McEachern said we need to understand the amount of time to put in for licensing these items.

**On a roll call vote 5-2 and 1 abstention, motion passed. Councilor Tabor, Cook, Denton, Bagley and Lombardi voted in favor. Councilor Blalock and Mayor McEachern voted opposed. Assistant Mayor Kelley abstained from the vote.**

2. Housing Committee recommendation of a Payment in Lieu schedule as required in the Gateway Neighborhood Overlay District ordinance

Councilor Tabor said the payment creates a Payment In Lieu of and spoke to affordable units and that the Housing Committee looked at methods in New England and decided to use RKG. He said RKG created a table and that would be the first payment in lieu of table we would have. He said this provides a chance to pilot and how we would use a payment in lieu.

**Councilor Tabor moved to approve the Payment in Lieu fee table recommended by the Housing Committee as shown in the packet, subject to update next week and every two years after that by the Fee Schedule Study Committee or City Council. Proceeds paid will go to the city's Housing Trust Fund for the purpose of creating and preserving below market rate housing in Portsmouth. Seconded by Assistant Mayor Kelley.**

Assistant Mayor Kelley said if residents and City Council have reviewed the table it is a little confusing, but we took that data based on the city cost per unit and building below and below market rate housing in the city. She said the information is available online for people to review and have more understanding. She stated the Housing Committee will be coming back with more information on continuing this work.

Councilor Bagley asked if the Legal Department reviewed the matter. City Attorney Morrell said they have reviewed the information.

**Motion passed.**

**B. COUNCILOR MOREAU**

1. Planning Board Recommendation regarding Zoning Ordinance relating to Accessory Uses to Permitted Residential Uses

City Manager Conard reported that the Planning Board meeting of February 20, 2025, did not propose any formal changes. She advised the City Council that a written update would be provided to the City Council at the March 17, 2025, meeting.

**XVII. CITY MANAGER'S INFORMATIONAL ITEMS**

*Public Meeting for Bicycle and Pedestrian Plan – City Manager Conard reported that a public meeting is scheduled for March 10, 2025 at 6:30 p.m. in the Eileen Dondero Foley City Council Chambers to review public engagement input received from the planning process and to review the draft plan recommendations. She stated the plan will be finalized for adoption subsequent to this final public meeting and all interested parties are invited to attend.*

*Delayed Opening – Customer Service Pilot Program – City Manager Conard advised the City Council in an effort to provide uninterrupted time for meeting and training, we will delay the public opening of the City Clerk's Office, the Tax Office and the Assessing Office from 8:00 a.m. until 10:00 a.m. on the following Wednesdays in March: 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>.*

*2025 Outdoor Dining Update – City Manager Conard indicated that an email went out to those outdoor dining establishments licensed last year is being asked to submit a new application. She reported that the Department of Public Works will begin placing the traffic barriers as they are approved and starting last weekend in April with a start date of May 1<sup>st</sup> through October 14<sup>th</sup>.*

**XIX. ADJOURNMENT**

**At 9:00 p.m., Assistant Mayor Kelley moved to adjourn the meeting. Seconded by Councilor Blalock and voted.**



KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

## **CITY COUNCIL MEETING**

MUNICIPAL COMPLEX  
DATE: MONDAY, MARCH 17, 2025

PORTSMOUTH, NH  
TIME: 7:00PM

**Assistant Mayor Kelley moved to close the Non-Public Session and seal the minutes. Seconded by Councilor Bagley and voted.**

### **III. CALL TO ORDER**

Mayor McEachern called the meeting to order at 7:00 p.m.

### **IV. ROLL CALL**

**PRESENT:** Mayor McEachern, Assistant Mayor Kelley, Councilors Tabor, Cook, Denton, Blalock, Bagley, Moreau and Lombardi

### **V. INVOCATION**

Mayor McEachern requested a moment of silence in memory of Karen Parrott who recently passed away.

### **VI. PLEDGE OF ALLEGIANCE**

Mayor McEachern asked Student Mayor's Sophie Cosgrove and Eli George to lead the Pledge of Allegiance to the Flag.

Mayor McEachern announced students that are shadowing the City Council and staff on the Dais during Student Government Day who are here this evening to sit in on the City Council meeting.

## ***Portsmouth High School Student Government Day Participants***

***Heather Wheeler & Michelle Wheeler – Portsmouth High School Teachers***



***Sophie Cosgrove & Eli George, Mayor  
Miles Borne & Olivia Crotto, Assistant Mayor  
Jacob Mead, Councilor  
Bailey Trudel, Councilor  
Nathan Delaney, Councilor  
Shaye McGrath, Councilor  
Jackson Hooper, Councilor  
Aadya Raja, Councilor***

***Lukas Dmytruk, Councilor***  
***Chase Simpson & Tatum Hebert, City Manager***  
***Hannah Williams, City Attorney***  
***Simon Noel, City Clerk***

## **VII. ACCEPTANCE OF MINUTES – FEBRUARY 18, 2025**

**Assistant Mayor Kelley moved to accept and approve the minutes of the February 18, 2025 City Council meeting. Seconded by Councilor Lombardi and voted.**

## **VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**

### **1. Public Art Review Committee (PARC) – 2024 Annual Report**

Chris Dwyer, Chair of the Committee, provided a brief review of the 2024 Annual Report. She reviewed some of the highlights:

- PARC undertook its first percent-for-art commission with the Peirce Island project. The Committee vetted over 20 proposals and selected *Spiraling Serenity* by DiBari Associates. The project is slated for installation in Spring 2025
- PARC is working with a middle school committee to commission artwork which will be installed in late 2025
- PARC worked in conjunction with Portsmouth400 to plan and oversee Terrence Parker's *Cod and the Mortal Sea*, an installation in the kiosk of Bohenko Gateway Park which was installed in October 2024
- PARC has begun dialogue with representatives from the LGBTQ+ community about a public art project, initiated by the gift of \$10,000.00 from money raised for a PRIDE-themed artwork

Chris also reported that there are a few places that could benefit by different types of public art to bring greater interest to space, creating identification for spaces. Those aspirational locations included: additional artwork to complete Bohenko Gateway Park; the rail trail, especially the main entry way; Langdon Park across from City Hall and the entrance to Commerce Way.

## **IX. PUBLIC COMMENT SESSION**

Erik Anderson spoke regarding the request from Chris Adams for approval of a fence which has already been constructed. He said he feels this sets a precedent for others to make such requests. He said he is not aware whether this should have gone through another process. Mr. Anderson asked that the City Council reject the request.

Esther Kennedy spoke against the request of Mr. Adams and said that Assistant Mayor Kelley should recuse from voting on this matter as she is the wife of Mr. Adams. Also, Ms. Kennedy spoke against the naming of the Bohenko Gateway Park on Market Street Extension when it should have been named in honor of the Italian people that lost their homes during the urban renewal process.

Dave Cosgrove said that 65% of the budget increase has nothing to do with schools and there needs to be a deeper understanding of how much it costs to place students out of district. He said the retirement offers to teachers were premature.

Jim Lee read an article in the newspaper regarding the number of city employees making over \$100,000.00. He said in relation to other communities our employees are paid 238% higher than the average.

Dave Marvez said that the lower lot at City Hall has been chosen for the creation of Work Force Housing. He said constructing a building in the lower lot will create a canyon effect. He also addressed the increase in traffic that would be created in the area from this development.

## **X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS**

### **Third and Final Reading of Ordinances:**

- A. Third and Final Reading of Ordinance amendment to Chapter 10, Zoning Ordinance, by Striking Article 5, Measurement Rules, Section 10.515.14; by Amending Section 10.515.13; and by Adding new Sections 10.811.6 and 10.811.61, relating to Accessory Uses to Permitted Residential Uses of the Ordinance of the City of Portsmouth

**Councilor Tabor moved to pass third and final reading of the ordinance as presented. Seconded by Councilor Denton.**

Councilor Moreau spoke regarding the amendments made during second reading and the concerns expressed by the Planning Board.

Mayor McEachern passed the gavel to Assistant Mayor Kelley.

Mayor McEachern said he appreciates the feedback from the Planning Board. He is pleased with the HVAC system. He said we could have a high trust community or a highly regulated community. He stated that he did not think that a 7-foot fence would be more regulated than an 8-foot fence. He said he would like the Master Plan to be put forward, and that we should trust as others to do the right thing.

Councilor Bagley said he agrees with Mayor McEachern. He said going before a board can be intimidating.

Councilor Cook said she would support the changes. She said much of the feedback was helpful but not relevant in her neighborhood. She said having to go before the Historic District Commission and the Zoning Board of Adjustment for a shed in the historic district area is difficult. She said we must trust our neighbors because we all need to live together.

**Motion passed.**

Assistant Mayor Kelley returned the gavel to Mayor McEachern.

- B. Third and Final Reading of Ordinance amending to Chapter 10 – Zoning Ordinance – Zoning Map, Article 4, Zoning District and Use Regulations, Section 10.421 – District Location and Boundaries, Section 10.421.10, be amended to remove 185 Orchard Street, Tax Map 152, Lot 2-1 from the Historic District Overlay

**Councilor Blalock moved to pass third and final reading of the ordinance as presented. Seconded by Councilor Cook.**

Councilor Blalock said that this ordinance is a clean up of items and is being recommended by the Historic District Commission and the Planning Board.

**Motion passed.**

## **XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION**

### **A. CITY MANAGER CONARD**

1. Easement and License for Public Deck Access Located at 99 Bow Street

City Manager Conard said that this will expand the current deck for public access and the deck must comply with ADA regulations.

**Councilor Moreau moved to authorize the City Manager to accept and approve a Quitclaim Deed of Easement and License for Public Access in substantially similar form to the Deed from Martingale, LLC contained in the agenda packet. Seconded by Councilor Tabor.**

Councilor Moreau said that the Planning Board had a long discussion on this matter as access through the building is required. Councilor Cook asked if there is a sign addressing the access area. Councilor Moreau said that there is a sign in place.

**Motion passed. Councilor Blalock abstained from voting on this matter.**

2. Request for Public Hearing Regarding Fernald Easement Financing

City Manager Conard said that this is a request for a public hearing at the next meeting. She stated the easement is part of the parcel near Bellamy reservoir and the grant would cover the acquisition of the land.

**Councilor Bagley moved to schedule a public hearing during the April 7, 2025 City Council meeting to consider bonding of up to \$1,478,000.00 to allow for the purchase of the Fernald Easement prior to or in lieu of the disbursement of grant funds. Seconded by Councilor Blalock.**

Councilor Tabor requested for the hearing the City Council to receive a statement on the debt limit. City Manager Conard said that this would come from the water fund so it would not apply.

Councilor Cook asked if we received notice of not receiving the funds.

City Manager Conard said no but we want to make sure we close on the land in a timely manner.

**Motion passed.**



3. Third Extension of Temporary Construction License for EightKph, LLC at 70 Maplewood Avenue

City Manager Conard said that this is a third extension that will be for 60 days.

**Councilor Denton moved to authorize the City Manager to execute and accept the Third License Extension to encumber the sidewalks along Maplewood Avenue and Deer Street that abut 70 Maplewood Avenue as requested. Seconded by Councilor Lombardi.**

Councilor Cook asked if any further extensions would be needed. The owner of the property said it is not expected to require additional extensions.

**Motion passed.**

4. Street Naming for Newberry Way

City Manager Conard said a request to change the name of Haven Court to Newberry Way and reported that we maintain access from the easement and the Public Works Department, Police and Fire Departments do not have an issue with the request.

**Councilor Moreau moved to authorize the use of Newberry Way as the private street name between High Street and Fleet Street formerly named Haven Court. Seconded by Councilor Tabor and voted.**

5. 2025 Seacoast Eat Local (SEL) Farmers' Market License

City Manager Conard said that this is the 29<sup>th</sup> season of the Farmers' Market and this is similar to the request from last year.

**Assistant Mayor Kelley moved to authorize the City Manager to execute the License Agreement as presented, allowing SEL to operate a Farmer's Market at the Municipal Complex on Saturday mornings from May 3, 2025, through October 25, 2025, and that the City Manager is further authorized to negotiate and execute any amendment to the Agreement that she deems consistent with its purpose. Seconded by Councilor Cook and voted.**

6. Amendment to Lease with the Players' Ring

City Manager Conard said this would be an amendment to request a second extension to finalize the next 10 years of capital improvements, which is roughly equal to the taxes.

