

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: WEDNESDAY, SEPTEMBER 24, 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_bSMLflxkT7aZ3GmAIEQzvq

**6:00PM - ANTICIPATED NON-PUBLIC SESSIONS ARE BEING HELD IN CONFERENCE ROOM A
IN ACCORDANCE WITH RSA 91-A:3, II (a), (d), (e) and (l)**

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. United States Constitution Week – Daughters of the American Revolution (DAR) Ranger Chapter

- VII. ACCEPTANCE OF MINUTES – AUGUST 4, 2025 (*Sample motion – move to approve and accept the minutes of the August 4, 2025, City Council meeting*)

- VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS

- 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

Public Hearing & Second Reading of Ordinance:

- A. PUBLIC HEARING & SECOND READING of Chapter 10, ZONING ORDINANCE, Article 5A Character-Based Zoning, Section 10.5A43.45, Special Building Footprint Provisions; Section 10.5A43.46, Redevelopment of Existing Buildings and Article 15, Definitions, Building footprint, to permit exceeding the building footprint maximum without a Conditional Use Permit

- PRESENTATION
- CITY COUNCIL QUESTIONS
- PUBLIC HEARING SPEAKERS
- ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS

(Sample motion – move to pass second reading and hold third and final reading at the October 6, 2025 City Council meeting)

Public Hearings regarding Ballot Questions:

- B. PUBLIC HEARING REGARDING BALLOT QUESTION: Shall we allow the operation of social districts within the City of Portsmouth
- **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**
- (Sample motion – move to put the following Ballot Question on the November 4, 2025, Municipal Election Ballot: “Shall we allow the operation of social districts within the City of Portsmouth.”)*
- C. PUBLIC HEARING REGARDING BALLOT QUESTION: Shall we not allow the operation of KENO games within the City of Portsmouth
- **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**
- (Sample motion – move to put the following Ballot Question on the November 4, 2025, Municipal Election Ballot: “Shall we not allow the operation of KENO games within the City of Portsmouth.”)*
- D. PUBLIC HEARING REGARDING BALLOT QUESTION: Shall we not allow the operation of games of chance within the City of Portsmouth
- **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**
- (Sample motion – move to put the following Ballot Question on the November 4, 2025, Municipal Election Ballot: “Shall we not allow the operation of games of chance within the City of Portsmouth.”)*

Third and Final Reading of Ordinance:

- E. Third and Final Reading of Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP be amended as follows: rezone parcels described on the City Tax Map 138 Lot 62; and Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District 4 (CD4); to change the boundary of the North End Incentive Overlay District (NEIOD) by removing City Tax Map 138 Lot 60-2, Tax Map 138 Lot 62, Tax Map 125 Lot 16, Tax Map 138 Lot 63 and a portion of Tax Map 138 Lot 60-3; and to amend the boundary of the Downtown Overlay District (DOD) by removing City Tax Map 138 Lot 60, a portion of Tax Map 138 Lot 60-1, Tax Map 138 Lot 60-2, Tax Map 138 Lot 60-3, Tax Map 138 Lot 61, Tax Map 138 Lot 62, Tax Map 138 Lot 63, Tax Map 164 Lot 4, Tax Map 125 Lot 17-1 and a portion of Tax Map 125 Lot 16 and Tax Map 125 Lot 17 from the DOD; and to add a building height standard of 2-3 stories (40 feet) along Rock Street to the cul-de-sac at Foundry Place for City Tax Map 138 Lot 63, Tax Map 138 Lot 60-2, and Tax Map 138 Lot 60-3. The Zoning Maps to be amended are referenced in the City's Zoning Ordinance at Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District

Location and Boundaries, Section 10.421.10 and Chapter 10, Article 5A, Character Based zoning, Section 10.5A21.10, Content of Regulation Plan, Map 10.5A21A (Character Districts and Civic Districts) and Map 10.5A21B (Building Height Standards), collectively the "Zoning Maps" (***Sample motion – move to pass third and final reading of the ordinance***)

XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager's Items Which Require Action:

1. Approval of MOA for AFSCME Local #1386-A
2. Deed Restriction and Grant Acceptance from the State of New Hampshire for 3.11 Acres of City land located in Greenland
3. Approval of Sign Policy for School Fundraisers
4. *Replacement of Electronic Ballot Devices

XII. CONSENT AGENDA

- A. Request from Dava Davin of Portside Real Estate Group LLC. to install a Projecting Sign at 89 Foundry Place, Unit 15 (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request***)

Planning Director's Stipulations:

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign(s), 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 sign(s), 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***

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. Presentation by Pinetree Institute's Work in the Community, Amy Michaels, Coalition Director
- B. E-mail Correspondence (***Sample motion – move to accept and place on file***)

- C. Letter from Ashleigh Tucker Pollock, The Music Hall, requesting to hold the 23rd annual New Hampshire Film Festival on October 16, 2025, through October 19, 2025, in various downtown Portsmouth locations. Also, request to close a portion of Portwalk Place for a Hospitality Party and allow alcoholic beverages to be purchased and consumed inside the event's enclosure ***(Sample motion – move to grant the City Manager authority to amend the City License Agreement with the Music Hall consistent with this request)***
- D. Letter from Ashleigh Tucker Pollock, The Music Hall, requesting to close Chestnut Street on Wednesday, October 29, 2025, for The Seacoast Culinary Challenge from 5:30 p.m. to 10:00 p.m. with street closure requested from 10:00 a.m. to 10:00 p.m. to allow for set-up and breakdown ***(Sample motion – move to grant the City Manager authority to amend the City License Agreement with the Music Hall consistent with this request)***
- E. Letter from Lynn Raeburn of 109 Dennett Street requesting to have her property removed from the Historic District ***(Sample motion – move to refer the removal of 109 Dennett Street from the Historic District to the Planning Board and the Historic District Commission for recommendation back to the City Council)***
- F. Memorandum from Reagan Ruedig, Historic District Commission Chair, regarding Historic District Boundary Revision ***(Sample motion – move to refer this request for a Zoning Map change to the Planning Board for a report back to the City Council)***
- G. Letter from Zach McLaughlin, Superintendent of Schools, regarding the confirmation of School Board action on Connie Bean request ***(Sample motion – move to approve and accept the School Board recommendation for the Connie Bean Center installation)***

XIV. MAYOR McEACHERN

- 1. Appointments to be Considered:
 - Reappointment of Sarah Lachance to the Economic Development Commission
 - Reappointment of Andrew Ward to the Economic Development Commission
 - Appointment of Brighid “Briggs” Brady to the Cemetery Committee
 - Appointment of Barbara Sadick as an alternate to the Parking & Traffic Safety Committee
- 2. *Appointments to be Voted:
 - Reappointment of Robert Capone to the Cable & Broadband Internet Commission
 - Reappointment of Katinka de Ruiter to the Board of Library Trustees
 - Appointment of Jolanda Fannin to the Board of Library Trustees
- 3. *Request for a report back on the status of health insurance costs and options moving forward

4. *Request a Tour of the Three Elementary Schools (***Sample motion – move to request a tour of the three elementary schools in December 2025 with the newly elected City Council***)

XV. CITY COUNCIL MEMBERS

A. ASSISTANT MAYOR KELLEY, COUNCILOR TABOR & COUNCILOR MOREAU

1. Housing Recommendations
(***Sample motion A – move to refer to the Planning Board a Council request to put parking review for residential projects with three or more units into the site review process, and draft appropriate ordinance changes for City Council action***)

(***Sample motion B – move to refer to the Planning Board a Council request to rezone certain streets and parcels as shown in packet from industrial and commercial to Gateway, requesting the necessary ordinance deletions and additions to present back for City Council action***)

(***Sample motion C – move to ask the Planning Board to modify zoning section 10.812 to eliminate the requirement that it apply only to houses built before 1980, and look at including Rural, SRA and SRB as permitted zones, and changing General Residence districts from Special Exception to Permitted in order to create more affordable housing***)

(***Sample motion D – move to request a report back from the Legal Department on appropriate hearings and ordinance language to adopt New Hampshire RSA 97E as a way to encourage/incentive more affordable and market rate housing***)

B. COUNCILOR COOK

1. Report Back on a proposed Banner Program from discussions with the Legal Department and the Arts & Cultural Commission

C. COUNCILOR BAGLEY

1. Parking & Traffic Safety Committee Action Sheet & Minutes of the September 4, 2025, meeting (***Sample motion – move to approve and accept the action sheet and minutes of the September 4, 2025, Parking & Traffic Safety Committee meeting***)

D. COUNCILOR LOMBARDI

1. *Archive Update

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Grant from the New Hampshire Department of Justice for the NH Internet Crimes Against Children Task Force - \$1,300,000.00 (***Sample motion - move to approve and accept the New Hampshire Department of Justice grant in the amount of \$1,300,000.00***)
- B. Acceptance of Donations to be determined by the Otto Pizza Fundraiser to the Recreation Department (***Sample motion – move to approve and accept 10% of the proceeds from the Otto Pizza Fundraiser***)

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

- 1. *Pease Development Authority Board Meeting Update
- 2. *Update on Afterschool Child Care
- 3. *Report Back on SMS/Text Notifications for City Meetings

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:** The United States Constitution is the world’s oldest and longest-surviving basis for the government of a free and democratic republic; and
- Whereas:** September 17, 2025 marks the two hundred and thirty-eighth anniversary of the adoption of the Constitution of the United States of America at the Constitutional Convention in Philadelphia in 1787; and
- Whereas:** New Hampshire was the ninth – majority defining – state to ratify the US Constitution, earning the honor of being “the state that made us a nation;” and
- Whereas:** Constitution Week and its commemoration were established in 1956 to encourage the study of the United States Constitution that resulted from the meeting of twelve of the states, with George Washington presiding, to create a new form of government at a time when the union between the states was unraveling; and
- Whereas:** The Daughters of the American Revolution have championed the cause of devoting official recognition and ongoing study of this magnificent document which is the foundation for America’s heritage and way of life, and of reminding our citizens of their responsibility to protect and defend the United States Constitution; and
- Whereas:** The first three words of the Constitution – “We the People” – affirms that the government of the United States exists to serve its citizens;

Now, therefore, I, Deaglan McEachern, Mayor of the City of Portsmouth, on behalf of the members of the City Council and the citizens of Portsmouth, do hereby proclaim the week of September 17 through 23, 2025 in Portsmouth, New Hampshire as

United States Constitution Week

and ask our citizens to revisit and reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this declaration of our rights and liberties.



Given with my hand and the
Seal of the City of Portsmouth,
on this 24th day of September 2025.

A large, stylized black ink signature of Deaglan McEachern, Mayor of Portsmouth, is written over the text and extends across the bottom of the page.

Deaglan McEachern, Mayor of Portsmouth

CITY COUNCIL MEETING

MUNICIPAL COMPLEX
DATE: MONDAY, AUGUST 4, 2025

PORTSMOUTH, NH
TIME: 7:00PM

Councilor Tabor 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, Councilors Tabor, Cook, Denton, Blalock, Bagley, Moreau, and Lombardi

ABSENT: Assistant Mayor Kelley

V. INVOCATION

Mayor McEachern asked everyone to join in a moment of silent prayer in memory of Cycling Coach Charles Ydoate who recently passed away.

VI. PLEDGE OF ALLEGIANCE

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

VII. ACCEPTANCE OF MINUTES – MAY 19, 2025; JUNE 9, 2025; AND JUNE 23, 2025

Councilor Moreau moved to accept and approve the minutes of May 19, 2025; June 9, 2025; and June 23, 2025, City Council minutes. Seconded by Councilor Blalock and voted.

VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS

IX. PUBLIC COMMENT SESSION

Reverend Ellen Quaadgras spoke in strong support of the Resolution under Councilor Cook and Councilor Bagley regarding Citizens' Due Process Rights. She said that this is the city of the open door and the resolution is about living those values.

Rich DiPentima urged the City Council to support the Resolution and the due process of citizens rights. He said due process is about a person's constitutional rights.

Roy Helse spoke opposed the city budget and the expense on taxpayers with some of the upcoming projects. He said the City Council needs to consider if the projects benefit the city.

Beth LaMontagne spoke regarding the lack of adequate after school care for students. She said the Recreation Department program sign ups were full by 9:00 a.m. She stated that New Franklin School does not have the same opportunities as other schools.

Sue Polidura said we are living under the situation of having an open border and that impacts communities. She stated that the city should not insert itself if you object to ICE agents wearing masks.

Irish Mike spoke against the Resolution regarding citizens due process rights. He said anyone here illegally should be removed and that the immigration system is broken.

Judith Castle spoke in support of the Resolution and said there is a threat to our democracy, and we need to defend our legacy. She said people cannot remain silent.

Anna Howard spoke regarding the stages of immigration and said being legal or illegal is a piece of paper. She urged the City Council to support the resolution.

Diane Stradling strongly urged the support of the City Council to adopt the Resolution.

Janet Groat spoke in support of the Resolution and said many people have different points of view regarding immigration. She said people should be treated humanely and follow the laws. She urged the Council to change the title to recognize all citizens.

Francis Cormier said there should not be sanctuary cities because no one is above the law. He said illegals are getting free food and health care and spoke opposed to the government allowing this.

Janet Polasky spoke in favor of the Resolution and said all people should feel safe. She urged the City Council to commit to the Resolution and adopt it.

Hannah Sorrow spoke in support of the Resolution and said diversity makes everything better for everyone. She said we owe the community more than a Resolution; we need to practice empathy.

Brandon Sorrow spoke in support of the Resolution and said the city should be a welcoming place for all. He said everyone should feel safe being here in the city.

Laura Eurer said that Portsmouth is a safe haven for all and does not want ICE here in our community. She said if ICE is here, they should be exposed.

Reverend Kendra Ford said she appreciates that public comment is part of the process. She said it is clear the City Council listens, and thanked Councilor Cook and Councilor Bagley for bringing the Resolution forward for consideration. She said if ICE is at Pease we need to take the initiative to stop them from being in our community.

John Bedford urged the City Council to pass the Resolution for citizens rights to due process. He said ICE raids are part of the coo, and we must stand up to stop this from occurring in Portsmouth.

Kline Dickens, North Hampton, NH spoke in strong support of the Resolution and urged the city to become a sanctuary community. She said the city has until January 21, 2026, to vote and become a sanctuary community that would protect her friends and neighborhoods by allowing them to remain here.

Marie Collins, Eliot, Maine spoke to the City Council and urged them to pass the Resolution. She said the City Council needs to step forward to make the goal clear that we support all those who need a safe environment to live in.

Erik Anderson spoke regarding the bonding request and said he would like to hear the comments of the City Council on this matter. He said that this is a fiscal subject, and the City Council needs to accept responsibility for voting on this matter and burdening the taxpayers.

Mary Rhie spoke in support of the Resolution and urged the City Council to vote to adopt it. She said it is the right thing to do for everyone.

Tyler Garzo spoke in support of the Bike/Pedestrian Plan and the Market Square Master Plan. He said he would like to see the bike lanes finished on Middle Street.

Susan Denenberg urged the City Council to adopt the Resolution and said people are coming here for a better life. She said we as citizens have more power than the City Council and urged residents to go to Pease and speak up to protect the people coming to Portsmouth. She also asked the City Council to be cautious with finances and look at wants versus needs.

Elaine Beauchesne said due process means fairness for all speaking in support of the adoption of the Resolution.

Sophia Shay spoke in support of the Resolution and said the situation is scary for the people that work in the restaurant business. She said the Resolution is for all to support and urged its adoption by the City Council.

Kirsten Hunter thanked Councilor Cook and Councilor Bagley for bringing the Resolution forward. She said immigrants are being treated unfairly and the Council has the ability to stop that from occurring.

Catilyn Winders, Rochester, NH spoke in support of passing the Resolution and urged the City Council to hear what has been said this evening by the speakers. She also spoke opposed to the library changing its hours due to budgetary cuts.

Monica Greenleaf spoke in support of the Resolution and urged the City Council to adopt it this evening. She said that 71% of all detainees do not have criminal convictions. She said we need to let the Police Department do their jobs and arrest the criminals.

Peter Furst said that his family are naturalized citizens and now schedule their errands with caution. He said that the current situation requires them to isolate from others and urged the City Council to adopt the Resolution this evening.

Katherine Harake spoke regarding the elementary school playgrounds and supports the borrowing Resolution and asked for the unanimous support of the City Council.

Councilor Cook moved to suspend the rules to bring forward Item XV. A. – Resolution to Protect Citizens' Due Process Rights. Seconded by Councilor Bagley and voted.

XV. CITY COUNCIL MEMBERS

A. COUNCILOR COOK & COUNCILOR BAGLEY

1. Resolution to Protect Citizens' Due Process Rights

Councilor Cook asked the City Council to support the Resolution with a slight amendment to the title. She said that it is important to protect our community and that this is the least we can do for the community. She said that she was happy to hear from our Police Chief on this matter.

Councilor Bagley thanked Councilor Cook and the Legal Department for putting together the Resolution. He said he has interest in everyday items for the City Council and having people of Portsmouth abducted is a concern for him. He stated that this may be outside of what the City Council normally does but the City Council needs to take a stand.

Councilor Denton applauded everyone for coming to speak to this Resolution this evening and said having people actively participating in this is important.

Councilor Lombardi said he first took the oath in 1965 for entering into the Air Force. He said the second time was becoming a City Councilor and this matter is what we are here to do.

Councilor Blalock said everything in the Resolution is important and believes in the City of Portsmouth. He said he wants to protect all citizens and visitors.

Councilor Tabor said he would support the Resolution and hopes all City Councilors will vote in favor of its adoption this evening. He said we are doing this because ICE made this a local issue.

Mayor McEachern thanked everyone for taking the responsibility to come out and speak this evening regarding the Resolution. He spoke to his grandfather who came here from Nova Scotia and worked at the button factory. He said that people need to make an impact because this is the City of the Open Door. He said it is important for people to feel that they can trust the City Council.

Councilor Bagley moved to adopt the Resolution by amending the title to A Resolution to Protect Residents' Due Process Rights. Seconded by Councilor Cook.

On a unanimous roll call vote 8-0, motion passed.

At 8:40 p.m., Mayor McEachern declared a brief recess. Mayor McEachern called the meeting back to order at 8:50 p.m.

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

A. First Reading of Chapter 1, Administrative Code – Article I, Administrative Code Ordinance Amendments

- Section 1.102 – Administrative Organization
- Section 1.103 – Organizational Chart
- Section 1.105 – General Powers and Duties of the Department Administrators
- Section 1.106 – Specific Duties, Functions and Responsibilities of Departments
- Section 1.107 – Authority of City Manager

Councilor Cook moved to pass first reading of the proposed changes to Chapter 1 and schedule a public hearing and second reading at the August 18, 2025, City Council meeting. Seconded by Councilor Lombardi and voted.

- B. First Reading of Chapter 2, Seal, Deeds and Elections – Article II, Deeds, Section 2.201 – Execution to be amended by deleting the section in its entirety

Councilor Tabor moved to pass first reading of the proposed changes to Chapter 2 and schedule a public hearing and second reading at the August 18, 2025, City Council meeting. Seconded by Councilor Denton and voted.

- C. First Reading of Omnibus Vehicles, Traffic and Parking Ordinance Amendments:
- Chapter 7, Article III, Section 7.326 – Limited Parking – 15 Minutes – Hanover Street and State Street
 - Chapter 7, Article III, Section 7.330 – No Parking – State Street and Sagamore Avenue
 - Chapter 7, Article IVA, Section 7A.408 – Taxi Stands Designated – Pleasant Street
 - Chapter 7, Article VI – Limited Hours Loading Zones – Penhallow Street

Councilor Bagley moved to pass first reading and hold a public hearing and second reading at the August 18, 2025, City Council meeting. Seconded by Councilor Lombardi and voted.

Public Hearing & Second Reading of Ordinance:

- D. PUBLIC HEARING and Second Reading of Ordinance amending Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.324, Time Limited – Free Three Hour Parking for Special Military License Plates
- **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

Councilor Denton said this codifies what Portsmouth currently does, and it will not increase our parking revenues.

Mayor McEachern opened the public hearing and called for speakers. With no speakers, Mayor McEachern closed the public hearing.

Councilor Lombardi moved to pass second reading and schedule third and final reading of amendments to Chapter 7, Article III, Section 7.324 at the August 18, 2025, City Council meeting. Seconded by Councilor Denton 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 Blalock and voted.

Public Hearing & Adoption of Resolutions: (2/3rd Roll Call Vote Required for Resolutions)

- E. PUBLIC HEARING and Adoption of Resolution authorizing a Bond Issue and/or notes of the City under the Municipal Finance Act of up to Four Million One Hundred Fifty Thousand Dollars (\$4,150,000.00) for costs related to:
- School Facilities Capital Improvements
 - Elementary Schools Upgrade
 - Elementary Schools Playground Upgrade

 - **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

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

Councilor Bagley asked if the Resolution includes the deficiencies found at New Franklin School.

Ken Linchey, School Facilities, said that the Resolution addresses some of the deficiencies found at New Franklin School.

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

Councilor Blalock moved to adopt the Resolution as presented. Seconded by Councilor Moreau.

On a unanimous roll call vote 8-0, motion passed.

- F. PUBLIC HEARING and Adoption of Resolution authorizing a Bond Issue and/or notes of the City under the Municipal Finance Act and/or participation in the State Revolving Fund (SRF) Loan Program up to Eight Million Nine Hundred Fifteen Thousand Dollars (\$8,915,000.00) for costs related to:
- Annual Sewer Line Replacement
 - Sewer Service Funding for Sagamore Avenue Area Sewer Extension
 - Peirce Island Wastewater Treatment Facility
 - Fleet Street Utilities Upgrade and Streetscape
 - Citywide Storm Drainage Improvements

- Chapel Street
- Lafayette Park and Monroe Street Drainage Improvements
- Sewer System Modeling

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

Mayor McEachern read the legal notice, declared the public hearing open and called for speakers. With no speakers, Mayor McEachern declared the public hearing closed.

Councilor Tabor moved to adopt the Resolution as presented. Seconded by Councilor Bagley.

On a unanimous roll call vote 8-0, motion passed.

- G. PUBLIC HEARING and Adoption of Resolution authorizing a Bond Issue and/or notes of the City under the Municipal Finance Act and/or participation in the State Revolving Fund (SRF) Loan Program up to Eleven Million Four Hundred Fifty Thousand Dollars (\$11,450,000.00) related to:

- Annual Water Line Replacement
- Well Station Improvements
- Water Storage Tanks
- Greenland Well Treatment
- Fleet Street Utilities Upgrade and Streetscape
- Chapel Street

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

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

Petra Huda said there are serious unanswered questions before you vote on this bonding resolution and asked why the bonds have not been used since FY23. She asked how projects are being funded without going out for bonding. She said that this is about local responsibility for the taxpayers and there are three out of four sections in the general fund and water and sewer projects that will combine. She said you can't use bonds for things such as painting and carpets because those are maintenance costs.

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

Mayor McEachern said we need a public hearing on the reissuing of bonds.

Councilor Moreau said the timing for the Coakley Road culvert project is based on the timing of the DES. City Manager Conard said we are waiting for DES to be ready before we suggest bonding for that project.

Councilor Bagley said when we open up roadways, we sometimes find things that we are not anticipating.

Councilor Tabor moved to adopt the Resolution as presented. Seconded by Councilor Bagley.

On a unanimous roll call vote 8-0, motion passed.

H. PUBLIC HEARING and Adoption of Resolution authorizing a Bond Issue and/or Notes of the City under the Municipal Finance Act of up to Fourteen Million Five Hundred Fifty-Five Thousand Dollars (\$14,555,000.00) for costs related to:

- City Hall HVAC Improvements
- Financial Software
- Elwyn Park Traffic Calming and Pedestrian Flow Plan
- Market Square Upgrades
- Citywide Sidewalk Reconstruction Program
- Cate Street Bridge Replacement
- Coakley-Borthwick Connector Roadway
- Street Paving, Management and Rehabilitation
- Pease International Tradeport Roadway Rehabilitation
- Fleet Street Utilities Upgrade and Streetscape
- Citywide Storm Drainage Improvements

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

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

Tyler Garzo expressed concern regarding the project for Van Buren Avenue which is taking place in front of his home. He said there is not enough money to blindly support such requests.

Public Works Director Rice said the section of road in front of his home is a damage issue to the area and that we are still doing design and focusing on the area of Dondero School.

Mayor McEachern said the project has gone on for some time. He stated that there are some supportive of the installation of sidewalks and some that are not.

Councilor Cook asked if the roadway could be narrowed a bit.