**Councilor Cook moved to authorize the City Manager to negotiate and enter into Lease Amendment 3 with the Players' Ring in a form similar to the Lease in the City Council packet. Seconded by Councilor Moreau and voted.**

## XII. CONSENT AGENDA

- A. Request from Ken Schmidt of Eiger Insurance Services to install a Projecting Sign at 28 Deer 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 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 projecting 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. Request from John & Cari Karonis of Fair Winds Home, LLC to install a Projecting Sign at 19 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 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 projecting 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***

- C. Letter from Jodie Tsekrekas, Cystic Fibrosis Foundation, requesting permission to hold the CF Cycle for Life on Saturday, July 12, 2025 (***Anticipated action – move to refer to the City Manager with Authority to Act***)

- D. Letter from Russ Grazier, Portsmouth Music and Arts Center, requesting permission to have a small parade from Portsmouth's African Burying Ground to the Vaughn Mall on Friday, April 11, 2025 at Noon as part of Jazz Appreciation Month Celebrations (***Anticipated action – move to refer to the City Manager with Authority to Act***)

- E. Letter from Michelle Wall & Derrick Perreault, Red Bull Distribution Company, requesting permission to hold a charitable event “Wings for Life World Run” at Peirce Island on Sunday, May 4, 2025 at 7:00 a.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- F. Letter from Ken La Valley, AFSP Out of the Darkness, requesting permission to hold the Out of the Darkness Walk at Peirce Island on Saturday, September 20, 2025 at 9:00 a.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- G. Letter from Curtis Hermann, New Hampshire Sons of the American Revolution, requesting permission to hold a ceremony unveiling markers at the gravesites of 5 Patriots on Saturday, September 13, 2025 *(This request reschedules the November 16, 2024 event previously approved)* ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- H. Letter from Jonathan Day, Portsmouth Halloween Parade, requesting permission to hold the 30<sup>th</sup> Portsmouth Halloween Parade on Friday, October 31<sup>st</sup> ***(Sample motion – move to refer to the City Manager with Authority to Act)***

**Councilor Blalock voted to adopt the Consent Agenda. Seconded by Councilor Lombardi and voted.**

### **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. Email Correspondence

**Councilor Lombardi moved to accept and place on file. Seconded by Councilor Moreau and voted.**

- B. Request from Chris Adams for a License Agreement at 66 Coakley Road for the purpose of installing, maintaining and replacing a fence, and for ordinary yard maintenance

**Councilor Tabor moved to authorize the City Manager to negotiate and execute a revocable license to Chris Adams of City owned property adjacent to 66 Coakley Road for the purposes of installing, maintaining and replacing a fence, and for ordinary yard maintenance. Seconded by Councilor Denton.**

Assistant Mayor Kelley said the property was purchased before she and Chris met and advised him that he should seek a license for the fence. She stated she will be abstaining from the vote.

Mr. Adams said there was a separate fence, and he spoke with Eversource and did not know he would require a license through the city. He also stated that the lot is not a buildable lot.

Councilor Cook said if this moves forward that other properties in the area would be treated the same and require a license.

**Motion passed. Assistant Mayor Kelley abstained from voting on this matter.**

At 8:00 p.m. Mayor McEachern declared a brief recess to allow students to leave the meeting. At 8:05 p.m., Mayor McEachern called the meeting back to order.

**XIV. MAYOR McEACHERN**

1. Appointments to be Considered:
  - Appointment of Mandela Pruetz – Arts & Cultural Commission
  - Reappointment of Kara Anne Rodenhizer – Portsmouth Housing Authority

The City Council considered the appointments listed below and will take action on the appointments at the April 7, 2025, City Council meeting.

2. Resignation
  - Eva Boice – Cemetery Committee

**Councilor Lombardi moved to accept the resignation of Eva Boice from the Cemetery Committee with regret and requested a letter be sent thanking Eva for her service to the city. Seconded by Councilor Blalock and voted.**

3. Boards, Commissions and Committees 2024 Attendance Records

**Assistant Mayor Kelley moved to accept the 2024 Boards, Commissions, and Committee Attendance Records. Seconded by Councilor Moreau and voted.**

**Councilor Moreau moved to suspend the rules to bring forward a request for a letter to be sent by Mayor McEachern supporting the workers at the Portsmouth Naval Shipyard. Seconded by Assistant Mayor Kelley and voted.**

**Councilor Moreau moved to draft a letter of support to the workers at the Portsmouth Naval Shipyard. Seconded by Councilor Cook and voted.**

**XV. CITY COUNCIL MEMBERS**

**A. COUNCILOR COOK**

1. Bird Flu Health Issues

**Councilor Cook moved to request a report back on any potential health issues posed by the bird flu in relation to geese or geese droppings located on Peirce Island or in Prescott Park. Seconded by Assistant Mayor Kelley.**

Councilor Cook said there are a lot of droppings and expressed concern regarding any potential health issues.

City Manager Conard reported that there is not a high risk for human transmission but to avoid contact with avian droppings as recommended by Health Officer McNamara.

Councilor Cook withdrew her motion as City Manager Conard provided the report back.

### **C. COUNCILOR BAGLEY**

1. Parking & Traffic Safety Committee Action Sheet and Minutes of the March 6, 2025 meeting

**Councilor Bagley moved to accept and approve the action sheet and minutes of the March 6, 2025 Parking & Traffic Safety Committee meeting. Seconded by Councilor Denton and voted. Councilor Blalock voted opposed.**

### **XVI. APPROVAL OF GRANTS/DONATIONS**

- A. Acceptance of Donation to support the acquisition and installation of a memorial for Dinah Chase Whipple at North Cemetery from Appledore Marine Engineering LLC (The Webs Foundation) - \$1,000.00

**Councilor Moreau moved to accept the donation as presented. Seconded by Councilor Blalock.**

Assistant Mayor Kelley said that a celebration will be held on June 13<sup>th</sup> at 1:00 p.m. She said Sue Sterry of the Cemetery Committee has been instrumental in preparing for the celebration.

Mayor McEachern welcomed everyone to attend the celebration.

**Motion passed.**

### **XVII. CITY MANAGER'S INFORMATIONAL ITEMS**

1. Pease Development Authority Board Meeting Update

City Manager Conard reported that the driving course opened today at Pease and new rates will take effect on May 4<sup>th</sup> and stated the price has not increased in four years. She stated that Portsmouth | Pease is the 6<sup>th</sup> busiest airport in the world.

### **XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING**

Councilor Blalock reported that construction of the sound barrier on I-95 has started

**XIX. ADJOURNMENT**

**At 8:20 p.m., Assistant Mayor Kelley moved to adjourn. Seconded by Councilor Blalock and voted.**

A handwritten signature in black ink, reading "Kelli L. Barnaby". The signature is written in a cursive, flowing style.

KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

## **CITY COUNCIL MEETING**

MUNICIPAL COMPLEX  
DATE: MONDAY, APRIL 7, 2025

PORTSMOUTH, NH  
TIME: 7:00PM

**Councilor Tabor moved to close the Non-Public Session and seal the minutes of the meeting. Seconded by Councilor Moreau and voted.**

### **III. CALL TO ORDER**

Mayor McEachern called the meeting to order at 7:07 p.m.

### **IV. ROLL CALL**

**PRESENT:** Mayor McEachern, Councilors Tabor, Cook, Denton, Blalock, Bagley and Moreau

**ABSENT:** Assistant Mayor Kelley and Councilor Lombardi

### **V. INVOCATION**

Mayor McEachern asked for a moment of silent prayer.

### **VI. PLEDGE OF ALLEGIANCE**

Mayor McEachern led in the Pledge of Allegiance to the Flag.

### **MAYOR'S AWARD**

#### **1. Recognition of Everett Eaton**

Mayor McEachern recognized Everett for his 25 years of service to the Economic Development Commission. He presented Everett with the gift of a door stop for keeping a lot of doors open over the years and guiding the city through many things.

#### **2. Recognition of Andrea Amico**

Mayor McEachern recognized Andrea for her leadership and work over the years regarding PFAS and the impact it has on communities.

### **VII. ACCEPTANCE OF MINUTES** *(There are no minutes on for acceptance this evening)*

### **VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**

#### **1. Mary Loane – Mayor's Blue Ribbon Housing Committee**

Ms. Loane said the Committee was created to expand housing units in the city. She spoke to the committee about the process and the review of a number of lots. She indicated the overall quality of life was a large concern for them when reviewing lots. Ms. Loane said the Committee is recommending that the city investigate the lower lot of City Hall because of the opportunities available with that parcel. She urged the city to continue its path to bring more residents and housing to the city.

## **IX. PUBLIC COMMENT SESSION**

Gerald Duffy said the sidewalk between Pinehurst Road and Broad Street is in place due to the work of Everett Eaton. He said housing is about people and what they can afford. He said we have a variety of residents and by 2030 this city will be a different place. He stated many residents find it hard to make ends meet. He spoke about the demographics changing in the city and the different levels of income for families.

Isabella Romero said she is about to be priced out of the city, and she grew up here and moved away to attend college. She stated now she has a great job but still will be forced out of the city due to the lack of affordable housing.

## **X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS**

### **First Reading of Ordinance:**

- A. First Reading of Ordinance Amendment to Chapter 10, Zoning Ordinance, Article 4 Zoning Districts and Regulations by Adding Coliving as a New Use; Article 8, Supplemental Use Standards, be Amended by Adding Section 10.815 – Coliving; and Article 15 Definitions

**Councilor Moreau moved to pass first reading and hold a public hearing and hold a public hearing and second reading at the May 5, 2025, City Council meeting. Seconded by Councilor Tabor.**

**Councilor Moreau moved to suspend the rules to bring forward Item XV. E.1. – The Chamber Collaborative of Greater Portsmouth Feedback on Coliving Zoning Amendments. Seconded by Councilor Denton and voted.**

## **XV. CITY COUNCIL MEMBERS**

### **E. COUNCILOR MOREAU**

- 1. The Chamber Collaborative of Greater Portsmouth Feedback on Coliving Zoning Amendments

Councilor Moreau reviewed the feedback from the Portsmouth business community on Coliving Zoning Amendments. She reported that the survey indicated that the business community was in favor of coliving being introduced to downtown zoning. She stated the question of parking requirements are clear parking should not be an impediment to this style of housing. She also spoke regarding the fact that coliving units shall not be always rented for less than 30 days continuous occupancy and the need for at least one full-time manager on site for every 40 residents.

Councilor Bagley said this is an innovative approach to housing needs. He said turning car storage into homes. He said luxury condo's are here because of parking requirements. He said he would not support more parking and we need to be aware that coliving will be less expensive.

Councilor Blalock said he would like this included in the Gateway. He said making this a Conditional Use Permit would go against the affordable line.



Councilor Tabor said the Planning Board did a great job on this matter and this is innovative. He would like to expand this in the West End and Gateway. He suggested three months but would wait for what the market shows us.

Councilor Cook agreed on the West End and Gateway Zone. She spoke to eliminating parking requirements.

**Councilor Cook moved to add specific language surrounding the definition of family. Seconded by Councilor Moreau.**

Deputy City Attorney McCourt said it is legal language in Planning Board but it does not require a family in this ordinance.

Mayor McEachern asked if we could change this.

Councilor Cook said we could be in a situation where civil unions could be excluded from the definition of marriage.

Mayor McEachern said he does not know why we define family in the ordinance. He said there could be zoning laws requiring definitions for family.

Deputy City Attorney McCourt said there is no actual legal means for this in the ordinance.

*Councilor Cook withdrew the motion, and Councilor Moreau withdrew her second.*

**Councilor Cook moved to strike the definition of Family from Section 10.815.70 of the ordinance. Seconded by Councilor Denton.**

Councilor Denton said he would like the time to be unlimited to get rid of the 30 days from the ordinance.

Councilor Moreau said it allows more for a definition of boarding housing less than 10 people does not require on site management it is a different model, and the definition was modified for multiple coliving. She would support this being in the Gateway.

Mayor McEachern said parking should be handled by Parking & Traffic Safety. He said he would support the ordinance.

Councilor Bagley said he does not want to exclude anyone from the ordinance.

Mayor McEachern said he would not want to create BNB.

Councilor Tabor said if the ordinance is approved, the Gateway, he would like the Planning Board to look at mixed use to turn into Gateway.

Councilor Moreau said she would support the request of Councilor Tabor.

**Motion passed.**

**Councilor Moreau moved to add as a Conditional Use Permit G1, G2, CD4W. Seconded by Councilor Blalock and voted.**

C

Councilor Bagley said that parking should be looked at separately.

Councilor Cook would like to extend the distance from 600 square feet.

Mayor McEachern said he would like to separate parking out of the ordinance at this point.

Councilor Moreau said whether or not management needs to be on site if there are 60 to 80 residents.

Councilor Bagley would support removing the management requirement as long as they are in a 15-minute geographic area.

Councilor Tabor said he would like to go in the other direction.

Councilor Cook said she is not tied to management on site. She would like someone in the area to answer concerns. She stated sometimes it is better to have a service to respond to concerns.

**Councilor Moreau moved to amend Section 10.815.25 Coliving shall call for full-time management on site versus on call. Seconded by Councilor Bagley.**

Deputy City Attorney McCourt said the Planning Board calls on site, but he would like more guidance or opportunities to report back.

Mayor McEachern said keeping it simple would be better.

*Councilor Moreau withdrew her amendment to the motion.*

**Main motion passed first reading and to hold a public hearing and second reading at the May 5, 2025, City Council meeting as amended.**

**Councilor Bagley moved to suspend the rules to bring forward Item XIV. 4. – Report Back on feasibility of a citywide resident parking program and mechanism to limit parking permits for new development. Seconded by Councilor Cook and voted.**

#### **XIV. MAYOR McEACHERN**

4. Report back on feasibility of a citywide resident parking program and mechanism to limit parking permits for new development

**Mayor McEachern moved to request a report back on the feasibility of a citywide resident parking program and mechanism to limit parking permits for new development. Seconded by Councilor Bagley.**

Councilor Cook requested to review parking requirements as a whole.

Councilor Bagley said that this is a great idea. He said the Parking & Traffic Safety Committee has been working on this item for a year and we hope that this year we would have a parking program in place for the city.

Mayor McEachern said that this is hard, but we need to do this with a mechanism to move forward.

Councilor Tabor said that this permit gives a resident the right to hunt for a parking spot downtown. Mayor McEachern said that is correct.

Mayor McEachern said that this is to pre-eliminate the fear that more development would be taking parking because the developer did not have to provide parking. He said we would tie parking to the building and provide ample spaces for people and guest passes would also be provided.

Councilor Bagley said parking utilization looks at suggestions in zoning and could be implemented in it.

**Motion passed.**

### **Public Hearing and Adoption of Resolution:**

- B. PUBLIC HEARING AND ADOPTION of Resolution Authorizing a Bond Issue and/or Notes of the City Under the Municipal Finance Act for the Purchase of a Conservation Easement on the Fernald Property to Protect the Bellamy Reservoir Water Quality Not to Exceed One Million Four Hundred Seventy-Eight Thousand Dollars (\$1,478,000.00)
- **PRESENTATION**
  - **CITY COUNCIL QUESTIONS**
  - **PUBLIC HEARING SPEAKERS**
  - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

Water Resource Manager Pratt spoke regarding grant funds that we anticipate receiving but have not yet. He stated there would be no costs to the City with the grant funds, but we must purchase the property now and that is the reason for the Bonding Resolution.

Councilor Bagley said he supports this request because it is important to purchase as many properties as possible around the reservoir.

**Councilor Denton moved to authorize a Bond Issue and/or Notes of the City Under the Municipal Finance Act for the Purchase of a Conservation Easement on the Fernald Property to Protect the Bellamy Reservoir Water Quality Not to Exceed One Million Four Hundred Seventy-Eight Thousand Dollars \$1,478,000.00. Seconded by Councilor Blalock.**

Mayor McEachern read the legal notice, declared the public hearing open and called for speakers.

Andrea Amico said she supports the motion and said that this is one of the most important water resources for the city. She said purchasing the property is pro-active and it is critically important that we purchase this property, and staff has worked diligently to protect our water resources.

Brian Goetz said this is important to the closeness of the reservoir. He said homes would change the character of the reservoir and said that this is a valuable piece of land and access to the reservoir. He said this goes beyond the price tag.

With no further speakers, Mayor McEachern declared the public hearing closed.

Councilor Blalock said that is a big impact on the city drinking water.

Councilor Cook thanked City Manager Conard and staff for protecting the area and our drinking water. She is concern about federal funds being secured but she feels it is important to support the Resolution.

Mayor McEachern said this is important and where Portsmouth gets its water.

**On a unanimous roll call 7-0, motion passed.**

## **XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION**

### **A. CITY MANAGER CONARD**

1. Report Back and Recommendation from the Planning Board Regarding 25 Sims Avenue

City Manager Conard said the Planning Board reviewed and the applicant initial request was denied because they wanted to merge all three lots, but the new request is to unmerge 1 lot.

**Councilor Cook moved to unmerge Lot 44. Seconded by Councilor Bagley and voted.**

2. Below Market Rate Housing Trust

City Manager Conard spoke to the new Below Market Rate Housing Trust. She reported that SoBow Square and the City are both contributing \$250,000.00 to this Trust. She stated as part of the review, the city consulted with the Charitable Trust Division of the Attorney General's Office who provided guidance on the appropriate way to handle the investment of public versus private money.

**Councilor Tabor moved to authorize the City Manager to execute the Below Market Rate Housing Trust as presented. Seconded by Councilor Moreau.**

Councilor Moreau said a great deal of time was put into this and she is pleased with the result.

**Motion passed.**

3. Friends of Lafayette House PILOT Agreement

City Manager Conard said Assessor Lentz recommended entering into the PILOT Agreement and the Legal Department worked to create the agreement.

**Councilor Blalock moved to authorize the City Manager to enter into a PILOT agreement with the Friends of Lafayette House in the amount of \$3,500.00. Seconded by Councilor Denton and voted.**

4. 2059 Lafayette Road Access Easement for Water Services

City Manager Conard said a new 8-unit building was constructed and as part of the site plan approval, the Planning Board recommended the City Council accept a Water Service Access Easement over the parcel.

**Councilor Bagley moved to authorize the City Manager to accept and record an Access Easement for Water Services in a substantially similar form to the deed contained in the agenda packet. Seconded by Councilor Cook and voted.**

5. Extension of Temporary Construction License for 2 Congress Street, the North Church of Portsmouth

City Manager Conard said the plan was to be completed by May 15<sup>th</sup> but due to construction delays we are asking for extension an of 60 days.

**Councilor Moreau moved to authorize the City Manager to execute and accept a License Agreement Extension to encumber the sidewalk area along 2 Congress Street that abuts the North Church. Seconded by Councilor Tabor.**

Councilor Moreau would like to make a requirement that the licenses end at 59 days due to Market Square Day.

Councilor Cook said they are currently using the area for materials and would like to be sure that they need the area.

Deputy City Manager Woodland said they are bringing supplies in and are coming and going. She stated we can shorten the term of the license.

Councilor Cook encouraged the city to limit the time frame to 30 days versus the suggested length.

Councilor Moreau added the date of May 6<sup>th</sup> to the motion.

**Voted to pass the motion to authorize the City Manager to execute and accept a License Agreement Extension to encumber the sidewalk area along 2 Congress Street that abuts the North Church until May 6, 2025.**

**XII. CONSENT AGENDA**

The City Council requested to act on Item XII. B. separately from the Consent Agenda.

**Councilor Cook moved to adopt the Consent Agenda. Seconded by Councilor Denton and voted.**

- A. Letter from Brian Miller, New England Run for the Fallen, requesting permission to hold the 5<sup>th</sup> Annual Run on Sunday, August 17, 2025 (***Anticipated action – move to refer to the City Manager with Authority to Act***)

- C. Letter from Bruce Hurley, Seacoast Half Marathon, requesting permission to hold the 20<sup>th</sup> Annual Seacoast Half Marathon on Sunday, October 26, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- D. Letter from Katie Ross, Pure Barre Portsmouth, requesting permission to hold a Silent Yoga Class at Prescott Park, on Friday, June 27, 2025, at 6:00 a.m. ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- E. Letter from Tina Sawtelle, The Music Hall, requesting closure of Chestnut Street for the 2025 special events and festivals:
- TEDx Portsmouth – Friday, May 9<sup>th</sup>
  - Emerging Artist Benefit Concert – Sunday, May 11<sup>th</sup>
  - Writers on a New England Stage Festival – Sunday, September 7<sup>th</sup> & Wednesday, September 10<sup>th</sup>
  - Telluride by the Sea Film Festival – Friday, September 12<sup>th</sup> through Sunday, September 14<sup>th</sup>
  - New Hampshire Film Festival – Thursday, October 16<sup>th</sup> through Sunday, October 19<sup>th</sup>
  - Outdoor Holiday Winter Carnivals – Saturday, December 13<sup>th</sup> & Saturday, December 20<sup>th</sup>
- (Anticipated action – move to refer to the City Manager for development and execution of a License Agreement)***
- F. Letter from Michael Claus, Granite State Wheelers, requesting permission to hold the annual Granite State Wheelers' 'Seacoast Century' bicycle ride on Saturday, September 13, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***
- B. Letter from Debra Smith, Friends of the South End, requesting permission to hold the Annual Fairy House Tour on Saturday, September 20, 2025, and Sunday, September 21, 2025, from 10:00 a.m. to 3:00 p.m.

**Councilor Blalock moved to refer to the City Manager with Authority to Act. Seconded by Councilor Denton and voted. Councilor Cook recused from voting on this item.**

### **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. Email Correspondence

**Councilor Blalock moved to accept and place on file. Seconded by Councilor Denton and voted.**

#### **XIV. MAYOR McEACHERN**

1. Appointment to be Considered:
  - Appointment of Logan Roy – Alternate to the Planning Board

The City Council considered the appointment of Logan Roy as an Alternate to the Planning Board which will be acted upon at the April 21, 2025, City Council meeting.

2. Appointments to be Voted:
  - Appointment of Mandela Pruett – Arts & Cultural Commission
  - Reappointment of Kara Anne Rodenhizer – Portsmouth Housing Authority

**Councilor Cook moved to appoint Mandela Pruett to the Arts & Cultural Commission and the reappointment of Kara Anne Rodenhizer to the Portsmouth Housing Authority until April 1, 2030. Seconded by Councilor Blalock and voted.**

3. Report back on the following:
  - a) the steps that businesses (retail and restaurant) need to take to open a new business
  - b) options at the local level that might be implemented to streamline the process

Mayor McEachern said this should be referred to the Economic Development Commission. He would like to see what could be implemented to streamline the process.

**Councilor Blalock moved for a report back on this matter. Seconded by Councilor Bagley and voted.**

Councilor Blalock said this is important and helpful for potential new businesses.

#### **XV. CITY COUNCIL MEMBERS**

##### **A. ASSISTANT MAYOR KELLEY & COUNCILOR TABOR**

1. Present on the Recommendations of the Housing Committee

Councilor Tabor reported on March 13<sup>th</sup> that the Housing Committee voted to look at 2 locations and the lower lot was one. He said we would need to create a pedestal to build upon with parking underneath. He spoke regarding the success of the 60-unit project located on Court Street.

**Councilor Tabor moved that the City Manager explore the feasibility of using the lower lot at City Hall to construct below-market rate housing and parking and report back to the Housing Committee and City Council. Seconded by Councilor Bagley.**

Councilor Bagley said he appreciates the work of the Housing Committee, but he wants to be respectful of staff time.

City Manager Conard said we can provide baseline existing conditions and report regarding the property itself.

Councilor Tabor said we made the decision; we want to keep the Police Department here at City Hall.

Councilor Denton said he would like to see this move forward.

Councilor Cook said this is an important discussion to start now. She said we need to know where we can start putting vehicles.

Councilor Bagley said we are in budget season currently and he feels like we should wait a year, and he would not support it currently, but in the future.

Mayor McEachern said it is important that the City Manager and staff understand the property and the work done on the property. He said this would fall in the confines to define that this is not additional work. He said we are going to partner with someone who would be on another path forward.

**Motion passed.**

2. Report back on the city investigating acquiring land from the condo association adjacent to 25 Granite Street to build more housing while retaining the existing ballfield

Councilor Tabor spoke to the land and map in the packet. He said the land adjoined at 25 Granite Street and thought it would not be much value in speaking with the Condominium Board.

City Manager Conard said currently there is no interest in selling the land for the current interest of the city.

Councilor Tabor requested this property to be removed from the list.

**B. ASSISTANT MAYOR KELLEY/COUNCILOR BLALOCK/COUNCILOR BAGLEY**

1. City Manager Evaluation

Councilor Blalock reported due to Assistant Mayor Kelley and Councilor Lombardi being absent from the meeting this evening the Council will provide the evaluation at the April 21, 2025, City Council meeting.

**C. COUNCILOR COOK & COUNCILOR BAGLEY**

1. \*Development of Affordable Housing

**Councilor Cook moved to request that the Mayor's Blue Ribbon Housing Committee report back to the Council by June 23, 2025 on zoning ordinances that currently impede the development of affordable housing in Portsmouth, both at market-rate affordability levels and at permanently below-market levels, including recommendations on the zoning changes that could yield the greatest results in creating more affordable housing in the shortest timeframe. Seconded by Councilor Bagley.**



Councilor Cook said it is important to think of the next steps for affordable housing. She said the Planning Board has been working hard on coliving and we need to look at additional things to building more affordable housing. She said Assistant Mayor Kelley said to Councilor Cook that June 23 would be an appropriate timeframe to report back.

Councilor Blalock said he supports the motion but would like to look at Borthwick Avenue.

Councilor Moreau asked if Councilor Cook wants to look at concepts only. Councilor Cook agreed.

Councilor Tabor said everyone needs to work together to get through this. He said the Housing Committee is being asked for a lot of work in a small window of time. He reported that he does not feel that the Housing Committee can, as a volunteer committee, propose zoning changes. He said we could get it and come back with what we feel our best changes for zoning might be. He said we should look at what is working in other communities.

**Motion passed.**

At 9:00 p.m., Mayor McEachern called for a brief recess. At 9:08 p.m., Mayor McEachern called the meeting back to order.

**D. COUNCILOR DENTON**

**1. Stormwater Enterprise Utility**

**Councilor Denton moved to request a report back on the Status of Portsmouth creating a Stormwater Enterprise Utility. Seconded by Councilor Moreau and voted.**

Councilor Denton said this may run into some legal challenges and the Sustainability Committee is coming forward with some changes for the Capital Improvement Plan.

Councilor Denton announced that the Sustainable Fair will be held on Friday, April 11, 2025, from 4:30 p.m. to 7:00 p.m. at the Connie Bean Center.

Councilor Blalock said that this makes the community using the stormwater pay for their share and take it off our taxpayers.

Mayor McEachern said this is a great idea.

**XVI. APPROVAL OF GRANTS/DONATIONS**

**A. Acceptance of HealthTrust Wellness Reward - \$2,000.00**

**Councilor Cook moved to approve and accept the donation as presented. Seconded by Councilor Tabor and voted.**

- B. Acceptance of Donation for the Police Department from the Service Federal Credit Union - \$500.00

**Councilor Blalock moved to approve and accept the donation as presented. Seconded by Councilor Denton and voted.**

- C. Acceptance of Donation for the Police Department from Paul Gormley & Kimi Iguchi - \$1,000.00

**Councilor Tabor moved to approve and accept the donation as presented. Seconded by Councilor Bagley and voted.**

- D. Acceptance of Donation for the Police Department by Jason Page - \$300.00

**Councilor Moreau moved to approve and accept the donation as presented. Seconded by Councilor Blalock and voted.**

- E. Acceptance of Grant for Police Department from the US Department of Justice's Bureau of Justice Assistance - \$11,987.00

**Councilor Cook moved to approve and accept the donation as presented. Seconded by Councilor Moreau and voted.**

- F. Acceptance of Victim of Crime Award (VOCA) Grant - \$12,369.00

**Councilor Tabor moved to approve and accept the Victim of Crime Award Grant as presented. Seconded by Councilor Denton and voted.**

- G. Acceptance of Grant from the New Hampshire Department of Environmental Services - \$60,000.00

**Councilor Bagley moved to authorize the City Manager to enter into a Grant Agreement to accept up to \$60,000.00 from the State of New Hampshire Department of Environmental Services to assist with water service line inventory activities. Seconded by Councilor Blalock and voted.**

## **XVII. CITY MANAGER'S INFORMATIONAL ITEMS**

*Update on the Sherburne Property – City Manager Conard reported that she has signed the option to Ground Lease Agreement and it's accompanied Land Use Agreement with the Portsmouth Housing Authority, so they are cleared to formally submit and present to the Technical Advisory Committee and Planning Board later this Spring.*

*Master Plan Update – City Manager Conard reported that the City is under contract with Utile Design for the Master Plan Work. She stated that Utile is arranging an internal kick-off meeting in the next several weeks with City staff to begin the process of organizing the approach for involving the public to describe the purpose of the plan and begin the work of soliciting and collecting public input.*

Rail Trail Clean-Up Day – City Manager Conard announced that the New Hampshire Seacoast Greenway Alliance (NHSGA) will be hosting a Rail Trail Clean-up Day on May 3, 2025. She stated the intent of the clean-up day would be to have volunteers performing light trail maintenance and clean-up work along the length of the completed trail, from Portsmouth through North Hampton.