Public Works Director Rice said putting curbing in along the area has an effect of narrowing the roadway.

Mayor McEachern said when it comes to traffic calming it is important, but everyone needs to understand if you want to drive slower you need to feel less comfortable driving quickly.

Councilor Blalock moved to adopt the Resolution as presented. Seconded by Councilor Moreau.

On a unanimous roll call vote 8-0, motion passed.

XI. CITY MANAGER'S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

1. Acceptance of Portsmouth's Bicycle and Pedestrian Network Plan

City Manager Conard said that we did not receive any additional comments on this project and we are looking to move forward with the plan.

Councilor Denton moved to accept the Portsmouth Bicycle and Pedestrian Network Plan Update as presented and commit to the goals and recommendations set forth within the plan. Seconded by Councilor Tabor.

Councilor Cook said she has received several requests to set up an advisory committee. She asked that the Parking and Traffic Safety Committee and the Sustainability Committee work together towards a working group.

Mayor McEachern said we might want to consider having a member of SABR sit on the Parking and Traffic Safety Committee and address concerns in the plan.

Motion passed.

2. Acceptance of Portsmouth's Market Square Master Plan

City Manager Conard said the Master Plan for Market Square is before you for approval this evening.

Councilor Moreau moved to accept the Market Square Master Plan as presented and commit to the goals and recommendations set forth within the plan. Seconded by Councilor Bagley.

Councilor Cook said she does not feel the plan is going far enough but it is a great start. She spoke about additional parking and concerns have been expressed regarding sidewalks. She stated we only get to do such plans every 50 years and does not feel the plan is very forward thinking or addresses major challenges downtown.

Councilor Moreau said two years ago she brought forward the idea of making State Street two-way and the Council needs to look at that.

Councilor Cook said she does not feel that we are looking at the needs of the taxpayer.

Mayor McEachern said he would like to look at more ways of getting families downtown. He said the issue with any plan is that many folks were surprised we are looking to change something that they feel is fine.

Motion passed with Councilor Cook and Councilor Denton voting opposed.

3. Approval of Tentative Agreement with the Portsmouth Professional Management Association

City Manager Conard briefly reviewed the changes to the contract and reported that COLA is retroactive back to July 1st.

Councilor Cook moved to approve the tentative agreement with the Portsmouth Professional Management Association as presented. Seconded by Councilor Moreau and voted.

4. Request to Name Private Streets Associated with 100 Durgin Lane

City Manager Conard said that the request is to name private streets at 100 Durgin Lane.

Councilor Blalock moved to approve the naming of the private streets as shown in the agenda packet to Dow Avenue, Page Street, Sifton Street and Butler Way for the new development off 100 Durgin Lane. Seconded by Councilor Bagley and voted.

5. Request to Name a Private Street Located at 635 Sagamore Avenue

City Manager Conard said that this will name a private street located at 635 Sagamore Avenue.

Councilor Moreau moved to authorize the use of Lady Slipper Way as the private street name for the new private street originating at the former street address known as 635 Sagamore Avenue. Seconded by Councilor Tabor and voted.

6. Revocable License for 86 Haven Road

City Manager Conard said this is a revocable license and will allow drainage at the site.

Councilor Lombardi moved to authorize the City Manager to execute and deliver a Revocable License allowing the owner of 86 Haven Road to install a drainage pipe on City property. Seconded by Councilor Denton and voted.

7. Approval of Memorandum of Agreement with AFSCME Local #1386-A

City Manager Conard said this is to reclassify a position in Local 1386-A and does not have an impact on salary.

Councilor Cook moved to approve the proposed MOA with AFSCME Local #1386-A as presented. Seconded by Councilor Moreau and voted.

8. Approval of Memorandum of Agreement with Portsmouth Professional Management Association

City Manager Conard said that this is a new title and allows the addition of an Assistant Finance Director.

Councilor Blalock moved to approve the proposed MOA with the Portsmouth Professional Management Association as presented. Seconded by Councilor Bagley and voted.

9. Revocable License for 18 Congress Street

City Manager Conard reported that the pipe was damaged during the resurfacing of Church Street, and the City is working with the 18 Congress Street Condominium Association to repair the pipe.

Councilor Tabor moved to authorize the City Manager to execute and deliver a Revocable License to the 18 Congress Street Condominium Association for the installation and maintenance of a pipe on City property. Seconded by Councilor Lombardi and voted.

10. Acceptance of Temporary Construction Easement for Property Located at 2 Russell Street

City Manager Conard said that this is a temporary easement, and the Planning Board recommends the acceptance of the easement.

Councilor Moreau moved to authorize the City Manager to accept and record a temporary construction easement from Port Harbor Land, LLC in a substantially similar form to the easement deed contained in the agenda packet. Seconded by Councilor Cook and voted.

XII. CONSENT AGENDA

A. Eversource Petition and Pole License Request:

- Installation of 1 pole and 500 feet of conduit on Durgin Lane #63-0758
- Installation of 1 pole on Maplewood Avenue #63-0754

(Anticipated action – move to refer to the City Manager with Authority to Act)

- B. Letter from Mike Peabody, Millennium Running, requesting permission to hold the St. Paddy's 5k/10k on Sunday, March 15, 2026, at 10:00 a.m. (***Anticipated action – move to refer to the City Manager with Authority to Act***)
- C. Letter from Mike Peabody, Millennium Running, requesting permission to hold the Eastern States 20 Miler & Half Marathon on Sunday, March 22, 2026 (***Anticipated action – move to refer to the City Manager with Authority to Act***)

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

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. E-mail Correspondence

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

Councilor Cook moved to split out the email from former City Councilor Nancy Pearson regarding the future of Vaughan Mall for separate action. Seconded by Councilor Denton and voted.

Councilor Cook moved to refer the email from former City Councilor Nancy Pearson regarding the future of Vaughan Mall to the Department of Public Works and the Public Art Review Committee for review. Seconded by Councilor Moreau and voted.

Main motion passed as amended.

- B. Letter from Rodney Rowland, Strawberry Banke, requesting the gift of 150 linear feet of used granite curbing as part of a flood resiliency project

Councilor Blalock moved to approve with the coordination by the Department of Public Works. Seconded by Councilor Tabor.

Councilor Cook said she is excited that the City and Strawberry Banke are partners for the installation of curbing as part of this project.

Motion passed.

XIV. MAYOR McEACHERN

- 1. Appointments to be Considered:
Appointment of Anna Howard as a regular member of the Economic Development Commission filling an unexpired term until October 1, 2026

The City Council considered the appointment of Anna Howard as a regular member of the Economic Development Commission and will act upon this appointment at the August 18, 2025, City Council meeting.

XV. CITY COUNCIL MEMBERS

B. COUNCILOR MOREAU

1. Proposed Zoning Changes for Islington Creek

Councilor Moreau said she met with residents regarding the zoning requests, and this is to serve as a transitional zone. She stated that the height of buildings will be changed and will create a transitional buffer for building along Foundry Place and Hill Street. She said that this will take the neighborhood and realign the downtown district.

Mayor McEachern said there is a property that cuts through an overlay district. Councilor Moreau said that Foundry Place would be at the highest height.

Councilor Bagley moved to suspend the rules to continue the meeting beyond 10:30 p.m. Seconded by Councilor Cook and voted. Councilors Blalock and Moreau voted opposed.

Councilor Cook said that this is a step in the right direction and preserves the space at CD5 and the North End Overlay. She said she likes that this pulls back the downtown overlay and picked up the other buildings.

Councilor Lombardi said he feels like we are trying to be the Planning Board here and asked why the Planning Board is not involved in these discussions.

Mayor McEachern said the easiest path forward is to codify this and Councilor Moreau's plan does that. He said Overlay Districts could be changed making a new district around those borders.

Councilor Moreau moved to bring forward the requested changes as outlined in her memorandum for first reading at the August 18, 2025, City Council meeting. Seconded by Councilor Cook and voted. Councilor Bagley recused from voting on this item.

Proposed Zoning Changes for Islington Creek:

- Downtown overlay district, moved back to follow the line along the lots on Bridge Street, being the true downtown area insisting on the first floor being commercial. This neighborhood is not in the downtown.*
- Change lots 138-63, 138-62 to be CD4, this is a minimal change that allows for the same residential density, but some protections on uses for the neighbors.*
- Proposed change to one side of Hill Street, creating the transition from existing 50 feet to 45 feet. This allows for the step down transition the neighborhood needs as you approach much smaller buildings on Hill and Hanover.*
- Northend Overlay District, proposing to move the boundary to align with Foundry Place, this neighborhood is not north of downtown, therefore it should not have been included in the north end overlay. The Northend District is mostly east of Maplewood and North of Deer Street; therefore it makes sense to move the boundary of this overlay district to align with Foundry Place.*

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Grant for the City's annual Household Hazardous Waste Collection Event
- \$4,970.00

Councilor Tabor moved to authorize the City Manager to enter into a Grant Agreement with New Hampshire Department of Environmental Services to accept \$4,970.00 from the Household Hazardous Waste Collection Grant Program and execute any contracts or documents which may be necessary for this grant agreement. Seconded by Councilor Cook and voted.

- B. Acceptance of Grant for the City's North Mill Pond Greenway Living Shoreline Project -
\$419,306.00

Councilor Denton moved to authorize the City Manager to accept \$419,306.00 from the Aquatic Resources Mitigation fund and execute all necessary documents to complete the project upon approval from the State of New Hampshire Governor and Executive Council. Seconded by Councilor Moreau and voted.

- C. Acceptance of Donation from the Friends of Ruth Blay to the Public Art Review Committee to utilize for public art efforts - \$3,729.04

Councilor Cook moved to accept the donation from the Friends of Ruth Blay to the Public Art Review Committee to utilize for public art efforts. Seconded by Councilor Blalock and voted.

- D. Acceptance of Donation of 18 Historical Books Donated to the Law Library by Attorney Peter Loughlin

Councilor Tabor moved to accept the donation of 18 historical books from Attorney Loughlin. Seconded by Councilor Bagley and voted.

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

(There are no Informational Items for this meeting)

XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

XIX. ADJOURNMENT

At 10:45 p.m., Councilor Moreau moved to adjourn the meeting. Seconded by Councilor Bagley and voted.



KELLI L. BARNABY, MMC/CNHMC
CITY CLERK

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Wednesday, September 24, 2025 at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, Portsmouth, NH, to amend Chapter 10, ZONING ORDINANCE, Article 5A Character-Based Zoning, Section 10.5A43.45, Special Building Footprint Provisions; Section 10.5A43.46, Redevelopment of Existing Buildings and Article 15, Definitions, Building footprint, to permit exceeding the building footprint maximum without a Conditional Use Permit. The complete Ordinance is available for review in the Office of the Portsmouth City Clerk and Portsmouth Public Library, during regular business hours.

KELLI L. BARNABY, MMC/CNHMC
PORTSMOUTH, NH CITY CLERK

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KELLI L. BARNABY,
MMC/CNHMC
PORTSMOUTH, NH CITY
CLERK

ORDINANCE #0_-25
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, Article 5A Character-Based Zoning, Section 10.5A43.45, Special Building Footprint Provisions; Section 10.5A43.46, Redevelopment of Existing Buildings; and Article 15, Definitions, Building footprint, be amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

Article 5A Character-Based Zoning

10.5A43.45 Special Building Footprint Provisions

To allow more flexible redevelopment of existing buildings and proposed buildings in these areas, the special **building footprint** exclusion provisions in this section shall apply. These areas are hereby defined to include: the Downtown Overlay District; Character District CD4; and, Character District CD5. For areas outside the above Districts, the provisions of this section shall not apply.

10.5A43.46 Redevelopment of Existing Buildings

The renovation or redevelopment of any buildings existing at the time of the passage of this section (Existing Buildings) shall be permitted without a **building footprint** restriction, provided that the proposal complies with all of the following:

- 1) The proposal conforms with, or exceeds the requirements for maximum **entrance spacing**, maximum building **façade** modulation length. “Exceeds” in this case shall be interpreted to mean that the proposal either maintains or increases any of those maximum criteria of the Existing Buildings;
- 2) No privately-owned **public places** are covered or closed by **buildings** by the proposal;
- 3) New **buildings** attached to Existing Buildings that create entrance and **façade** modulations conforming with the requirements of the Zoning Ordinance or which attach behind Existing Buildings and otherwise conform with the requirements of this section shall be allowed, provided that any such addition not exceed a **building footprint** of 10,000 square feet. “Behind” in this case shall be interpreted to mean connections that do not front on a **street**;
- 4) In the event of the destruction of Existing Buildings by natural or other disaster, or approved demolition (“Removal”), the reconstruction rebuilds buildings no larger in **footprint** than those before the Removal and otherwise conforms with the requirements of this section; and
- 5) The other applicable provisions of the Zoning Ordinance are complied with.