Household Hazardous Waste Collection Day – City Manager Conard announced that Household Hazardous Waste Collection Day will take place on Saturday, April 12, 2025.

Sustainability Fair – City Manager Conard reported the third annual Seacoast Sustainability Fair is on Friday, April 11<sup>th</sup> from 4:30 p.m. to 7:00 p.m. at the Connie Bean Center in Portsmouth. She stated that the fair is free and open to all and will include live music, free food, free pollinator-friendly saplings and shrubs, and a chance to see the Blue Ocean Society's 65-foot whale and a variety of other earth-friendly activities.

#### **XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING**

Councilor Blalock announced that Little League's Opening Day will be this Saturday, April 12, 2025. He also reported that the Easter Egg Hunt may be postponed due to the weather predicted for Saturday. If the Easter Egg Hunt is postponed it will be held next weekend.

City Manager Conard and Councilor Cook expressed they're thanks to the Police Department for doing an impressive job with the very large Rally held last weekend in Market Square.

Councilor Tabor spoke regarding the Housing Grant Award Study and said the city became a Housing Champion City and received a \$65,000.00 grant for a Study to look at removing zoning barriers to create more housing.

#### **XIX. ADJOURNMENT**

At 9:15 p.m., Councilor Moreau moved to adjourn the meeting. Seconded by Councilor Bagley and voted.



KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK



Karen S. Conard  
City Manager

## CITY OF PORTSMOUTH

Municipal Complex  
1 Junkins Avenue  
Portsmouth, New Hampshire 03801  
[kconard@portsmouthnh.gov](mailto:kconard@portsmouthnh.gov)  
(603) 610-7201

**Date:** April 17, 2025

**To:** Honorable Mayor McEachern and City Council Members

**From:** Karen S. Conard, City Manager *KSC*

**Re:** City Manager's Comments on City Council Agenda of April 21, 2025

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### ***XI. City Manager's Items Which Require Action:***

#### **1. Cemetery Committee Upcoming Memorial Event:**

In November 2023, descendants of Dinah Chase Whipple contacted Susan Sterry, Co-Chair of the Cemetery Committee, to inquire about the possible placement of a headstone for Dinah next to her husband Prince Whipple in North Cemetery. Dinah Chase Whipple founded one of the first schools for black children in the United States. The school was open from 1806 to 1832 and located on High Street in Portsmouth. The family's request was supported by research performed by Valerie Cunningham of the Black Heritage Trail of New Hampshire regarding her likely interment next to her husband. The Cemetery Committee considered the request, conducted additional research, and supported the installation of an appropriate marker.

In May 2024, the City Council accepted a \$2,500 donation from the Colonial Dames for the purpose of funding such a monument. Additional donations for the monument have also been accepted since that time. The monument has been ordered and is due to arrive in early June.

Dinah Chase Whipple's family has been working with representatives of the Cemetery Committee, the Black Heritage Trail of New Hampshire, and the City to schedule an appropriate time for a celebration of the installation of the new monument. The date and time chosen for that installation is Friday, June 13<sup>th</sup> at 1:00 p.m. in North Cemetery. Speakers are being arranged, and the family and the Cemetery Committee request permission for this event.

*I recommend that the City Council move to refer to the City Manager with authority to act.*

2. **179 Pleasant Street Sewer Easement Reformation:**

The City owns a sewer line easement, which was constructed in 1964, crossing 179 Pleasant Street. Recently, the property owners at 179 Pleasant Street (Mill Pond View LLC) sought to construct a pool and patio area on their property. At that time, it was discovered that the existing Easement and Agreement on the property contained multiple outdated clauses which unduly restrict use of the property, and have the potential to cause undue expense to the City in the event of any maintenance to the sewer line. The unique nature of the easement is detailed in [the enclosed memorandum from Deputy City Attorney McCourt to the Director of Planning and Sustainability](#). The [Easement and Agreement](#) are also enclosed.

Therefore, instead of managing this easement differently than every other sewer line easement in the City, counsel for Mill Pond View LLC has requested that the City reform the existing easement and bring it into conformance with modern, forward-looking easement deeds. This will increase efficiency in the management of this easement, and potentially reduce cost in the event of any future maintenance of the sewer easement.

The property owner has applied for and received a license for a 30-day encroachment pending a City Council vote on the requested easement reformation. Given that a building permit has been issued for all work outside the easement area, I request that the City Council grant me the authority to release the existing easement and to negotiate and accept a reformed sewer line easement in a form acceptable to the Legal Department.

*I recommend that the City Council move to authorize the City Manager to release the Agreement and Easement from Charles and Elizabeth Thayer, dated 9/10/1964, and to accept a reformed sewer line easement from Mill Pond View LLC in a form approved by the Legal Department.*

***XVI. Approval of Grants/Donations:***

A. **Acceptance of Donation for the Senior Activity Center by the Portsmouth Garden Club - \$300:**

[Attached please find a donation form from the Recreation Department](#) reflecting a recent donation of \$300 from the Portsmouth Garden Club.

*I recommend that the City Council move to approve and accept the donation as presented.*

***XVII. City Manager's Informational Items:***

1. **Update Regarding ACLU Lawsuit:**

City Attorney Susan Morrell will provide a verbal update on the City's involvement in the American Civil Liberties Union lawsuit against the U.S. Department of Education.

2. **2025 Outstanding Aquatics Program Award for the Recreation Department:**

The New Hampshire Recreation and Park Association (NHRPA) recently recognized the Portsmouth Recreation Department with the 2025 Outstanding Aquatics Program award. It highlights the successful programs that run at the Indoor Pool, Outdoor Pool, and Spinnaker Point, including the robust swim lesson classes that provide instruction to over 1,000 people in the Greater Portsmouth area each year.

This award was established in 1993 to recognize the many fine aquatic programs throughout the State. This award is given to the Department with the most outstanding aquatic programs, whether they are at a pool, lake, river, ocean or other aquatic environment.

3. **Recap of Sustainability Fair:**

The third annual Seacoast Sustainability Fair took place on Friday April 11<sup>th</sup> from 4:30 to 7:00 p.m. at the Connie Bean Center. The event was a great success. Each year seems to build on the year before, and this event was the largest yet. There were 34 groups from NH and Maine representing organizations engaged with sustainability.

The City of Portsmouth had representatives from the Department of Public Works giving out free pollinator shrubs, providing demonstrations of the hardworking microbes at the City Wastewater Treatment Plant, and a hands-on demonstration of an energy efficient toilet. The Planning and Sustainability Department shared information about the newly adopted Climate Action Plan, Coastal Resilience Initiative, Sea Level Rise, Wetland protection, and the City's membership in Portsmouth Community Power. There were lots of other New Hampshire and Maine volunteer groups and non-profits engaged with the public, with a backdrop of bluegrass music indoors and the Leftist Marching Band outside the Connie Bean as well as food from Red's Good Eats and White Heron Tea.

Over the course of two and a half hours there were close to 1,000 visitors and a giant inflatable fin whale courtesy of the Blue Ocean Society.

4. **Pease Development Authority Board Meeting Update:**

I will provide a verbal update on the most recent Pease Development Authority Board meeting, which took place on April 15<sup>th</sup>.

5. **Update on the Study of a Jones Avenue Landfill Solar Array and Wind Energy Feasibility Study:**

Department of Public Works Director Peter Rice will give verbal updates on the status of the Jones Avenue Landfill solar array and the wind energy feasibility study.

6. **Serve with Liberty Mutual Community Project:**

Each spring, Liberty Mutual encourages their employees to participate in Serve with Liberty, a program in which employees are given a day off to work on a Liberty Mutual approved community project. Dee Dee Forte, Co-Chair of the Cemetery Committee, filed an application earlier this year with Liberty Mutual to request help with a cemetery project.

I am pleased to report that on Friday, May 9<sup>th</sup> from 9:00 a.m. to 12:00 noon, Liberty Mutual volunteers will be painting wrought iron railings in North and Union Cemeteries under the supervision of Department of Public Works staff and Cemetery Committee members.



## CITY OF PORTSMOUTH

City Hall, 1 Junkins Avenue  
 Portsmouth, New Hampshire 03801  
 tmccourt@cityofportsmouth.com  
 (603) 610-7234

**Trevor P. McCourt**  
 Deputy City Attorney

**Date:** March 7, 2025

**To:** Peter Britz, Director of Planning and Sustainability

**From:** Trevor P. McCourt, Deputy City Attorney

**Re:** 179 Pleasant Street  
 Sewer Line Easement

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Property owners at 179 State Street have submitted a building permit application (BLDG-24-1092) for the construction of a new inground pool, associated retaining walls and a patio area. The property is owned by Mill Pond View LLC. Within the permit, the surveyed plan identifies some encroachments into a pre-existing sewer line easement in favor of the City. Namely, a set of exterior stairs and a portion of the patio are proposed to be constructed within the City sewer line easement. The question was raised by your staff regarding what additional permissions, if any, would be necessary to permit this encroachment into the City sewer line easement.

The sewer line easement in question arises from a certain "Agreement and Easement" from Charles and Elizabeth Thayer to the City of Portsmouth dated September 10, 1964, and recorded at the Rockingham County Registry of Deeds at Book 1734, Page 223. A copy of the Agreement and Easement is attached for reference.

This Agreement and Easement document is unique, most notably for the promises made by the City regarding restoration and treatment of the easement area. These restrictions are detailed in the attached document, but for illustrative purposes the City may only "remove two small limbs from a 12" Maple located on the right as you enter on to the premises . . . said limbs are 2' to 3' in size . . . [the City] shall have the further right to cut back the honeysuckle bush or brush". No other brush or tree clearing is permitted. For all other trees and bushes, the City "agrees to tie the branches of the remaining trees so that the same shall not be injured by" construction activities. There are multiple other prescriptive clauses which would limit the City's ability to access, maintain and repair the sewer line, and could increase the cost of any work on the property. Certainly in the past 61 years the vegetation on the property has changed.

This Agreement and Easement document is also unique because of the conveyance clause, which reads as follows: "The [Grantors] do hereby grant to the [City] a perpetual and exclusive right of way and easement . . . for a sewer pipe" (emphasis added).

Ordinarily, when the City receives an easement from a private property owner for utilities, the easements are explicitly nonexclusive, meaning that the City and the private property owner, and perhaps others, share the space. The way this easement was drafted however, the City now owns an exclusive right of way over 179 Pleasant Street.

Therefore, encroachments into this sewer easement should be treated similarly to encroachments into any City right of way. These encroachments require a license agreement,



which can only be granted by the City Council. Therefore, in order to lawfully permit the stairway and patio encroachments into the City sewer easement crossing 179 Pleasant Street, the property owners must first obtain a license from the City Council.

Attachment (1)

cc: Susan Morrell, City Attorney  
Vincent Hayes, Development Compliance Planner II  
Caroline Yates, Associate Planner

See Plan #312  
Drawn I  
Section A

AGREEMENT AND EASEMENT

1734-233

AGREEMENT made this 10<sup>th</sup> day of September, 1964, by and between the City of Portsmouth, a Municipal Corporation having its usual place of business in Portsmouth in the County of Rockingham and The State of New Hampshire, hereinafter called the Party of the First Part, and Charles L. Thayer and Elizabeth Thayer, both of Portsmouth in the County of Rockingham and The State of New Hampshire, hereinafter called the Parties of the Second Part,

WITNESSETH, that

WHEREAS, the Party of the First Part has undertaken the construction of a sewer system within the City of Portsmouth, and

WHEREAS, as a part of said construction it is necessary to acquire an easement and construct a sewer system through the premises of the Parties of the Second Part, and

WHEREAS, the Parties of the Second Part are not willing to grant said easement unless certain things are done and performed by the Party of the First Part, and

WHEREAS, the Party of the First Part is desirous of having an amicable settlement with the Parties of the Second Part without resorting to condemnation proceedings,

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS that in consideration of the mutual promises herein contained the parties hereto agree as follows:

1. The Parties of the Second Part do hereby grant to the

1734 234

and easement to enter upon, survey, to construct, reconstruct, repair, replace, maintain, operate, inspect, patrol, alter, to clear, trench for and build a ditch for a sewer pipe line and do all other things and matters necessary for the construction, repairing, replacing, and maintaining a sewer pipe line, including the laying and repairing of pipes, the installation, repairing and replacing of manholes and covers and all other things necessary for said construction, repairing, replacing and maintaining of said line which may be constructed at the same and different times over, across, under and upon a strip of land situated in said Portsmouth and more particularly bounded and described as follows:

A strip of land 30 feet in width, along the northerly border of the property of Charles L. Thayer and Elizabeth Thayer, running from Pleasant Street to the property of Cedric L. Wood, a distance of approximately 334 feet containing 23/100 acres more or less. According to plan annexed hereto and made a part hereof.

2. The Party of the First Part, in consideration of said conveyance as aforesaid, does hereby agree to do and perform the following acts and things:

(a) To do all of said work in a good and workmanlike manner so as to minimize the damage to be caused to the Parties of the Second Part.