Article 15 - Definitions

Building footprint

The total area of a **building** at or above 18 inches in elevation as measured from the outside walls at the **grade plane** of a detached **building**, or of two or more **buildings** separated only by fire walls, common walls or property lines.

~~Uncovered **community space** located immediately above a **building's story** below the **grade plane** shall not constitute **building footprint**, provided it is not more than 10 feet above the adjacent **street grade**.~~

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby
deleted. This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

ORDINANCE #0_-25
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, Article 5A Character-Based Zoning, Section 10.5A43 Building Form and Facades; and Article 15 Definitions, to be amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

Article 5A Character-Based Zoning

10.5A43.45 Special Building Footprint Provisions

To allow more flexible redevelopment of existing buildings and proposed buildings in these areas, the special **building footprint** exclusion provisions in this section shall apply. These areas are hereby defined to include: ~~the Downtown Overlay District~~; Character District CD4; and, Character District CD5. For areas outside the above Districts, the provisions of this section shall not apply.

10.5A43.46 Redevelopment of Existing Buildings

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- ~~2) No privately owned public places are covered or closed by buildings by the proposal;~~
- ~~3) 2) New buildings attached to Existing Buildings that create entrance and façade modulations conforming with the requirements of the Zoning Ordinance or which attach behind Existing Buildings and otherwise conform with the requirements of this section shall be allowed, provided that any such addition not exceed a building footprint of 10,000 square feet. "Behind" in this case shall be interpreted to mean connections that do not front on a street; and,~~
- ~~4) 3) In the event of the destruction of Existing Buildings by natural or other disaster, or approved demolition ("Removal"), the reconstruction rebuilds buildings no larger in footprint than those before the Removal and otherwise conforms with the requirements of this section. An existing building may be demolished with approval, either pursuant to Section 14.201, et. seq., by the Planning Board, or the Historic District Commission, as applicable, and replaced with a building within the preexisting footprint within 18 months of demolition, and;~~
- ~~5) 4) The other applicable provisions of the Zoning Ordinance are complied with.~~

Article 15 - Definitions

Building footprint

The total area of a **building** at or above 18 inches in elevation as measured from the outside walls at the **grade plane** of a detached **building**, or of two or more **buildings** separated only by fire walls, common walls or property lines.

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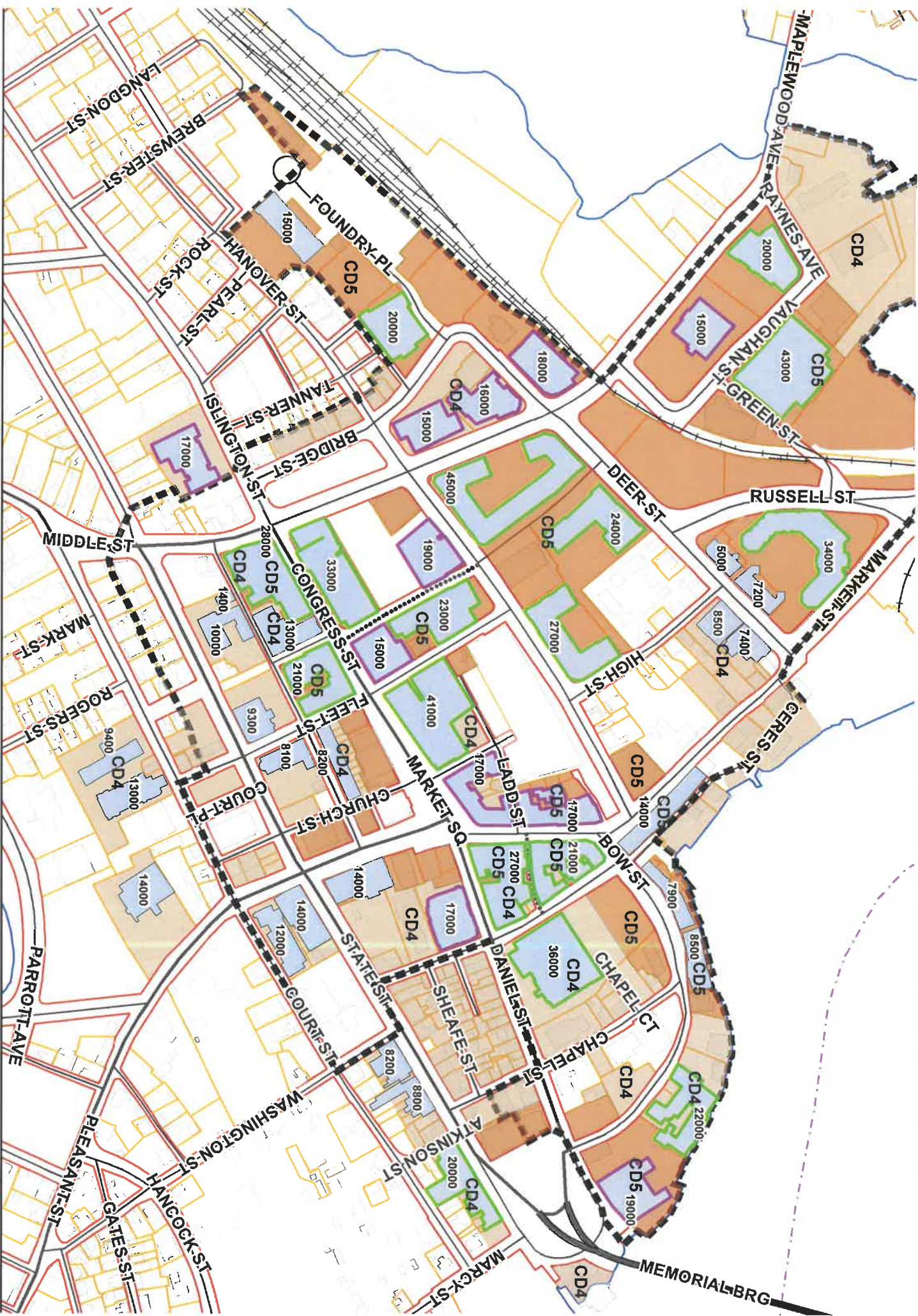
All ordinances or parts of ordinances inconsistent herewith are hereby
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APPROVED:

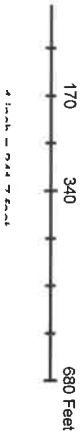
Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



Building Footprints



Legend

- CD5
- CD4
- Downtown Overlay District (DOD)

Building Footprints

- Building Footprint $\geq 15,000$ sq. ft. and $< 20,000$ sq. ft.
- Building Footprints $\geq 20,000$ sq. ft.

Map Orientation

- N
- S

LEGAL NOTICE

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KELLI L. BARNABY, MMC/CNHMC
PORTSMOUTH, NH CITY CLERK

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KELLI L. BARNABY,
MMC/CNHMC
PORTSMOUTH, NH CITY
CLERK

CITY OF PORTSMOUTH

LEGAL DEPARTMENT

MEMORANDUM

DATE: September 17, 2025

TO: KAREN CONARD, CITY MANAGER

FROM: JANE FERRINI, SENIOR ASSISTANT CITY ATTORNEY JF

RE: MEMORANDUM REGARDING CITY'S LOCAL OPTION TO VOTE FOR ALLOWING SOCIAL DISTRICTS AND NOT ALLOWING KENO AND GAMES OF CHANCE WITHIN THE CITY

SOCIAL DISTRICTS

The Legislature passed a bill (Chapter 158) effective September 5, 2025, that adds a new subdivision of RSA 178, Liquor Licenses and Fees, that creates a local option for municipalities to establish "social "districts" within the City. A social district is defined as an *"outdoor area in which a person may consume alcoholic beverages sold by a licensee. This term does not include the licensee's premises or an extended area of such premises allowed under RSA 178:24."* Social districts will only be permitted in a municipality that has voted to allow it as described in RSA 178:34 as summarized below:

Social districts may only be established if the question of whether to allow social districts to operate in a municipality is placed on an official ballot for any regular municipal election. For cities, the question may be placed on the ballot in one of two ways:

1. By the submission of a petition signed by 5% of the registered voters; or
2. By affirmative vote of the City Council to place the question on the official ballot.

If either of these two options occurs, the following question will appear on the ballot:

"Shall we allow the operation of social districts within the City of Portsmouth?"

A public hearing must be scheduled between 15 and 30 days before the ballot question is to be voted on. Notice of the public hearing shall be posted in 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the public hearing.

If the ballot question passes by majority vote at the municipal election, the municipality must establish social districts consistent with the requirements of the statute, which include but are not limited to the creation of defined boundaries and management and maintenance plans that protect the health and safety of the public. If social districts are created, the City will be required to comply with the rules and regulations of the New Hampshire Liquor Commission and the specific standards and criteria for the sale, possession and consumption of alcohol set forth in the statute. See final bill with amendments to the statute attached.

KENO

The City Council has been familiar with KENO being a ballot question since 2017. The law since 2017 has required the Council to vote to put the question of whether to allow KENO to operate within the City on the ballot. For several elections since 2017, KENO has become a ballot question because the Council received citizen petitions to place the question on the ballot. Simply described, the statute since 2017 required municipalities to affirmatively “opt in” to permit KENO. The new law, effective July 1, 2025, amends the current law (RSA 287-D) and repeals the “opt in” requirement and changes it to an “opt out” requirement. In other words, if a municipality does not affirmatively opt out by a majority vote on the KENO ballot question, KENO will be permitted within the municipality.

KENO will be permitted in the City if one of the following occurs:

1. The Council takes no vote on whether to put the prohibition of KENO as a ballot question;
2. The Council votes to not put the question of whether to prohibit KENO within the City on the ballot; or
3. The Council votes to put the prohibition of KENO question on the ballot or receives a petition from the requisite percentage of registered voters, and the majority of voters vote against the ballot question to prohibit KENO.

Conversely, **KENO will not be permitted** in the City if the following occurs:

The Council votes to put the prohibition of KENO question on the ballot or receives a petition from the requisite percentage of registered voters, and the majority of voters vote in favor of the ballot question to prohibit KENO.

If placed on the ballot, the question would be as follows:

“Shall we not allow the operation of KENO games within the City of Portsmouth?”

The same public hearing and notice requirements for those hearings as described above apply.

GAMES OF CHANCE

In the same bill that amends the KENO statute amends RSA 287-D by adding a local option for municipalities to prohibit “games of chance” within the municipality. Games of chance are defined as *“any game involving gambling as defined by RSA 647:2, II, or any lottery prohibited by RSA 647:1, but shall not include any game involving the use of a slot machine or any other device in the nature of a slot machine, 50/50 raffles as defined in RSA 287-A:1, III, or ice-out contests as defined in RSA 287-D:I, VI.”* RSA 287-D:1, III. In plain language, the only types of games of chance that would be prohibited by this local option are games licensed and permitted in casinos, Historic Horse Racing (HHR) terminals and Video Lottery Terminals (VLT). Lottery tickets, Lucky 7 and Bingo would still be permitted under this local option.

The way the question of prohibiting games of chance gets on the ballot is the same as described in paragraphs 1 and 2 for social districts above, by either a petition or vote of the City Council to place the question on the official ballot. If placed on the ballot, the question would be as follows:

“Shall we not allow the operation of games of chance within the City of Portsmouth?”

The same public hearing and notice requirements for those hearings as described above apply.

SCHEDULE FOR PUBLIC HEARINGS

The Council must decide at the **September 24, 2025** meeting whether to put these three questions regarding ***allowing social districts, prohibiting KENO and prohibiting games of chance*** on the ballot. Although not required by statute, to ensure transparency and to give the public the opportunity to comment, it is recommended that the Council's consideration of whether these questions should be placed on the ballot be done at public hearings on September 24, 2025. The statute requires public hearings on each approved ballot question between 15 and 30 days before the municipal election. Given that the election is November 4, 2025, public hearings on these ballot questions would be scheduled at the **October 6, 2025** City Council meeting.

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KELLI L. BARNABY, MMC/CNHMC
PORTSMOUTH, NH CITY CLERK

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LEGAL DEPARTMENT

MEMORANDUM

DATE: September 17, 2025

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FROM: JANE FERRINI, SENIOR ASSISTANT CITY ATTORNEY JF

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1. By the submission of a petition signed by 5% of the registered voters; or
2. By affirmative vote of the City Council to place the question on the official ballot.

If either of these two options occurs, the following question will appear on the ballot:

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A public hearing must be scheduled between 15 and 30 days before the ballot question is to be voted on. Notice of the public hearing shall be posted in 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the public hearing.

If the ballot question passes by majority vote at the municipal election, the municipality must establish social districts consistent with the requirements of the statute, which include but are not limited to the creation of defined boundaries and management and maintenance plans that protect the health and safety of the public. If social districts are created, the City will be required to comply with the rules and regulations of the New Hampshire Liquor Commission and the specific standards and criteria for the sale, possession and consumption of alcohol set forth in the statute. See final bill with amendments to the statute attached.

KENO

The City Council has been familiar with KENO being a ballot question since 2017. The law since 2017 has required the Council to vote to put the question of whether to allow KENO to operate within the City on the ballot. For several elections since 2017, KENO has become a ballot question because the Council received citizen petitions to place the question on the ballot. Simply described, the statute since 2017 required municipalities to affirmatively “opt in” to permit KENO. The new law, effective July 1, 2025, amends the current law (RSA 287-D) and repeals the “opt in” requirement and changes it to an “opt out” requirement. In other words, if a municipality does not affirmatively opt out by a majority vote on the KENO ballot question, KENO will be permitted within the municipality.

KENO will be permitted in the City if one of the following occurs:

1. The Council takes no vote on whether to put the prohibition of KENO as a ballot question;
2. The Council votes to not put the question of whether to prohibit KENO within the City on the ballot; or
3. The Council votes to put the prohibition of KENO question on the ballot or receives a petition from the requisite percentage of registered voters, and the majority of voters vote against the ballot question to prohibit KENO.

Conversely, **KENO will not be permitted** in the City if the following occurs:

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If placed on the ballot, the question would be as follows:

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The same public hearing and notice requirements for those hearings as described above apply.

SCHEDULE FOR PUBLIC HEARINGS

The Council must decide at the **September 24, 2025** meeting whether to put these three questions regarding ***allowing social districts, prohibiting KENO and prohibiting games of chance*** on the ballot. Although not required by statute, to ensure transparency and to give the public the opportunity to comment, it is recommended that the Council’s consideration of whether these questions should be placed on the ballot be done at public hearings on September 24, 2025. The statute requires public hearings on each approved ballot question between 15 and 30 days before the municipal election. Given that the election is November 4, 2025, public hearings on these ballot questions would be scheduled at the **October 6, 2025** City Council meeting.

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Wednesday, September 24, 2025, at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, Portsmouth, NH, on whether to not allow the operation of games of chance within the City of Portsmouth on the ballot.

KELLI L. BARNABY, MMC/CNHMC
PORTSMOUTH, NH CITY CLERK

LEGAL NOTICE

NOTICE IS HEREBY GIVEN
that a Public Hearing will be
held by the Portsmouth City
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September 24, 2025, at 7:00
p.m., at the Portsmouth
Municipal Complex in the
Eileen Dondero Foley Coun-
cil Chambers, Portsmouth,
NH, on whether to not allow
the operation of games of
chance within the City of
Portsmouth on the ballot.
KELLI L. BARNABY,
MMC/CNHMC
PORTSMOUTH, NH CITY
CLERK

CITY OF PORTSMOUTH

LEGAL DEPARTMENT

MEMORANDUM

DATE: September 17, 2025

TO: KAREN CONARD, CITY MANAGER

FROM: JANE FERRINI, SENIOR ASSISTANT CITY ATTORNEY JF

RE: MEMORANDUM REGARDING CITY'S LOCAL OPTION TO VOTE FOR ALLOWING SOCIAL DISTRICTS AND NOT ALLOWING KENO AND GAMES OF CHANCE WITHIN THE CITY

SOCIAL DISTRICTS

The Legislature passed a bill (Chapter 158) effective September 5, 2025, that adds a new subdivision of RSA 178, Liquor Licenses and Fees, that creates a local option for municipalities to establish "social districts" within the City. A social district is defined as an *"outdoor area in which a person may consume alcoholic beverages sold by a licensee. This term does not include the licensee's premises or an extended area of such premises allowed under RSA 178:24."* Social districts will only be permitted in a municipality that has voted to allow it as described in RSA 178:34 as summarized below:

Social districts may only be established if the question of whether to allow social districts to operate in a municipality is placed on an official ballot for any regular municipal election. For cities, the question may be placed on the ballot in one of two ways:

1. By the submission of a petition signed by 5% of the registered voters; or
2. By affirmative vote of the City Council to place the question on the official ballot.

If either of these two options occurs, the following question will appear on the ballot:

"Shall we allow the operation of social districts within the City of Portsmouth?"

A public hearing must be scheduled between 15 and 30 days before the ballot question is to be voted on. Notice of the public hearing shall be posted in 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the public hearing.

If the ballot question passes by majority vote at the municipal election, the municipality must establish social districts consistent with the requirements of the statute, which include but are not limited to the creation of defined boundaries and management and maintenance plans that protect the health and safety of the public. If social districts are created, the City will be required to comply with the rules and regulations of the New Hampshire Liquor Commission and the specific standards and criteria for the sale, possession and consumption of alcohol set forth in the statute. See final bill with amendments to the statute attached.

KENO

The City Council has been familiar with KENO being a ballot question since 2017. The law since 2017 has required the Council to vote to put the question of whether to allow KENO to operate within the City on the ballot. For several elections since 2017, KENO has become a ballot question because the Council received citizen petitions to place the question on the ballot. Simply described, the statute since 2017 required municipalities to affirmatively “opt in” to permit KENO. The new law, effective July 1, 2025, amends the current law (RSA 287-D) and repeals the “opt in” requirement and changes it to an “opt out” requirement. In other words, if a municipality does not affirmatively opt out by a majority vote on the KENO ballot question, KENO will be permitted within the municipality.

KENO will be permitted in the City if one of the following occurs:

1. The Council takes no vote on whether to put the prohibition of KENO as a ballot question;
2. The Council votes to not put the question of whether to prohibit KENO within the City on the ballot; or
3. The Council votes to put the prohibition of KENO question on the ballot or receives a petition from the requisite percentage of registered voters, and the majority of voters vote against the ballot question to prohibit KENO.

Conversely, **KENO will not be permitted** in the City if the following occurs:

The Council votes to put the prohibition of KENO question on the ballot or receives a petition from the requisite percentage of registered voters, and the majority of voters vote in favor of the ballot question to prohibit KENO.

If placed on the ballot, the question would be as follows:

“Shall we not allow the operation of KENO games within the City of Portsmouth?”

The same public hearing and notice requirements for those hearings as described above apply.

GAMES OF CHANCE

In the same bill that amends the KENO statute amends RSA 287-D by adding a local option for municipalities to prohibit “games of chance” within the municipality. Games of chance are defined as *“any game involving gambling as defined by RSA 647:2, II, or any lottery prohibited by RSA 647:1, but shall not include any game involving the use of a slot machine or any other device in the nature of a slot machine, 50/50 raffles as defined in RSA 287-A:1, III, or ice-out contests as defined in RSA 287-D:I, VI.”* RSA 287-D:1, III. In plain language, the only types of games of chance that would be prohibited by this local option are games licensed and permitted in casinos, Historic Horse Racing (HHR) terminals and Video Lottery Terminals (VLT). Lottery tickets, Lucky 7 and Bingo would still be permitted under this local option.

The way the question of prohibiting games of chance gets on the ballot is the same as described in paragraphs 1 and 2 for social districts above, by either a petition or vote of the City Council to place the question on the official ballot. If placed on the ballot, the question would be as follows:

“Shall we not allow the operation of games of chance within the City of Portsmouth?”

The same public hearing and notice requirements for those hearings as described above apply.

SCHEDULE FOR PUBLIC HEARINGS

The Council must decide at the **September 24, 2025** meeting whether to put these three questions regarding ***allowing social districts, prohibiting KENO and prohibiting games of chance*** on the ballot. Although not required by statute, to ensure transparency and to give the public the opportunity to comment, it is recommended that the Council’s consideration of whether these questions should be placed on the ballot be done at public hearings on September 24, 2025. The statute requires public hearings on each approved ballot question between 15 and 30 days before the municipal election. Given that the election is November 4, 2025, public hearings on these ballot questions would be scheduled at the **October 6, 2025** City Council meeting.

ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP be amended as follows: rezone parcels described on the City Tax Map Tax Map 138 Lot 62; and Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District 4 (CD4); to change the boundary of the North End Incentive Overlay District (NEIOD) by removing City Tax Map 138 Lot 60-2, Tax Map 138 Lot 62, Tax Map 125 Lot 16, Tax Map 138 Lot 63 and a portion of Tax Map 138 Lot 60-3; and to amend the boundary of the Downtown Overlay District (DOD) by removing City Tax Map 138 Lot 60, a portion of Tax Map 138 Lot 60-1, Tax Map 138 Lot 60-2, Tax Map 138 Lot 60-3, Tax Map 138 Lot 61, Tax Map 138 Lot 62, Tax Map 138 Lot 63, Tax Map 164 Lot 4, Tax Map 125 Lot 17-1 and a portion of Tax Map 125 Lot 16 and Tax Map 125 Lot 17 from the DOD; and to add a building height standard of 2-3 stories (40 feet) along Rock Street to the cul-de-sac at Foundry Place for City Tax Map 138 Lot 63, Tax Map 138 Lot 60-2, and Tax Map 138 Lot 60-3. The Zoning Maps to be amended are referenced in the City's Zoning Ordinance at Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 and Chapter 10, Article 5A, Character Based zoning, Section 10.5A21.10, Content of Regulation Plan, Map 10.5A21A (Character Districts and Civic Districts) and Map 10.5A21B (Building Height Standards), collectively the "Zoning Maps".

Deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing with appropriate bold and colors.

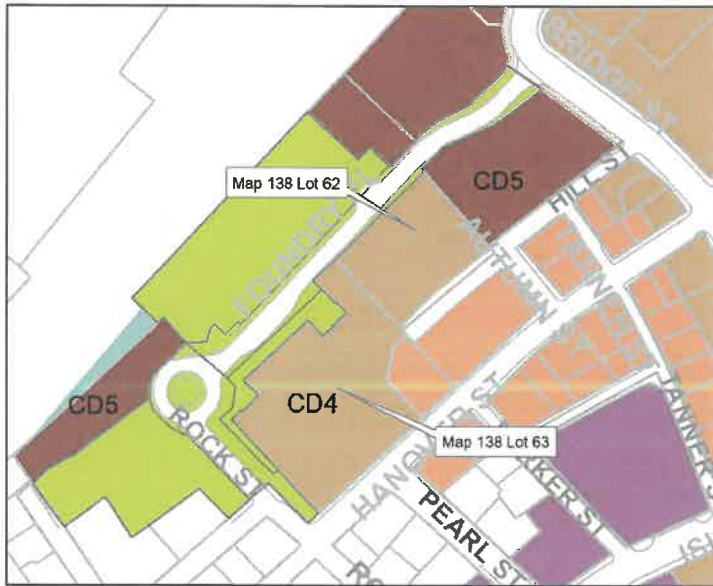
That the Zoning Maps be amended so that the following described parcels are rezoned from Character District 5 (CD5) to **Character District 4 (CD4)**:

City Tax Map 138, Lot 62

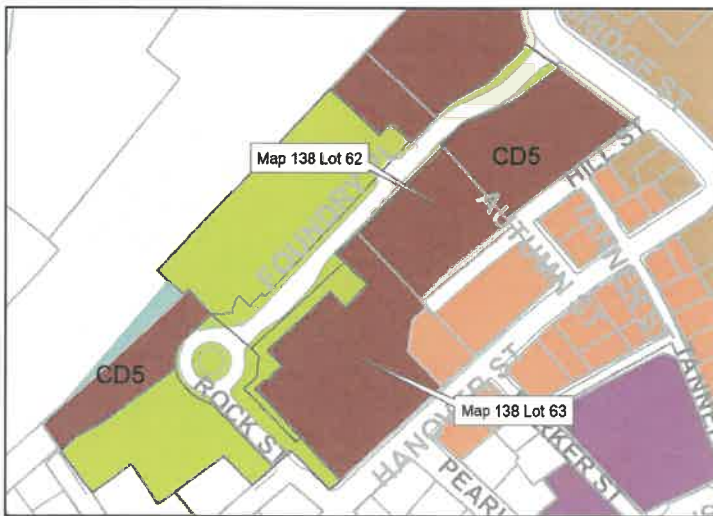
City Tax Map 138, Lot 63

Map 10.5A21A Character Districts and Civic Districts

Proposed



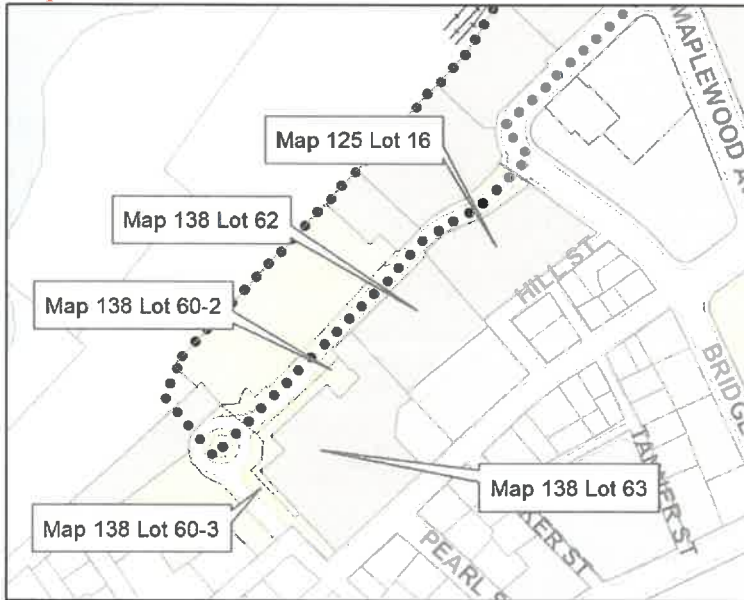
Map 10.5A21A Character Districts and Civic Districts Existing



That the Zoning Maps be amended to change the boundary of the North End Incentive Overlay District (NEIOD) to remove the following parcels from the NEIOD as depicted in the map below:

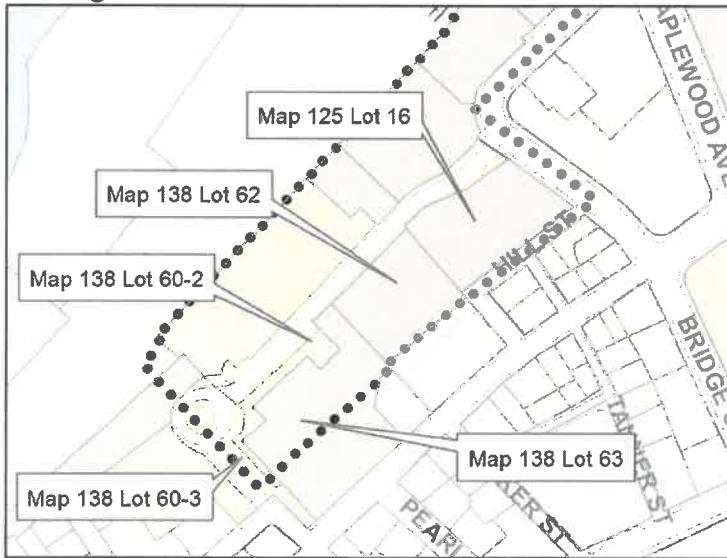
- City Tax Map 138 Lot 63**
- City Tax Map 138 Lot 60-2**
- City Tax Map 138 Lot 62**
- City Tax Map 125 Lot 16**
- City Tax Map 138 Lot 60-3 (portion of)**
- Map 10.5A21B Building Height Standards**

Proposed



Map 10.5A21B Building Height Standards

Existing



That the Zoning Maps be amended to move the boundary of the Downtown Overlay District (DOD) to align with the boundary of the North End Incentive Overlay District (NEIOD) for the parcels below as described above and as depicted in the map below.

Remove from the DOD:

City Tax Map 138 Lot 61

City Tax Map 138 Lot 63

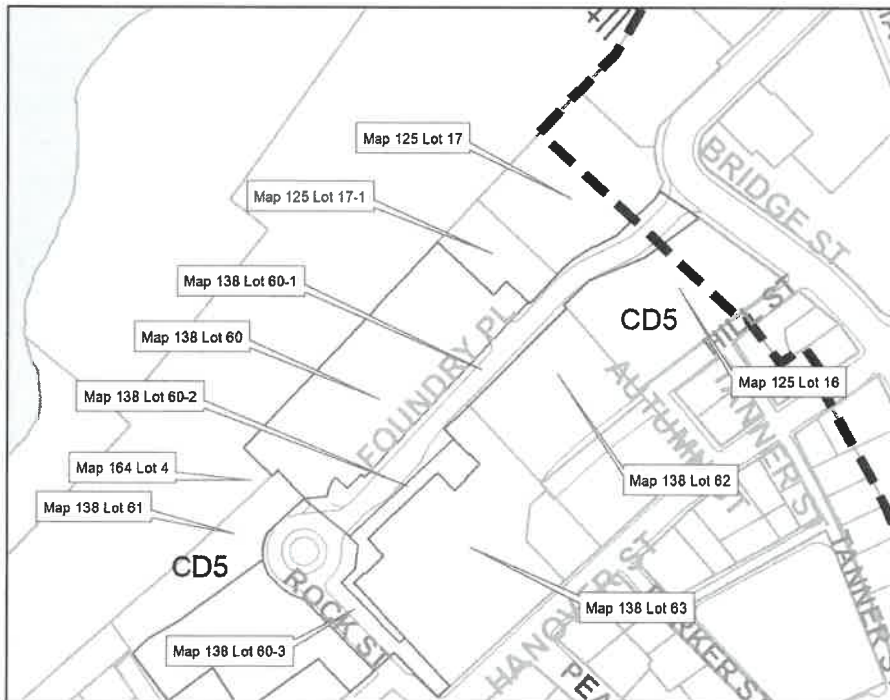
City Tax Map 138 Lot 60-3

City Tax Map 138 Lot 60-2

City Tax Map 138 Lot 60
City Tax Map 164 Lot 4
City Tax Map 138 Lot 62
City Tax Map 125 Lot 17-1
City Tax Map 138 Lot 60-1 (portion of)
City Tax Map 125 Lot 17 (portion of)
City Tax Map 125 Lot 16 (portion of)

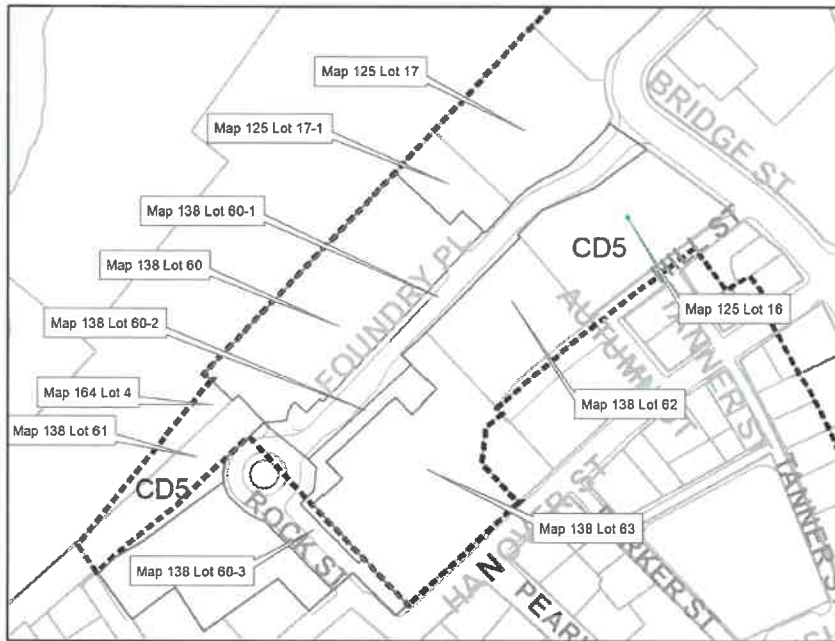
Map 10.5A21A Character Districts and Civic Districts

Proposed



Map 10.5A21A Character Districts and Civic Districts

Existing



That the Zoning Maps be amended to add a building height requirement of 2-3 stories (40) feet for the following described parcels along Rock Street to the cul-de-sac at Foundry Place as depicted in the map below.

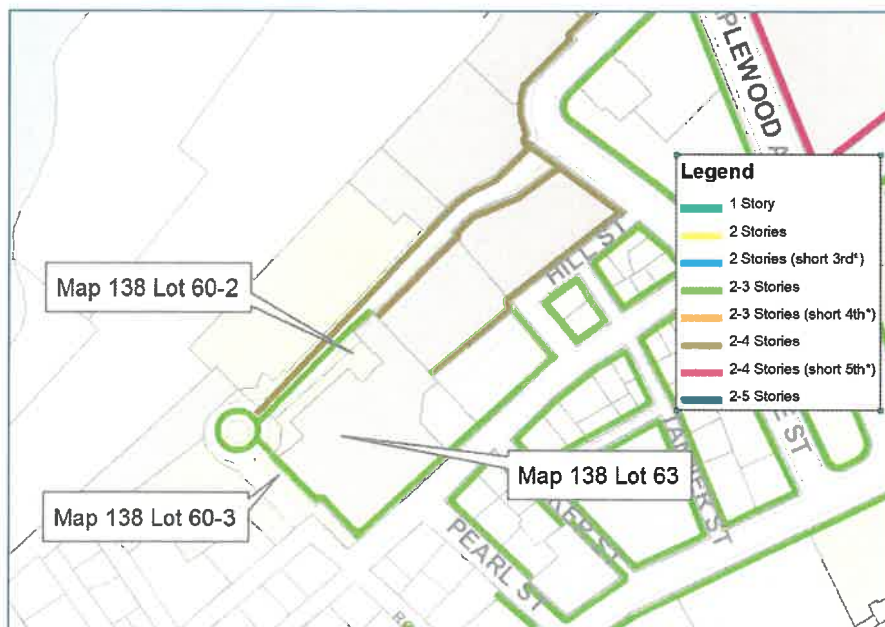
City Tax Map 138 Lot 63

City Tax Map 138 Lot 60-2

City Tax Map 138 Lot 60-3

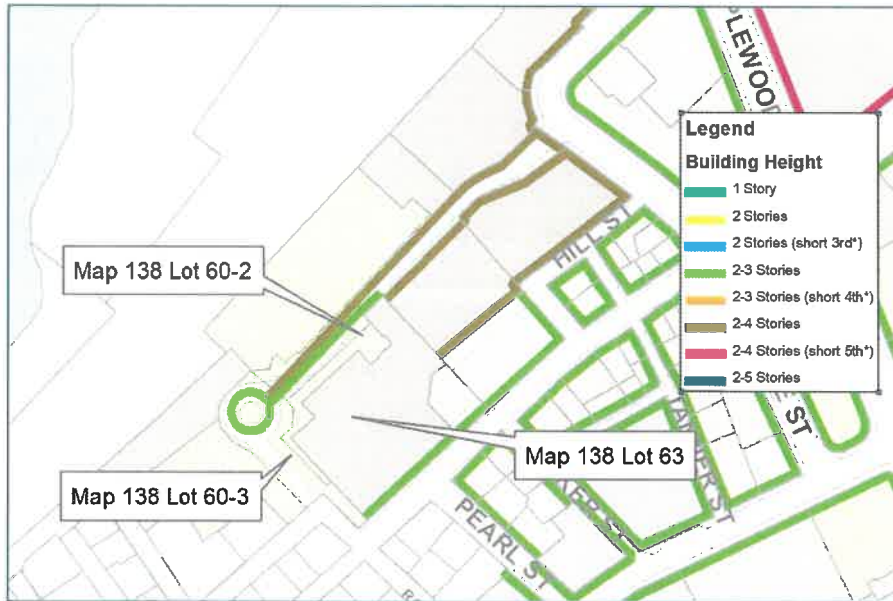
Map 10.5A21B Building Height Standards

Proposed



Map 10.5A21B Building Height Standards

Existing



The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby
deleted. This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

Date: September 18, 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 September 24, 2025

X. Public Hearings and Vote on Ordinances and/or Resolutions:

A. Public Hearing and Second Reading of Chapter 10, Zoning Ordinance, Article 5A Character-Based Zoning, Section 10.5A43.45, Special Building Footprint Provisions; Section 10.5A43.46, Redevelopment of Existing Buildings and Article 15, Definitions, Building Footprint, to Permit Exceeding the Building Footprint Maximum without a Conditional Use Permit:

The City Council requested a report on how many properties would be impacted by this [proposed ordinance amendment](#). The maximum footprint allowed in the CD5 district is 20,000 and 15,000 in CD4. Footprints are allowed to increase beyond the maximum through a Conditional Use Permit, which would require community space and workforce housing.