(b) Upon the completion of the installation of said pipe, <sup>loam,</sup> to/grade and seed the yard area of the Parties of the Second Part so that the same will have a good catch of grass, said catch to be guaranteed for a one (1) year period.

upon notice of the Parties of the Second Part, reenter and repair the same in a good and workmanlike manner.

(d) At the time of said construction the Party of the First Part shall replace and paint the wooden fences at the rear of the lot and at the front of the lot, it being stipulated that new posts or any new boards that are needed shall be supplied by the Party of the First Part so that said fence when re-erected shall be sturdy and shall not show the appearance of any damage from removal.

(e) The Party of the First Part shall not remove any portion of the iron fence in the front.

(f) The Party of the First Part shall replace the trees removed with trees similar in kind and quality as nearly in size as those presently on said premises removed in said construction, it being stipulated and agreed that the Party of the First Part shall only remove the following designated trees:

2 Yew Trees  
Maple Japanese tree  
One Japanese Crab Apple tree

The Party of the First Part will also have the right to remove two small limbs from a 12" Maple located on the right as you enter on to the premises of said Parties of the Second Part from Washington Street, said limbs are 2" to 3" in size, said Party of the First Part shall have the further right to cut back the honeysuckle bush or brush. Except as hereinbefore set forth, the Party of the First Part shall do no removal of branches or cutting or trimming of trees.

(g) Except as to the designated trees which are going to  
the Party of the First Part agrees to tie the branches

1734-236

the operation of the Party of the First Part.

(h) The Party of the First Part will maintain on said premises at all times during said construction a person trained in and competent to perform tree surgery who shall determine the proper manner of tying and handling the trees to avoid damage to

(i) The Party of the First Part shall also replace in same quantity and quality all plants removed from the gardens of the Parties of the Second Part for the purposes of said construction.

operations, have the structures on said premises inspected by Robert Durgin, ~~Exx~~, Civil Engineer, for condition, a copy of his report to be furnished to the Parties of the Second Part and, if any damage is caused by blasting during the operation, the Party of the First Part will immediately enter and repair the same in a good and workmanlike manner.

4. The Party of the First Part agrees that it will place not more than three manholes upon said property. Said manholes, upon completion of said work, shall be covered by one and one half (1½) feet of loam and seeded.

5. The Party of the First Part shall pay to the Parties of the Second Part, the sum of Four Thousand Seven Hundred Fifty (\$4750.00) Dollars for said easement, said price representing the diminution in value of said property as a result of the burden imposed thereon by said easement and said value having been determined as the result of appraisals.

6. The Party of the First Part agrees that after the completion of said project and the restoration of the grounds and dwelling house in accordance with the terms of this agreement, that if it becomes necessary for a re-entry for repair or maintenance, that at the time of said entry it will always leave



said premises in the same condition as they were at the time repair or maintenance was commenced.

7. The Party of the First Part will use diligent effort to complete said work so that no ditch will be exposed after October 1, 1964.

8. This agreement shall be binding upon and enure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Witnessed  
and Delivered  
In the presence of:

Leda Z. Loubria

Robert C. Violette  
Party of the First Part

Charles L. Thayer

Charles L. Thayer

Elizabeth W. Thayer  
Parties of the Second Part

The State of New Hampshire  
Rockingham, SS

Lyth 19/67

Personally appeared the City of Portsmouth by Robert C. Violette and Charles L. Thayer and Elizabeth Thayer, known to me, or satisfactorily proven to be the persons whose names are subscribed to the foregoing instrument, and acknowledged that they executed the same for the purposes therein contained.

The First National Bank of Portsmouth, New Hampshire, mortgagee of premises of Charles L. Thayer and Elizabeth Thayer on Pleasant Street in Portsmouth through which the easement described in the within document is to pass, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration paid by the said Thayers, the receipt of which is hereby acknowledged, does hereby agree to waive its lien of said mortgage to said easement described herein.

In all other respects, however, said mortgage shall remain in full force and effect.

IN WITNESS WHEREOF, the said First National Bank of Portsmouth, by its officer duly authorized, has hereunto placed its hand and corporate seal this 15 day of September, 1964.

In the presence of:

Anna F. C. Kent

First National Bank of Portsmouth

By: [Signature]  
Duly authorized.

The State of New Hampshire  
Rockingham, SS

September 15, 1964

Personally appeared The First National Bank of Portsmouth by its President duly authorized, and acknowledged the foregoing instrument to be its free act and deed before me,

Anna F. C. Kent  
Justice of the Peace  
Notary Public.

REC'D & RECORDED SEP 17 1964 1:50 PM



PO Box 64  
Portsmouth, NH 03802  
<https://www.seacoastjazz.org>

The Seacoast Jazz Society is registered with the State of New Hampshire as a Charitable Trust with nonprofit 501(c)(3) status.

**To: Honorable Mayor:** Deaglan McEachern

**Assistant Mayor:** JoAnna Kelley

**City Councillors:** John Tabor, Josh Denton, Beth Moreau, Andrew Bagley,  
Vincent Lombardi, Rich Blalock, Kate Cook

**Asst. City Clerk:** Valerie French ([vafrench@cityofportsmouth.com](mailto:vafrench@cityofportsmouth.com))

**From:** Mike Effenberger, Seacoast Jazz Society

**Re: Permission for sidewalk performers** (professional jazz musicians) for Jazz In The Streets on 5 Saturdays this summer (our proposed dates are 8.16.25, 8.2.25, 7.26.25, 7.12.25, and 7.5.25 but we can be flexible on this) from 1230pm-2pm in three central downtown locations: the Vaughan Mall stage, the open area by the tugboats, and Market Square in front of the North Church.

I've been made aware of the upcoming construction at Vaughan Mall but am unsure of the timeline. Should it prove to be the case that Vaughan Mall is unavailable, perhaps Chestnut Street by the Music Hall could be another option to consider. We are also happy to follow your suggestions of other public locations in the downtown area.

#### **About the Seacoast Jazz Society:**

The Seacoast Jazz Society was formed in 1990 with the objective of supporting and promoting jazz in Portsmouth and the surrounding communities from Newburyport to Kennebunkport.

Our goal is to increase understanding of and enthusiasm for jazz by sponsoring educational opportunities for adults and youth, supporting musicians, and engaging with the community through a series of events throughout the year, including the annual Tommy Gallant Jazz Festival held each summer--including this year on August 26, during the Prescott Park Arts Festival.



**Our Request:**

We would like permission to hold a street performance in three locations each day, approx. 90 minutes in length on the dates and times listed above where we can bring live professional jazz to downtown Portsmouth and preview some of what the community can experience at the upcoming Seacoast Jazz Festival in Prescott Park.

We are requesting permission to set up the musicians on the Vaughan Mall stage, in the open space area by the tugboats, and in Market Square (by the North Church). The North Church has already approved these dates as not presenting any problems for them.

We have discussed the issue of sound restrictions in years past but we remain very interested in trying to find a workaround that would allow musicians to use drums (we would be perfectly happy to assert any decibel level requirements you'd like to see) and-or light amplification, such as onboard speakers on a keyboard or very low amplification of acoustic guitar or bass. We recognize the nature of why it is important to the city to maintain that volumes be reasonable, and also the other sensitivities surrounding allowing amplification for some things and not others, but I want to continue to flag the issue in hopes of finding a possible mutual resolution.

**About the Musicians:**

The groups will be composed of not more than four musicians. All will be professional jazz musicians from the greater Seacoast area. Once we have approval of our request we will enlist the musicians. We are sure we will be able to work within your street performance guidelines.

**Thank You for Your Consideration:**

We would greatly appreciate it if you could consider this request at your upcoming council meeting.

Sincerely,

Mike Effenberger  
Board member, Seacoast Jazz Society  
603.759.0311  
mike.effenberger@seacoastjazz.org



April 1, 2025

City Manager and City Council  
City of Portsmouth  
1 Junkins Ave  
Portsmouth, NH 03801

Dear Karen Conard and City Council Members,

Since 2005, Yoga in Action has offered free, therapeutic, community yoga classes in Prescott Park. I am writing today to request once again to use Prescott Park as the site of our annual series, "Yoga in the Park." This year will mark our 20th summer of Yoga in the Park, where local teachers and studios volunteer their time to share free classes to the public in this beautiful park on Marcy Street.

Yoga in the Park is part of YiA's community outreach programming designed to make yoga accessible to Seacoast residents and visitors regardless of experience, health and wellness, or finance. We offer 22+ free classes per week, including Yoga & Cancer, Yoga for Diverse Abilities, Chair Yoga, Yoga for Veterans and Yoga for Recovery. Our Prescott Park classes are a unique opportunity to bring together not just the at-risk populations we serve, but any yoga and wellness enthusiasts in our area: a perfect expression of inclusion and community.

***We would like to use the Whale Statue lawn for a one-hour class each Tuesday at Noon for the months of June, July and August.***

I look forward to hearing from you. Please feel free to contact me if you have any further questions.

Regards,

Michelle James  
Yoga in Action  
michelle.james@yogainaction.org  
207.451.0581  
PO Box 265  
Greenland, NH 03840

## **City Council Emails – April 4, 2025 – April16, 2025**

Submitted on Mon, 04/07/2025 - 12:23

Submitted by: Anonymous

Submitted values are:

**First Name**

Kali

**Last Name**

Verdure-Hogstrom

**Email**

[kverdurehogstrom2027@sau52.org](mailto:kverdurehogstrom2027@sau52.org)

**Message**

I am in 10th grade at PHS. On my own I don't really have the motivation to do my work. But when I'm in here, especially with Ms Hartzell, it really helps me do my work. My grades have improved a lot because of the Support Center and Ms Hartzell. She is the best Support Center teacher I have ever had. You can tell she really cares. I would be happy to come to a meeting and speak about this.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Mon, 04/07/2025 - 12:24

Submitted by: Anonymous

Submitted values are:

**First Name**

Katrie

**Last Name**

Hillman

**Email**

[katriehillman@hotmail.com](mailto:katriehillman@hotmail.com)

**Address**

292 Middle Rd  
Portsmouth, New Hampshire. 03801

**Message**

Dear City Councilors,

Thank you for taking the time to consider better protecting the Bellamy Reservoir. As a Portsmouth resident for almost twenty years and a member of the city's Safe Water Advisory Group, I fully support authorizing the bond to secure the easement that will better protect our community's largest drinking water source. In fact, even if state and federal funding were to ultimately not arrive to assist with this important goal, I would support other ways to make sure we continue to protect adjacent reservoir lands.

I appreciate your taking the time to read this message. Thank you for your service to our city!  
Katie Hillman

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Mon, 04/07/2025 - 13:37

Submitted by: Anonymous

Submitted values are:

**First Name**

Ryan

**Last Name**

D'Avolio

**Email**

[rdavolio2026@sau52.org](mailto:rdavolio2026@sau52.org)

**Message**

I am a junior in the Support Center at PHS.

I am writing to let you know that it helps me a LOT!

Ms. Hartzell always encourages us to do our work, and she helps us with it too.

A lot of kids get kind of disrespectful when she asks us to do better academically, but she doesn't take it personally. She doesn't stop trying, she always helps. This is good because you can tell when a teacher doesn't like you. She helps me focus and helps me make it make sense. She takes the time to walk through it to help me understand. If it doesn't work one way, she tries another way, until I get it. Most teachers don't take the time to do that.

It also helps that there are counselors here when we need to talk to someone.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Mon, 04/07/2025 - 15:54

Submitted by: Anonymous

Submitted values are:

**First Name**

Emily

**Last Name**

Ham

**Email**

[director@seacoastwhc.org](mailto:director@seacoastwhc.org)

**Address**

New Hampshire

**Message**

Dear Mayor McEachern and members of the Portsmouth City Council,

On behalf of the Workforce Housing Coalition of the Greater Seacoast, I write to respectfully urge the City Council to take three critical actions that would address the ongoing housing shortage and directly support the essential workers who help sustain Portsmouth's economy and community.

First, we encourage you to expand the application of co-living zoning regulations to additional areas throughout the City. Co-living arrangements offer flexible, lower-cost housing opportunities that can meet the needs of single workers, young professionals, and service employees who are currently priced out of the market. This model has shown promise in fostering community while providing affordability and expanding it would increase access to housing for those who need it most.

Second, we request that the City investigate municipally owned lots as potential sites for workforce housing development. Utilizing public land for this purpose is a responsible, proactive step that can lower development costs and provide much-needed housing options in strategic locations near employment centers.

Finally, we ask that the Council commission a comprehensive analysis of current zoning codes to identify and address barriers to housing production. Outdated or overly restrictive zoning can unintentionally hinder the creation of housing that aligns with Portsmouth's current and future needs. A clear-eyed assessment of these impediments would empower the City to adopt thoughtful, targeted reforms.

These three actions directly align with the mission of the Workforce Housing Coalition—to promote the development of diverse housing options that support a thriving and inclusive economy.

Addressing the housing shortage is not only a matter of equity and opportunity; it is essential for retaining teachers, nurses, hospitality workers, and other vital members of our workforce who deserve the chance to live in the communities they serve.

We thank you for your leadership on these issues and welcome the opportunity to collaborate in finding sustainable housing solutions for Portsmouth.