Staff reviewed the footprints of buildings located on parcels that are in the Downtown Overlay District (DOD) and zoned either CD4 or CD5. There are 17 footprints that are 20,000 square feet or greater and 11 that are between 15,000 and 20,000 square feet. Of the 17 that are 20,000 or more, 2 are conforming at 20,000 square feet and 12 are greater than 20,000 square feet. These 14 building footprints are zoned CD5. Three other footprints are greater than 20,000 square feet and zoned CD4. Of the 11 footprints between 15 and 20,000 square feet, 5 of the 11 are zoned CD4 with 1 of the footprints conforming at 15,000 square feet. The remaining 6 are zoned CD5 and conform because they are less than 20,000 square feet. These footprints span or include over 112 parcels downtown. While conducting the analysis, staff identified that parcels zoned CD4 with large footprints should be included in this section and staff would recommend removing the requirement that the parcels must be in the DOD. This would apply to footprints located on parcels in CD4 and CD5, regardless of whether they are located within the DOD.

The [attached map](#) shows footprints 20,000 square feet or more in green, 15,000 feet or more in dark purple and other footprints identified that have footprints less than 15,000 square feet, but have room to either expand on the lot or if they expanded to connect to an adjacent building, would likely exceed the footprint maximum.

The built environment in the core of downtown contains blocks of connected buildings that would constitute a single building footprint per the current definition below:

“Building footprint:

The total area of a building at or above 18 inches in elevation as measured from the outside walls at the grade plane of a detached building, or of two or more buildings separated only by fire walls, common walls or property lines.

Uncovered community space located immediately above a building’s story below the grade plane shall not constitute building footprint, provided it is not more than 10 feet above the adjacent street grade.”

This condition is unique to downtown and not anywhere else in the City and becomes problematic because any addition or expansion would likely exceed the allowable footprint and would trigger the need for a Conditional Use Permit, which requires workforce housing and community space or a variance. The scale and modulation of building facades, the spacing of building entrances downtown and more historic parts of the City have been and are important to preserve and enhance the character and pedestrian-oriented nature of these areas. Most of the land in these areas contains existing buildings, some of which are and were historically connected behind their façades. Connections of this sort are in keeping with the character and history of these areas of the City, notwithstanding the overall resulting footprint of some of these assemblies of buildings.

The Planning Board, at their July 17, 2025 meeting, voted to recommend the City Council hold first reading on the proposed amendments herein related to building footprints in the downtown.

The amendments will allow for additions up to 10,000 square feet behind existing buildings in the CD4 and CD5 districts within the Downtown Overlay, without a building footprint restriction. In addition, the Planning Board recommends deleting the second paragraph of the building footprint definition related to uncovered community space.

At the August 18, 2025 City Council meeting, the Council voted to schedule first reading at the September 8, 2025 meeting. The Council also voted to request a report back from Planning and Legal on how many properties would be impacted by this change. This information will be included as part of the public hearing presentation by staff at the second reading.

I recommend that the City Council move to pass second reading and schedule a third and final reading at the October 6, 2025 City Council meeting.

B. Public Hearing Regarding Ballot Question: Shall we allow the operation of social districts within the City of Portsmouth:

Attached please find amended language for a November 4th ballot question regarding social districts.

C. Public Hearing Regarding Ballot Question: Shall we not allow the operation of KENO games within the City of Portsmouth:

Attached please find amended language for a November 4th ballot question regarding the operation of KENO games.

D. Public Hearing Regarding Ballot Question: Shall we not allow the operation of games of chance within the City of Portsmouth:

Attached please find amended language for a November 4th ballot question regarding the operation of games of chance.

E. Third and Final Reading of Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP be amended as follows: rezone parcels described on the City Tax Map 138 Lot 62; and Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District 4 (CD4); to change the boundary of the North End Incentive Overlay District (NEIOD) by removing City Tax Map 138 Lot 60-2, Tax Map 138 Lot 62, Tax Map 125 Lot 16, Tax Map 138 Lot 63 and a portion of Tax Map 138 Lot 60-3; and to amend the boundary of the Downtown Overlay District (DOD) by removing City Tax Map 138 Lot 60, a portion of Tax Map 138 Lot 60-1, Tax Map 138 Lot 60-2, Tax Map 138 Lot 60-3, Tax Map 138 Lot 61, Tax Map 138 Lot 62, Tax Map 138 Lot 63, Tax Map 164 Lot 4, Tax Map 125 Lot 17-1 and a portion of Tax Map 125 Lot 16 and Tax Map 125 Lot 17 from the DOD; and to add a building height standard of 2-3 stories (40 feet) along Rock Street to the cul-de-sac at Foundry Place for City Tax Map 138 Lot 63, Tax Map 138 Lot 60-2, and Tax Map 138 Lot 60-3. The Zoning Maps to be amended are referenced in the City's Zoning Ordinance at Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 and Chapter 10, Article 5A, Character Based zoning, Section 10.5A21.10, Content of Regulation Plan, Map 10.5A21A (Character Districts and Civic Districts) and Map 10.5A21B (Building Height Standards), collectively the "Zoning Maps":

At the September 8, 2025 City Council meeting, the public hearing was held on map amendments that would change two lots from Character District 5 (CD5) to Character 4 (CD4), move the boundary of the North End Incentive Overlay District (NEIOD) to the centerline of Foundry Place, move the boundary of the Downtown Overlay District (DOD) closer to Bridge Street and add building height requirements to parcels along Rock Street to the cul-de-sac at Foundry Place. After a presentation from staff and public hearing, the Council voted to pass second reading and schedule third and final reading at this evening's meeting.

I recommend that the City Council move to pass third and final reading.

XI. City Manager's Items Which Require Action:

1. Approval of MOA for AFSCME Local #1386-A:

Attached please find a proposed Memorandum of Agreement (MOA) with AFSCME Local #1386-A.

I recommend that the City Council move to approve the proposed MOA as presented.

2. Deed Restriction and Grant Acceptance from the State of New Hampshire for 3.11 Acres of City Land Located in Greenland:

In November 2020, the City acquired 3.11 acres of land on Post Road in Greenland (Tax Map U3 Lot 8A) for \$189,000 to protect the nearby Greenland Well. The City was awarded a \$90,000 State grant, contingent upon placing deed restrictions on the parcel to ensure the public may use the property for “low-impact, passive outdoor recreation, including hiking, hunting, and fishing” in perpetuity.

Attached is the recordable grant agreement drafted by the State to memorialize the terms regarding the parcel's use. The grant agreement is similar to past agreements between the City and the State and has been reviewed by the Legal Department and Department of Public Works. The City Council must decide whether to permit passive recreation on the parcel in perpetuity in exchange for the \$90,000 State grant. Grant funds would only be disbursed following recording the Grant Agreement. The City Council expended the full purchase price for the subject parcel in 2020, with the understanding that \$90,000 in grant funds may or may not be available for reimbursement at a later date.

I recommend that the City Council move to authorize the City Manager to execute and record a Grant Agreement with the State of New Hampshire regarding City-owned property on Post Road in Greenland, in substantially the same form as the version contained in the agenda packet and;

I recommend that the City Council move to accept a \$90,000 grant from the State of New Hampshire Drinking Water Trust Fund.

3. Approval of Sign Policy for School Fundraisers:

Over the past few weeks there have been several requests from the Schools to erect signs (banners and temporary promotional road signs) for school fundraisers on school property and on limited areas within the City right-of-way and other City property. Often these types of fundraising events partner with a sponsoring organization. Two such examples would be the Fairy House Tour run by the Friends of the South End and the upcoming annual Performing Arts Mattress Sale Fundraiser that partners with Custom Fundraising Solutions.

Because these events also benefit the sponsor, the School Department is seeking approval of the Sign Policy for School Fundraisers that is set forth in a letter from Superintendent McLaughlin in your packet.

I recommend that the City Council move to approve the Sign Policy for School Fundraisers as presented.

4. **Replacement of Electronic Ballot Devices:**

In accordance with RSA 656:40 Adoption, the Mayor and City Council, subject to the approval of the Ballot Law Commission, may authorize the use of one of the approved electronic ballot counting devices for any regular or special election.

The Office of the City Clerk will be replacing the current Accu-Vote Optical Scanners used during elections. Per the requirement of the State of New Hampshire Election Division, the current machines are past their useful life span, and the Division has selected two vendors, LHS Associates and VotingWorks to provide new voting machines. The Clerk's Office has conducted demonstrations with both vendors and has chosen to contract with VotingWorks. The Clerk and her staff worked with our Legal and Information Technology Departments, which support this decision to utilize VotingWorks for the City's election needs.

Some key components to share regarding the functionality of Voting Works equipment are as follows:

- Offers an open-source software
- Allows for source codes to be available for public review
- Creates ballots in the State of New Hampshire versus outsourced to other states
- Offers ADA accessibility
- Provides industry-leading data authentication and tamper evidence guarantee system integrity
- Uses rapid on-screen adjudication which makes tabulating write-ins easier
- Scans a ballot in less than three seconds
- Provides automatic aggregation of results across multiple tabulators
- Utilizes a large color screen and audio chime which indicate to voters that their vote has been counted by the tabulator

In order to finalize this process, the City Council must authorize the Office of the City Clerk to adopt new electronic ballot devices.

I recommend that the City Council move to authorize the Office of the City Clerk to utilize new electronic ballot devices by VotingWorks to be deployed at the Municipal Election on Tuesday, November 4, 2025.

XII. Consent Agenda:

A. Projecting Sign Application for 89 Foundry Place, Unit 15:

Permission is being sought to install a projecting sign for 89 Foundry Place, Unit 15 that extends over the public right of way, as follows:

Sign dimensions: 32" x 48"

Sign area: 10.6 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. *Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:*

- 1) The license shall be approved by the Legal Department as to content and form;*
- 2) Any removal or relocation of the sign(s), for any reason, shall be done at no cost to the City; and*
- 3) Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the sign(s), 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.*

XIII. Presentations and Written Communications:

A. Presentation by Pinetree Institute's Work in the Community, Amy Michaels, Coalition Director:

The Pinetree Institute's Executive Director Larry McCullough and Director of Prevention Programs Amy Michaels will provide a presentation regarding their local work to reduce early substance use and support youth mental illness at this evening's meeting, along with background information about their organization and their mission.

XVI. Approval of Grants/Donations:

A. Acceptance of Grant from the New Hampshire Department of Justice for the NH Internet Crimes Against Children Task Force - \$1,300,000:

Attached please find a memorandum from the Police Department and a memorandum from the City Clerk.

I recommend that the City Council move to approve and accept the New Hampshire Department of Justice grant in the amount of \$1,300,000.

B. Acceptance of Donations to the Recreation Department to be Determined by the Otto Pizza Fundraiser:

The Recreation Department is fundraising to sponsor children for summer camp, afterschool activities, children's programming, and free special events. The Fundraiser will take place on September 29th at Otto Pizza. [A donation form outlining additional details](#) has been provided in the City Council's packet for this evening.

I recommend that the City Council move to approve and accept 10% of the proceeds from the Otto Pizza Fundraiser.

XVII. City Manager's Informational Items:

1. Pease Development Authority Board Meeting Update:

I will provide an update on the most recent Pease Development Authority Board meeting that occurred on September 16th.

2. Update on Afterschool Child Care:

I will provide an update regarding the status of afterschool childcare in the City.

3. Report Back on SMS/Text Notifications for City Meetings:

On Monday, September 15th, the City launched a new SMS and email notification system to enhance public access to meeting information. The public can now sign up to receive notifications when meeting materials are posted, ensuring timely updates and improved transparency.

Notifications will include agendas, minutes, and meeting packets, and will help residents stay connected. Signing up is quick and easy via our website. We encourage all community members to take advantage of this new tool. At the launch of the program, we included the Land Use boards and City Council. Other boards, committees, and commissions will soon be added.