Sincerely,

Emily Ham, Executive Director

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Tue, 04/08/2025 - 07:57

Submitted by: Anonymous

Submitted values are:

**First Name**

Robin

**Last Name**

Lurie-Meyerkopf

**Email**

[talkinrobin5@gmail.com](mailto:talkinrobin5@gmail.com)

**Address**

53 Whidden St  
Portsmouth, New Hampshire. 03801

**Message**

I am outraged that our schools have signed the Anti-DEI letter from the federal government. What happens next? No IEP's? No ESL? No 504 plans? Please let the citizens of Portsmouth know what happens next.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Tue, 04/08/2025 - 14:38

Submitted by: Anonymous

Submitted values are:

**First Name**

Judah

**Last Name**

D'Antonio

**Email**

[jdantonio2027@sau52.org](mailto:jdantonio2027@sau52.org)

**Message**

I'm in 10th grade. The Support Center gives me a lot of time to do my work. Quality focused time is what's important. I have time at home, but I can't do anything at home because it's busy. But having a calm space with like-minded people who are trying to do well in school, where it's quiet and supportive, I can do better quality work. I can write better words. The Support Center teachers are really helpful. It's good to have a teacher who isn't with you in your other classes because they support you and probably like you better. The most helpful thing about Support Center might be that you're in there with other kids who are going through the same thing. So if you have a tough teacher, even if there's a kid who isn't in the same Block as you, there are people who understand what you're going through. And we get help with all our classes. For example, in geometry, I can get help with IXLs. I also get help with Ecology, writing, everything. Having another teacher explain the same thing to you, everyone learns differently, so it's helpful to have different teachers. And I hear other students having the same struggle. Kids without Support Center might feel like they're all alone - they're the only one struggling. There's some camaraderie in the Support Center. The teacher gets to learn how you learn. It's not possible for the classroom teachers to have to give one-on-one focus to so many students, but it's not fair to the students not to get that. It's a pretty chill room, very calm with light music playing. It's helpful to have the class all year, so you can see your progress. I'd be happy to come to a meeting to answer any questions about the Support Center.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.**

Yes

---

Submitted on Wed, 04/09/2025 - 17:20

Submitted by: Anonymous

Submitted values are:

**Name**

Abbigale Montgomery

**Email**

[acm1048@gmail.com](mailto:acm1048@gmail.com)

**Subject**

Proposal Submission – Addressing the Housing Crisis in Portsmouth, NH

**Message**

Dear Portsmouth City Council,

My name is Abbigale Montgomery, and I'm a young renter and resident of Portsmouth, NH. I'm reaching out to share my concerns about the growing housing crisis in our city, which has made it increasingly difficult for younger generations and working individuals to find stable, affordable housing.

As someone directly impacted by rising rents and limited housing availability, I've taken the initiative to draft a proposal outlining local and national solutions that could help ease the pressure on our community. If you get back to me I can attach and send over the document.

This proposal includes actionable ideas such as zoning reforms to allow more diverse housing types, incentives for developers to include affordable units, and support for older homeowners who wish to downsize—helping to free up housing for new families and individuals.

I truly believe Portsmouth can lead by example in addressing this issue with creativity, compassion, and collaboration across all levels of government.

Thank you for taking the time to consider this proposal. I would be grateful for the opportunity to discuss it further or offer support in advancing these ideas in any way I can.

Sincerely,

Abbigale Montgomery

**Phone Number**

[6034185544](tel:6034185544)



# HOEFLE, PHOENIX, GORMLEY & ROBERTS, PLLC

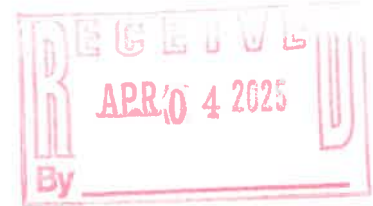
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ATTORNEYS AT LAW

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127 Parrott Avenue | Portsmouth, NH, 03801  
Telephone: 603.436.0666 | Facsimile: 603.431.0879 | [www.hpgrlaw.com](http://www.hpgrlaw.com)

March 31, 2025



City Council  
City of Portsmouth  
1 Junkins Avenue  
Portsmouth, NH 03801

Re: Request of Black Oak Realty, LLC that City Request Transfer of Portion of Frenchman's Lane from the State of New Hampshire

Dear Mayor McEachern and Council:

On behalf of Black Oak Realty, LLC ("Black Oak"), owner of 833 Islington Street (City Tax Map 165, Lot 6), I respectfully ask that the City request that the State transfer to the City that portion of Frenchman's Lane shown on the attached Exhibit A as "Section of Frenchman's Lane Under State of New Hampshire Control."

The reason for this request is that Black Oak intends to redevelop its property and approached the State of New Hampshire to discuss the potential acquisition and/or utilization of the State's land on Frenchman's Lane. In response to Black Oak's request, the State advised it could not transfer any interest in its property to Black Oak, but it would consider the transfer of its land to the City so that Black Oak could then discuss its needs with the City.

The State has advised that to proceed further with a transfer to the City, the City must now formally request that the State transfer its portion of Frenchman's Lane to the City. Black Oak believes it is in the City's best interest to acquire the State's property as it would connect Islington Street to the City's currently owned portion of Frenchman's Lane, which lies to the rear of Black Oak's property, and would hopefully also result in the redevelopment of Black Oak's property which would both increase the City's property tax base and add to the vitality of the City's West End.

Thank you for your consideration of Black Oak's request.

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DANIEL C. HOEFLE	ALEC L. MCEACHERN	PETER V. DOYLE	STEPHEN H. ROBERTS 2007-2023
R. TIMOTHY PHOENIX	KEVIN M. BAUM	MONICA F. KIESER	OF COUNSEL:
LAWRENCE B. GORMLEY	JACOB J.B. MARVELLEY	STEPHANIE J. JOHNSON	SAMUEL R. REID
R. PETER TAYLOR	GREGORY D. ROBBINS	KAREN W. OLIVER	JOHN AHLGREN

Page 2  
Portsmouth City Council  
March 31, 2025

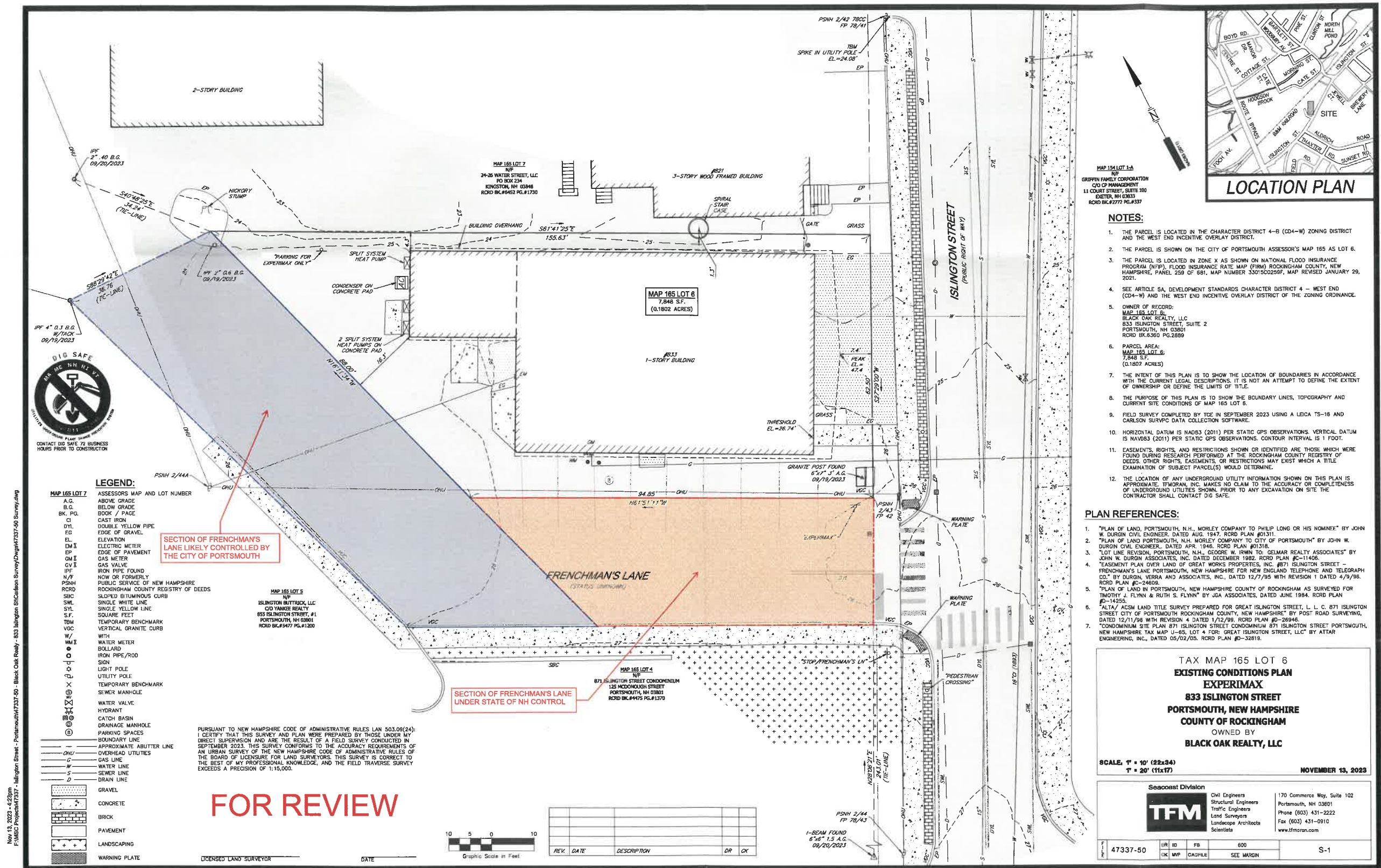
Sincerely,

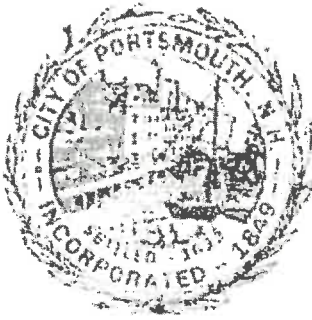
A handwritten signature in blue ink, appearing to read "Alec L. McEachern". The signature is fluid and cursive, with the first name "Alec" being more prominent and the last name "McEachern" following in a similar style.

Alec L. McEachern

Enclosure

Cc: Karen Conard, City Manager  
Trevor P. McCourt, Esq., Deputy City Attorney  
Alan D. Rosco, P.E., TF Moran, Inc.  
Louis Halle, Manager, Black Oak Realty, LLC





# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.*

Committee: Arts & Cultural Commission Initial applicant

Name: Heather Loney Telephone: 603.428.0722

Could you be contacted at work? YES/NO If so, telephone # No.

Street address: 155 Cass St. Portsmouth, NH 03801

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): inme1182@yahoo.com

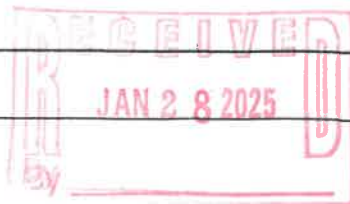
How long have you been a resident of Portsmouth? 5+ years.

Occupational background:

Accounting & finance; Coordinator - managed  
conference & logistics; psychology background;  
political interests.

Please list experience you have in respect to this Board/Commission:

political interests, psychology background,  
creative.





Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES NO

Would you be able to commit to attending all meetings? YES NO

Reasons for wishing to serve: I have had a growing interest in the political sector; I would love to be a little more people facing / put my psych degree to use; Art & culture has a high value in my life

Please list any organizations, groups, or other committees you are involved in:

Crayola, Ravensburger (puzzle company), 4H.

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) Henry Amaya (617) 504-0226  
Name, address, telephone number

2) Hayden Orme (603) 897-5184  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: Diether Uy Date: 1/26/25

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes ✓ No     

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

6/27/2012

## HEATHER LONEY

Portsmouth, NH • (610) 428-0722 • HLoney1182@gmail.com

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### Professional Summary

Motivated, solution-driven professional with a proven ability to manage projects, optimize workflows, and foster strong relationships. Skilled in coordinating complex logistics, meeting tight deadlines, and delivering results with precision and efficiency. Demonstrates exceptional communication, process documentation, and organizational skills to support team success and business growth.

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### Core Skills

- Event Planning & Logistics Management
  - Client & Vendor Relations
  - Process Documentation & Optimization
  - Microsoft Office Suite (Word, Excel, PowerPoint)
  - SAP/Concur, QuickBooks, NetSuite
  - Project Coordination & Team Leadership
  - Monday.com, Leasecake, NetSuite, JetPay Payroll
  - Time Management & Workflow Efficiency
  - Salesforce
- 

### Professional Achievements

- Spearheaded a vendor verification project, improving data integrity and compliance.
  - Managed recurring supply procurement projects across diverse industries, consistently meeting tight deadlines in different roles.
  - Reduced processing times and increased department efficiency across multiple roles.
  - Developed and implemented key policies and procedures across various roles to support organizational growth and scalability.
  - Built and maintained strong client and vendor relationships in different capacities, contributing to successful project outcomes.
- 

### Professional Experience

**OI Infusion Services** – Portsmouth, NH

*Staff Accountant*

2023 – Present

- Lead projects and delegate tasks to enhance team efficiency and meet deadlines.
- Document policies and procedures to streamline processes and support organizational growth.
- Collaborate with vendors and manage account reconciliations to ensure accuracy and consistency.
- Spearheaded a vendor verification project, improving data integrity and compliance.

**Novocure** – Portsmouth, NH  
*Accounts Payable Specialist*  
2021 – 2023

- Developed process documentation to enhance team efficiency and consistency.
- Processed high volumes of invoices (80+ weekly) while maintaining accuracy and timeliness.

**Ravensburger** – New Hampshire  
*Accounts Payable Specialist*  
2020 – 2021

- Reduced turnaround time and discrepancies by 50% through improved workflows.
- Created a robust organizational system, enhancing team productivity.

**Crayola, LLC (Division of Hallmark Cards)** – Easton, PA  
*Education Coordinator*  
2017 – 2019

- Coordinated logistics for professional development courses and conferences, including budgeting, vendor relations, and scheduling.
- Managed recurring supply procurement projects to meet tight deadlines.
- Fostered relationships with stakeholders to ensure seamless program delivery.
- Partnered with marketing to create materials targeting key audiences to help drive sales.

**The Bottom Line** – Allentown, PA  
*Full Charge Bookkeeper*  
2014 – 2017

- Managed accounting needs for one of the franchise's top-performing locations.
- Reduced processing time by 50% and recovered funds lost to fraudulent activity.

**Olympus (via Robert Half)** – Center Valley, PA  
*Medical Sales Coordinator*  
2013 – 2014

- Supported a sales team of over 150 representatives with credentialing, meeting planning, and documentation management.
- Streamlined credentialing processes, enabling faster access to medical facilities and increased sales.
- Organized documentation to facilitate compliance and operational efficiency.

#### **EXPERIENCE PRIOR TO 2013 AVAILABLE UPON REQUEST**

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#### **Education**

- *Bachelor of Arts in Psychology*  
West Chester University, May 2006
- *Master's Level Coursework in Social Work (30 credit hours)*  
West Chester University, May 2010
- *Business Analyst Certificate*  
Cornell University, May 2019



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.*

Committee: \_\_\_\_\_

**Initial applicant**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Could you be contacted at work? YES NO If so, telephone# \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different ): \_\_\_\_\_

Email address (for clerk's office  
communication ): \_\_\_\_\_

How long have you been a resident of Portsmouth? \_\_\_\_\_

Occupational background:

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Please list experience you have in respect to this Board/Commission:

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 OVER



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES NO

Would you be able to commit to attending all meetings? YES NO

Reasons for wishing to serve: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any organizations, groups, or other committees you are involved in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list two character references not related to you or city staff members:  
(*Portsmouth references preferred*)

1) \_\_\_\_\_  
Name, address, telephone number

2) \_\_\_\_\_  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801**

6/27/2012

# Cassandra Lund, MHA, MSW, LCSW

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33 Laurel Court; Portsmouth, NH 03801 • 781-801-3649 • cara.m.lund@gmail.com

## EDUCATION

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### **BOSTON COLLEGE**, Chestnut Hill, MA

*Master of Healthcare Administration*, Completed June 2020

- Final GPA: 4.00

### **BOSTON COLLEGE GRADUATE SCHOOL OF SOCIAL WORK**, Chestnut Hill, MA

*Master of Social Work, Clinical*, Concentration in Health, Completed May 2011

- Final GPA: 3.75

### **BRYN MAWR COLLEGE**: Bryn Mawr, PA

*Bachelor of Arts, Psychology*, Completed May 2008

- Final GPA: 3.60 (*Cum Laude*)
- Senior Thesis: "The Effects of Subliminal Stereotype Priming on Judgment of Ambiguous Behavior." Presented at the 2008 Eastern Psychological Association Conference.

## EXPERIENCE

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### **DARTMOUTH HEALTH, DEPARTMENT OF MEDICAL SPECIALITIES- RESEARCH**,

Remote

*Clinical Research Coordinator II*, November 2021 – Present

- Vital team member of VT RETAIN: Phase 2 Federal grant for Vermont's Retaining Employment and Talent After Injury/Illness Network.
- Collaborate with Vermont Department of Labor, Dartmouth-Hitchcock Clinical Team, and University of Pittsburgh for ongoing project development.
- Recruit and enroll a total of 2,040 subjects over a 30-month enrollment period completing necessary forms, providing smartphones if required, and handling payment processes.
- Register participants in D-H OnCore, REDCap, UPitt EDC, and team tracking systems.
- Support control participants by offering return to work resources and assign Work Health Coaches to intervention participants.
- Conduct regular meetings with the Study Coordinator and clinical team to discuss process improvements, quality control, and compliance with grant policies.
- Oversee OnCore management and perform bi-weekly enrollment audits and monitor eREG on a weekly basis to ensure timely updates of protocol documents and staff credentials.
- Provide training to new hires and ongoing support to the team in the use of REDCap, EDC, OnCore, eREG, and other relevant systems.
- Conduct data analysis and lit review for Complexity Scale project.
- Member of the LinkVT design team with UPitt to update an electronic app making it more user friendly with an appropriate scope.
- Advarra IBC Community Member as of March 2023
- SOCRA Member as of December 2022

### **MASSACHUSETTS GENERAL HOSPITAL, DEPARTMENT OF ORTHOPAEDIC SURGERY**, Boston, MA

*Operations Coordinator-Shoulder Service*, December 2018 – February 2021

- Managed Chief's practice at MGH and Boston Shoulder Institute (BSI) as it pertains to staffing, finances, research, program expansion, marketing, and the fellowship program.

# Cassandra Lund, MHA, MSW, LCSW

---

33 Laurel Court; Portsmouth, NH 03801 • 781-801-3649 • cara.m.lund@gmail.com

- Managed the Shoulder Fellowship Program, including program budget, grant applications, onboarding and orientation, local and international rotation schedules, international expansion and ongoing recruitment.
- Coordinated fellows' attendance at orientation, hospital training, conferences, and graduation ceremonies.
- Managed quality measure survey tool reflecting faculty assessments of current fellows and fellows' review of the MGH/BSI program. Discussed key metrics with Chief and Service Attending pertaining to practice efficiency and hospital benchmarks.
- Organized and coordinated annual Orthopaedics and Rehabilitation Service education events including Shoulder Service Conference.
- Coordinated Search Committee for attending surgeons' interview and hiring process.

## **MASSACHUSETTS GENERAL HOSPITAL, DEPARTMENT OF NEUROLOGY, Boston, MA**

*Resource Specialist, June 2017 – December 2018*

- Managed neurology resource support program for over 5,000 patients and caregivers in the ALS, Huntington's, Memory and Neurobehavior Divisions.
- Established connections with non-profits, government programs, and for-profit companies to meet patient community needs. Advocated for improvements to public health policy, and on behalf of patients and families to gain access to available resources.
- Referred patients and caregivers for services including financial grants, educational programs, housing, insurance, transportation, community agencies, and specialty services. Assisted with insurance referrals, prior authorizations, orders, and appeals for medications, procedures, and medical equipment.
- Completed psychosocial assessments in collaboration with interdisciplinary team to identify patients' needs.
- Led monthly support group for the Memory Disorder Division and the Huntington's Disease Society of America.

## **DAVITA DIALYSIS, Boston, MA**

*Renal Social Worker, November 2011 – April 2017*

- Conducted case management and psychosocial support for over 100 hemodialysis and peritoneal dialysis patients, including weekly rounding and monthly assessments to monitor patients' emotional health, personal safety, treatment compliance, financial stability, and insurance status.
- Managed transplant program for hemodialysis and peritoneal dialysis clinics.
- Led annual patient satisfaction survey, and developed KPIs and action plans to address areas of concern. Managed patient complaints and grievances, and prepared individualized solutions.
- Principal Investigator for Secondary Hyperparathyroidism clinical trial with large biopharmaceutical firm.
- Recognized nationally as "DaVita Social Worker Star of the Month," September 2013.

## **SHRINERS HOSPITAL FOR CHILDREN, Boston, MA**

*Clinical Field Placement, September 2010 - May 2011*

- Conducted case management for patients in the ACU, RCU, and plastic surgery clinic. Organized weekly group and individual crisis intervention. Completed psychosocial assessments, surgical pre-screen, and surgical discharge.
- Led staff education sessions and interdisciplinary team meetings, and coordinated resources for patients as needed.

# Cassandra Lund, MHA, MSW, LCSW

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33 Laurel Court; Portsmouth, NH 03801 • 781-801-3649 • cara.m.lund@gmail.com

- Received “World of Difference” Award for Excellence.

**MASSACHUSETTS GENERAL HOSPITAL, CENTER FOR ADDICTION MEDICINE**, Boston MA  
*Clinical Research Assistant*, June 2008 - July 2009

- Conducted research on stigma related to mental health diagnoses (specifically Substance Use Disorders).
- Prepared research measures, administered up to 1,400 subjects, analyzed collected data (SPSS), and successfully prepared grant applications and manuscripts for publication.
- Research directly led to official changes in recommended terminology with the Associated Press, Diagnostic and Statistical Manual of Mental Disorders (DSM), International Society of Addiction Journal and others organizations, to help address stigma and reduce discrimination.

## PUBLICATIONS

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Kelly, J.F., & **Westerhoff, C.M.** (2010). “Does it matter how we refer to individuals with substance related conditions? A randomized study of two commonly used terms.” *International Journal of Drug Policy*, 21(3):202-207.

Kelly, J.F., Dow, S.J., & **Westerhoff, C.M.** (2010). “Does our choice of substance related terms influence perceptions of treatment need? An empirical investigation with two commonly used terms.” *Journal of Drug Issues*, 40(4):805-818.



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information  
Please submit resume' along with this application*

Committee: Cemetery **Renewing applicant**

Name: Peter Splaine Telephone: 603 812-8835

Could you be contacted at work? YES/NO - If so, telephone # " "

Street address: 295 Bartlett st Portsmouth NH

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): Splaine 20@gmail.com

How long have you been a resident of Portsmouth? 58 years

Occupational background:

Carpenter

Would you be able to commit to attending all meetings? YES/NO

Reasons for wishing to continue serving: Enjoy helping our  
Cemetery's improve my relatives are  
all buried here.

Please list any organizations, groups, or other committees you are involved in:

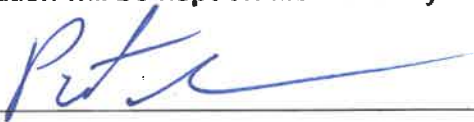
St John's Masonic Lodge  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

- 1) Peter J. Loughlin  
Name, address, telephone number
- 2) Phillip L Pettis  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 3/15/25

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: \_\_\_\_\_

Annual Number of Meetings: \_\_\_\_\_ Number of Meetings Absent: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**

Please list any organizations, groups, or other committees you are involved in:


St John's Masonic Lodge  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) Peter J. Loughlin  
Name, address, telephone number  
2) Phillip L Pettis  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 3/15/25

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: \_\_\_\_\_

Annual Number of Meetings: \_\_\_\_\_ Number of Meetings Absent: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.*

Committee: Conservation Commission (alternate) Initial applicant

Name: Oliver Chag Telephone: (603) 812-5535

Could you be contacted at work? YES/NO If so, telephone # N/A, same number

Street address: 419 Lincoln Ave, Apt 2, Portsmouth, NH, 03801

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): Oliver.H.Chag@gmail.com

How long have you been a resident of Portsmouth? 32 years

Occupational background:

**Development Manager, Ranger Power**

**Ranger Power is a utility-scale renewable energy developer based out of Chicago, with an target market of developing projects across the Midwest.**

Please list experience you have in respect to this Board/Commission:

**Project management skills, with an emphasis on collaboration with environmental consultants to ensure compliance with state/federal permitting requirements. I have lead consultation with the USFWS and USACE to avoid impacts to wetlands for utility-scale solar projects across a large project area. I've also presented in public hearings, which are often-times contentious, and have an understanding of how to navigate these tense situations.**

OVER  
➔



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO **Yes**

Would you be able to commit to attending all meetings? YES/NO **Yes**

Reasons for wishing to serve: As a lifelong Portsmouth resident, I feel it my civil duty to give back to the community that shaped me into who I am today. The opportunity to collaborate with a group of residents committed to protecting the existing beauty of the City is one I would take on with great honor and devotion. As a developer, I bring the perspective of the "other side" and understand the need to balance responsible development while conserving green-space and wetlands.  
I hope to share this point of view through engagement on the Conservation Commission.

Please list any organizations, groups, or other committees you are involved in:

Leadership Seacoast, Class of 2019

Please list two character references not related to you or city staff members:  
(*Portsmouth references preferred*)

1) Peter Endres, 150 Bayside Road, Greenland, NH, (603) 303-6214

Name, address, telephone number

2) Cullen Spiller, 33 Cabot Street, Portsmouth, NH, (603) 969-5193

Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 3/25/2025

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes x No       

**Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801**

6/27/2012



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information  
Please submit resume' along with this application*

Committee: Recreation Board Renewing applicant

Name: Scott Chaudoin Telephone: 617 312 1043

Could you be contacted at work? YES/NO NO If so, telephone # \_\_\_\_\_

Street address: 76 Sunset Road Portsmouth NH 03801

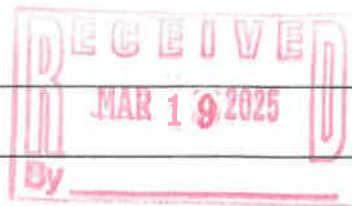
Mailing address (if different): —

Email address (for clerk's office communication): thechaudoins@yahoo.com

How long have you been a resident of Portsmouth? 5 years

Occupational background:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Would you be able to commit to attending all meetings? YES/NO NO

Reasons for wishing to continue serving: I am enjoying it  
and believe I am adding value.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any organizations, groups, or other committees you are involved in:

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Please list two character references not related to you or city staff members:  
(*Portsmouth references preferred*)

- 1) Peter Laughlin 336 Thaxter Road Portsmouth  
Name, address, telephone number
- 2) Don Bresnort 579 Seagrove Unit #52 Portsmouth  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 3/14/25

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: \_\_\_\_\_

Annual Number of Meetings: \_\_\_\_\_ Number of Meetings Absent: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information  
Please submit resume' along with this application*

Committee: RECREATION BOARD Renewing applicant

Name: KORY J. SIRMAIAN Telephone: 603-828-2253

Could you be contacted at work? YES/NO - If so, telephone # SAME

Street address: 1133 WOODBURY AVENUE

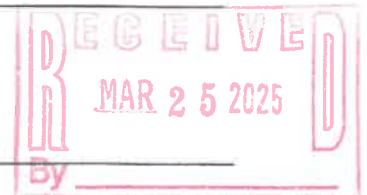
Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): KSIRMAIAN@COMCAST.NET

How long have you been a resident of Portsmouth? 24 YEARS

Occupational background:

LICENSED CPA  
LICENSED MORTGAGE LOAN ORIGINATOR  
RETAIL ADVISOR



Would you be able to commit to attending all meetings? YES/NO

Reasons for wishing to continue serving: \_\_\_\_\_

I APPRECIATE THE OPPORTUNITY TO SERVE THE RESIDENTS  
OF PORTSMOUTH AND LOOK FORWARD TO WORKING WITH  
MY FELLOW RECREATION BOARD MEMBERS TO PROVIDE  
RECREATION SERVICES AND PROGRAMMING AS OUTLINED  
IN OUR CITIZENS' RECREATION STUDY.



Please list any organizations, groups, or other committees you are involved in:

PORTSMOUTH ELKS

PORTSMOUTH COUNTRY CLUB

CT SOCIETY OF CPAs

AMERICAN INSTITUTE OF CPAs

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) COLIN MCGEE, RYE, NH, 603-490-8908  
Name, address, telephone number

2) MICHAEL EDWARDS, PORTSMOUTH, NH, 603-498-1477  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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5. Application will be kept on file for one year from date of receipt.

Signature: Kory J. Sivanian Date: 3/23/2025

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: \_\_\_\_\_

Annual Number of Meetings: \_\_\_\_\_ Number of Meetings Absent: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.

Committee: Trees & Greenery Initial applicant

Name: IAN HANLEY Telephone: (207) 671-2098

Could you be contacted at work? YES/NO If so, telephone # (603) 848-4648

Street address: 86 Porpoise Way, Portsmouth, NH 03801

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): ihanley207@gmail.com

How long have you been a resident of Portsmouth? 5+ years

Occupational background:

Executive Director, NH State Conservation Committee  
- I facilitate ~~the~~ multi-agency conservation projects  
statewide, oversee the state's 10 conservation districts, and  
manage the "Moose Plate" conservation grants program.

Please list experience you have in respect to this Board/Commission:

PhD in Education - Dissertation on social dimensions of  
environmental stewardship in NH.  
UNH Instructor - Field Dendrology (6 years)  
UNH TA - Forest Communities of NH, Resolving Environmental  
Conflict.





Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO I talked to the staff contact and Council rep.

Would you be able to commit to attending all meetings? YES/NO NO

Reasons for wishing to serve: Interested in trees and greenery around the city and the time commitment is reasonable for my availability.

Please list any organizations, groups, or other committees you are involved in:

Seacoast Men's Rugby Club - Board Chair  
UNH Women's Rugby Club - Assistant Coach

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

- 1) Justin Forbes, 35 Haddon Way #2234, Portsmouth 802-558-5245  
Name, address, telephone number
- 2) Dele Atoro, 1462 Islington St. Portsmouth 603-717-5547  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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5. Application will be kept on file for one year from date of receipt.

Signature: [Signature] Date: 12/12/24

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes X No     

**Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801**

## **Ian P. Hanley PhD.**

86 Porpoise Way, Portsmouth, NH 03801 • ihanley207@gmail.com • 207-671-2098

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### **EDUCATION**

**University of New Hampshire, Durham, NH**

Ph.D. Education, 2022

Dissertation Title: *Sociocultural Dimensions of Environmental Stewardship in New Hampshire: Implications for Adult Environmental Education*

Teaching Assistant: Resolving Environmental Conflict, Spring 2021  
Field Dendrology, Fall 2010-2013, 2018, 2019

M.A. Environmental Education, 2012

Teaching Assistant: Forest Communities of New Hampshire, Summer 2012

B.S. Wildlife Ecology (Honors), 2010, *Magna cum laude*

Senior Thesis: *Habitat Characteristics of Sympatric New England Cottontail and Snowshoe Hare*

### **RELEVANT EXPERIENCE**

**New Hampshire State Conservation Committee, Concord, NH**

Executive Director

June 2021-Present

- Manage state-level oversight of New Hampshire's ten county conservation districts to ensure compliance with state law (incl. 91A requests), promote growth of the conservation district system, and coordinate activities of multiple districts on larger statewide projects.
- Led completion of 2020-2025 Strategic Plan and creation and implementation of Annual Plans.
- Follow state and federal legislative activity concerning conservation districts.
- Represent the State's conservation district system at regional and national events and meeting.
- Manages Soil Conservation budget within Dept. of Agriculture, Markets, and Food.
- Assist in promotion and operations of SCC Conservation License Plate, "Moose Plate," Grant program.

**McGregor Institute of EMS, Durham, NH**

EMS Education Manager

February 2011-August 2014, July 2016-August 2022

- Manage program administration including over \$100,000 in gross revenue and budgeting, supervision of more than 10 part-time staff, purchasing and maintenance of equipment, and public outreach and advertising.
- Involved in developing and implementing 5-year strategic plan.

**University of New Hampshire, Durham, NH**

*Project Manager & Research Associate*

October 2013-June 2014, March 2017-August 2018

Project: Supporting and Promoting Indigenous and Rural Adolescence Learning of Science (SPIRALS). Funding provided by the National Science Foundation

- Managed day-to-day operations including development of research and curriculum protocols.
- Worked with variety of stakeholders in northern New England to develop program.

**Bay Area Puma Project, Mill Valley, CA**

*Director of Field Research*

October 2014-June 2015

- Managed day-to-day operations of field research team.
- Worked with private landowners, municipal agencies, and other conservation groups to collaboratively manage issues related to puma habitat management and conflict.





Please list any organizations, groups, or other committees you are involved in:

Portsmouth Smart Growth, Strong Towns, Portsmouth Listens,

East Coast Greenway

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) Alec McEachern, 81 Cottage Street, 436-3110

Name, address, telephone number

2) Iain Moodie, 62 Portsmouth Ave, 969-2115

Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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5. Application will be kept on file for one year from date of receipt.

Signature: Jeffrey Mattson Digitally signed by Jeffrey Mattson  
Date: 2024.11.20 07:13:39 -05'00' Date: 11/20/2024

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: \_\_\_\_\_

Annual Number of Meetings: \_\_\_\_\_ Number of Meetings Absent: \_\_\_\_\_

Date of Original Appointment: \_\_\_\_\_

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**

## Jeffrey M. Mattson

jeffrey.m.mattson@gmail.com

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### Education

Ph.D., Mechanical Engineering - Boston University, Boston, Massachusetts: GPA 3.77/4.0	Summer 2017
M.S., Biomechanics - University of Delaware, Newark, Delaware: GPA 4.0/4.0	Fall 2011
B.S., Biomedical Engineering - Rensselaer Polytechnic Institute, Troy, New York: GPA 3.46/4.0	Spring 2009
Victoria University, Melbourne, Australia - Engineering Semester Abroad	Fall 2007

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### Experience

Zoning Board of Adjustment, Portsmouth, New Hampshire	Fall 2022 – Current
Self-Employed, Portsmouth, New Hampshire Designing and building custom homes in coastal New Hampshire	Fall 2017 – Current
Boston University, Boston, Massachusetts Ph.D. Dissertation: "Mechanical and Structural Contributions of Extracellular Matrix Constituents to Vascular Mechanics"	Fall 2012 – Summer 2017
Graduate Teaching Fellow - Mentored 46 groups of students with semester-long projects that demonstrated the engineering design process	Fall 2012 – Spring 2013
University of Delaware, Newark, Delaware Research Engineer - Assisted in establishing and maintaining a laboratory via protocols, inventory, equipment/data management, and overseeing the laboratory website M.S. Thesis: "Identification of Scapular Kinematics Using Surface Mapping"	Fall 2011 – Fall 2012 Summer 2009 – Fall 2011
Rensselaer Polytechnic Institute, Troy, New York Senior Design Project - Led a six member team to develop an anterior multi-level cervical fixation plate that resulted in a provisional patent submission via 501(k) clearance	Spring 2009
Birse Construction, Portsmouth, New Hampshire Laborer – Learned hardscaping and landscape improvement	Summer 2007
Urban Forestry Center, Portsmouth, New Hampshire Laborer - Restored and maintained historical buildings and grounds	Summers 2005-2006

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### Professional Activities

Boston University, Boston, Massachusetts Lab Safety Officer	2013 – 2017
Mentor for a Research in Science & Engineering (RISE) high school student	Summer 2016
Host of Summer Pathways Program for young women and minorities considering STEM	Summers 2013 – 15
University of Delaware, Newark, Delaware Supervised summer scholars in the Human Performance Lab	Summers 2010 – 11

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### Awards

National Institutes of Health T32 Cardiovascular Training Program	2015 – 2017
SB <sup>3</sup> C PhD Student Paper Competition Finalist	2016
Dean's List for all completed semesters	2005 – 2014
Rensselaer Leadership Award	2005 – 2009
Portsmouth Creek Athletic Club Scholarship	2005

April 16, 2025

Thomas Watson, Chair  
220 New Castle Avenue  
Portsmouth, NH 03801

Dear Chair Watson,

After 25 years, I am resigning from the Economic Development Commission of the City of Portsmouth as of the April meeting this Friday.

It has been my privilege to serve the city over the years and look forward to seeing the great work that the EDC will accomplish.

Best Regards

Everett Eaton

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – April 3, 2025  
City Hall Conference Room A

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**PRESENT:**     **Members:** Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Jillian Harris on behalf of Stephanie Casella Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

**City Staff:** City Engineer Eric Eby, Parking Director Ben Fletcher, Associate Engineer Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
<ul style="list-style-type: none"><li>None</li></ul>

- None

- **Roll Call**
- **Financial Report:** **Voted** to accept and place on file Financial Report dated February 28<sup>th</sup>, 2025.
- **Public Comment Session:** Tyler Garzo of 62 McKinley Road spoke to correct the minutes from last month's meeting, noting the record incorrectly recorded his comment as "10% of the population does not drive", while the figure cited was 20%. Garzo reiterated his request to expand future planning beyond the scope of driving.
- **238 Deer Street, request for 15-minute parking space, by abutter.** **Voted** for staff to review and report back on the request as well as the general process for designating 15-minute parking spots across Downtown Portsmouth, and obtain input from the Planning Department regarding the building's conditions of approval by the Planning Board.
- **Police monthly accident report:** Informational; no action required.
- **Outdoor dining season:** Informational; no action required.
- **Roadway construction projects update:** Informational; no action required.
- **Penhallow Street sidewalk parking:** Informational; no action required.

*Respectfully submitted by:* Jefferson Lane

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CITY HALL CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the opportunity to join the meeting via  
Zoom*

**8:30 AM**

**April 3<sup>rd</sup>, 2025**

**MINUTES**

**I. CALL TO ORDER**

Vice Chairwoman Erica Wygonik called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Public Works Director Peter Rice

Fire Chief William McQuillen

Deputy Police Chief Mike Maloney

Jillian Harris on behalf of Stephanie Casella, Planning Department

Vice Chairwoman Erica Wygonik

Jane Mitchell-Pate

Mark Syracuse

Mary Lou McElwain

Members Absent:

Chairman Andrew Bagley (excused)

Dave Allen (alternate)

City Staff Present:

Eric Eby, City Engineer

Ben Fletcher, Parking Director

Tyler Reese, Associate Engineer

Jefferson Lane, DPW Administrative Assistant II

**III. FINANCIAL REPORT**

[00:05:57] Mark Syracuse moved to accept the financial report dated February 28<sup>th</sup>, 2025, seconded by Mary Lou McElwain. The motion passed unanimously.

**IV. PUBLIC COMMENT (15 MINUTES)**

[00:06:14] Tyler Garzo of 62 McKinley Road spoke to correct the minutes from last month's meeting, noting the record incorrectly recorded his comment as "10% of the population does not drive", while the figure cited was 20%. Garzo reiterated his request to expand future planning beyond the scope of driving.

**V. PRESENTATIONS**

There were no presentations.

**VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A.** [00:07:32] 238 Deer Street, request for 15-minute parking space, by abutter. Peter Rice moved to open discussion, seconded by Mary Lou McElwain. Following discussion, Mary Lou McElwain introduced an amendment to the motion, moving for staff to review and report back on the request as well as the general process for designating 15-minute parking spots across Downtown Portsmouth, and obtain input from the Planning Department regarding the building's conditions of approval by the Planning Board. The motion was seconded by Peter Rice. The motion passed unanimously.

**VII. OLD BUSINESS**

There were no old items this month.

**VIII. INFORMATIONAL**

- A.** [00:21:35] Police monthly accident report
- B.** [00:23:17] Outdoor dining season
- C.** [00:24:20] Roadway construction projects update
- D.** [00:28:49] Penhallow Street sidewalk parking

**IX. MISCELLANEOUS**

There were no miscellaneous items for discussion.

**X. ADJOURNMENT**

[00:30:23] Mary Lou McElwain moved to adjourn, seconded by Jane Mitchell-Pate. The motion passed unanimously. Vice Chairwoman Erica Wygonik adjourned the meeting at 8:55 AM.

Respectfully submitted,  
Jefferson Lane  
Administrative Assistant II, Department of Public Works



# Gift and Donation Submission Form

*Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.*

Date:	4/11/2025
Department/ Contact Person:	Senior Activity Center, Nicole Finitis
Donation Amount:	\$300

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

Senior Activity Center Luncheon Fund
--------------------------------------

Is there a particular purpose intended with this donation:

<b>This is a grant awarded to the Senior Activity Center by Portsmouth Garden club for purchase of annual and perennial flowers, pavers, soil for our front garden beds.</b>
--

Other Information/Special Conditions:

--

## Donor Information

First & Last Name:	Holly Bauer
Business Name:	Portsmouth Garden Club

*Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk (\*) indicates it will not be publicly distributed.*