To sign up, visit: <https://portsnh.co/notifications>.

CITY OF PORTSMOUTH, NEW HAMPSHIRE

And

AFSCME LOCAL #1386-A

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is entered into by and between the City of Portsmouth (“City”) and the AFSCME LOCAL #1386-A (“Union”), collectively referred to as “the Parties,” for the purpose of amending the current Collective Bargaining Agreement (“CBA”) regarding holiday observances.

WHEREAS, the Parties recognize the value of providing employees with holiday time-off that aligns with employee and operational preferences; and

WHEREAS, the Parties wish to replace the current one-half (½) day off on Good Friday with a one-half (½) day off on Christmas Eve; and

WHEREAS, the Parties agree that this change is mutually beneficial and in the best interest of both employees and the City;

NOW, THEREFORE, the Parties agree as follows:

1. Under the existing CBA, employees receive a one-half (½) day off on Good Friday.
2. Effective with the passage of this agreement, the Parties agree to replace the one-half (½) day off on Good Friday with a one-half (½) day off on Christmas Eve.
3. This change is just for the current contract year, which is July 1, 2025-June 30, 2026.
4. The City and the Union agree that this is a one-time exception to the terms of the parties’ CBA, and it is not intended to create any binding precedent or past practice.

Dated: _____

City of Portsmouth, New Hampshire

Dated: _____

AFSCME LOCAL #1386-A

RETURN TO:
NH Department of Environmental Services
29 Hazen Drive
Concord, NH 03301
Attention: Source Water Protection Grant Program

GRANT AGREEMENT

**Between the New Hampshire Department of Environmental Services
and
The City of Portsmouth, New Hampshire**

The City of Portsmouth ("Recipient"), has been awarded a \$90,000.00 financial assistance grant from the New Hampshire Drinking Water and Groundwater Trust Fund through the Source Water Protection Grant Program pursuant to New Hampshire RSA 485-F, in support of Recipient's acquisition of a ~3.1-acre parcel of land in the Town of Greenland, State of New Hampshire and more specifically described in the Legal Description attached hereto as Appendix A (the "Property"), the deed for which was recorded at the Rockingham County Registry of Deeds at Book 6191 at Page 124 on November 6, 2020, which grant places certain restrictions on the Property and continuing obligations on Recipient, as contained in the agreement attached hereto as Appendix B.

[Recipient Signature Page to Notice of Grant Agreement]

FOR THE RECIPIENT

The City of Portsmouth

Karen Conard, City Manager
duly authorized

Date

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this ____ day of _____, 2025, before me personally appeared Karen Conard known to me (or satisfactorily proven) to be the person whose name appears above, and she acknowledged that she executed this document in the capacity indicated above.

Justice of the Peace/Notary Public

My commission expires:

APPENDIX A

Legal Description of the Property

A certain parcel of land (herein referred to as the "Property") situated on the easterly side of Park Avenue, in the Town of Greenland, County of Rockingham, State of New Hampshire, shown as Lot 8A on a Plan entitled "Plan of Land for The City of Portsmouth, Land of John A. Chick Jr., (Tax Map U3, Lot 8A), 63 Park Avenue, Greenland, New Hampshire" dated August 20, 2019, prepared by Doucet Survey, LLC, and recorded in the Rockingham County Registry of Deeds as Plan D-42466, being more particularly bounded and described as follows:

Beginning at a granite stone boundary marker on the easterly side of Park Avenue at land now or formerly of the Town of Greenland;

thence turning and running along Park Avenue (Public Way), North 07°36'28" East 21.12 feet to corner at a granite stone boundary marker at land now or formerly of John A. Chick Jr. and Caren E. Chick;

thence turning and running along land of said John A. Chick Jr. and Caren E. Chick, South 63°49'46" East 281.65 feet to an iron pin at land now or formerly of John A. Chick Jr.;

thence turning and running along land of said John A. Chick Jr. and Caren E. Chick, North 19°02'21" East 284.50 feet to an iron pin at land now of formerly of said Herbert B. Stebbins and Candice J. McBride;

thence turning and running along land of said Herbert B. Stebbins and Candice J. McBride South 70°57'36" East 62.18 feet to an iron pin at land now or formerly of the Hudson Family Revocable Trust of 2014;

thence running along land of said Hudson Family Revocable Trust of 2014, South 70°57'36" East 198.36 feet to a concrete bound at land now or formerly of the John C. Patten Sr. Living Trust;

thence running along land of said John C. Patten Sr. Living Trust, South 70°57'36" East 169.95 feet to an iron pin at land now or formerly of the Town of Greenland;

thence turning and running along land of said Town of Greenland, South 30°28'30" West 356.76 feet to an iron pin at land of said Town of Greenland;

thence turning and running along land of said Town of Greenland, North 63°49'46" West 640.00 feet to the point of beginning. Said parcel containing 3.11 acres, more or less, according to said plan.

APPENDIX B

Grant Agreement



Department of Environmental Services



Robert R. Scott, Commissioner

June 23, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

APPROVED G & C
DATE 07/30/2025
ITEM # 52

REQUESTED ACTION

Authorize the Department of Environmental Services to award a grant to the City of Portsmouth, NH (VC# 177463-B001), in the amount of \$90,000 to conserve three acres of land within the Wellhead Protection Area for the Portsmouth Water System's drinking water supply, effective upon Governor and Council approval through December 31, 2025. 100% Drinking Water and Groundwater Trust Fund (DWGTF).

Funding is available in the following account:

03-44-44-444010-7428-073-500580

FY 2026
\$90,000

Dept. Environmental Services, Drinking Water and Groundwater Trust, Grants Non-Federal

EXPLANATION

The Drinking Water and Groundwater Trust Fund (DWGTF) was created in 2016, using \$276 million of MtBE trial judgment funds, as authorized by RSA 485-F. The purpose of the DWGTF is to provide sustainable, long-term funding for the protection, preservation, and enhancement of the drinking water and groundwater resources of the state. The Drinking Water and Groundwater Advisory Commission (Advisory Commission) was established to administer the DWGTF and provide guidance to the State on the use of the funds.

On December 1, 2018, the Advisory Commission voted to authorize grants for 15 drinking water source protection projects. The City of Portsmouth's (City) request for \$90,000 was selected for grant funding from the DWGTF to acquire three acres (Tax Map U3 Lot 8A) of land in Greenland via fee-simple with deed restrictions. The property falls within the Wellhead Protection Area (WHPA) for the Portsmouth Water System's Greenland well, which serves as the drinking water source for customers in the Greenland service area. The City agrees that the deed shall allow low-impact, passive outdoor recreation, including hiking, hunting, and fishing.

The total project cost for the City to purchase the property is \$189,000. The DWGTF will provide \$90,000 with \$99,000 in match provided by the City. The purchase price of the property is based on a recent appraisal of fair market value.

Attachment A contains a map showing the relationship of the land to the protected water supply source. In the event funds become unavailable, general funds will not be requested to support this project. This agreement has been approved by the Attorney General's Office as to form, substance, and execution. We respectfully request your approval of this item.

Robert R. Scott, Commissioner

DES Website: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2513 • Fax: (603) 271-5171 • TDD Access: Relay NH 1-800-735-2964

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Environmental Services		1.2. State Agency Address 29 Hazen Drive, Concord NH 03302-0095	
1.3. Grantee Name City of Portsmouth		1.4. Grantee Address 1 Junkins Avenue, Portsmouth, NH 03801	
1.5. Grantee Phone # 603-520-0622	1.6. Account Number 03-44-44-444010-7428-073	1.7. Completion Date 12/31/2025	1.8. Grant Limitation \$90,000
1.9. Grant Officer for State Agency Laura.M.Weit-Marcum@des.nh.gov		1.10. State Agency Telephone Number (603) 271-2862	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Karen Conard, City Manager	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) Robert R. Scott, Commissioner	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Keely Louato Assistant Attorney General, On: 6 / 25 / 2025			
1.16. Approval by Governor and Council (if applicable) By: On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

DWGT LG020 - City of Portsmouth - Chick
Portsmouth Water System WHPA

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the reviewer

DWGT LG020- City of Portsmouth - Chick
Portsmouth Water System WHPA

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A

SPECIAL PROVISIONS

City of Portsmouth

1. Not applicable.

EXHIBIT B

SCOPE OF SERVICES

City of Portsmouth

Conservation Interest Instrument Requirements as set forth in Env-Dw 1303.09(b)(4) and Env-Dw 1002.24, as follows:

1. The Grantee shall use the grant funds to acquire a certain property in the Town (City) of Greenland, Rockingham County, State of New Hampshire, consisting of approximately 3 acres and designated on current Greenland Tax Map U-3 as Lot 8A (the "Property") by warranty deed and restrictions set out in Paragraph 2 below. In the alternative, the Grantee shall record this Grant Agreement, and any subsequent transfer of the Property shall only be made subject to the restrictions set out in Paragraph 2 below. If the Grantee conveys the land without the restrictions set out in Paragraph 2, the conveyance shall be null and void. The forgoing shall run with the land and be binding on all subsequent owners of the Property.
2. The Grantee shall preserve and maintain the Property for water supply protection consistent with the following restrictions pursuant to N.H. RSA 485-F:
 - A. All uses of the Property must be consistent with the purposes of N.H. RSA 485-F;
 - B. Intentionally Deleted;
 - C. No industrial or commercial activities or improvements shall occur on the Property except in conjunction with any water supply, agricultural, forestry, wildlife habitat management, ecological restoration, or outdoor recreational activities;
 - D. No land surface alterations shall occur on the Property such as filling, excavation, mining, and dredging except in conjunction with any water supply, agricultural, forestry, wildlife habitat management, ecological restoration, or outdoor recreational activities;
 - E. No wastes generated off the Property shall be disposed of or discharged on the Property;
 - F. No hazardous substances shall be stored, applied, or disposed of on the Property, except in conjunction with any water supply, agricultural, forestry, or outdoor recreational activities that do not threaten water supply protection; and
 - G. No motorized vehicles shall be allowed on the Property for recreational purposes, except that snowmobiles, as defined in NH RSA 215-A:1, XIII may be allowed if they are operated only on snow and ice outside of the sanitary protective area of public water supply well(s), more than 250 feet from a surface water body being used as a public water supply; more than 100 feet from tributaries contributing to such water bodies, except when crossing such tributaries, and only on designated trails depicted on a plan approved by the N.H. Department of Environmental Services;

- H. No acts or uses shall occur on the Property that would:
 - i. Degrade the water quality such that the standards set for public drinking water by the N.H. Department of Environmental Services would be threatened;
 - ii. Cause an unsustainable quantity of water to be withdrawn;
 - iii. Harm state or federally recognized rare, threatened, or endangered species.
- 3. Permitted activities on the Property shall include:
 - A. Withdrawal of surface water and/or groundwater on a sustainable yield basis and removal of said water from the Property only for the purpose of supplying a public water system, as defined by N.H. RSA 485:1-a, XV, as it may be amended from time to time; and
 - B. Agriculture, forestry, wildlife habitat management, ecological restoration, and outdoor recreation conducted in accordance with a stewardship plan prepared for the Property and with the State of New Hampshire best management practices then applicable.
- 4. The State of New Hampshire, through the N.H. Department of Environmental Services, the N.H. Drinking Water and Groundwater Advisory Commission, or the N.H. Office of the Attorney General, shall have a right of reasonable access to the Property and all of its parts for such inspection as is necessary to determine compliance with and enforce and defend the terms of this Agreement, to exercise the rights conveyed hereby and to carry out the duties of the State of New Hampshire as Grantor.
- 5. Prior to any transfer of the Property, Grantee shall provide the N.H. Department of Environmental Services at least 30-days advance notice of the proposed transfer, including the name, address, and phone number of the proposed transferee and a copy of the proposed Deed.
- 6. Grantee shall ensure that any transfer of the Property shall be subject to perpetual Conservation Restrictions, pursuant to RSA 477:45-47, which Conservation Restrictions shall include, at a minimum, the rights and restrictions set out in Paragraphs 2-4, above, and a third-party right of enforcement in said Conservation Restrictions granted to the State of New Hampshire, acting through the N.H. Department of Environmental Services, the N.H. Drinking Water and Groundwater Advisory Commission, or the N.H. Office of the Attorney General. No transfer of the Property shall be effective without the N.H. Department of Environmental Services' prior written approval of the required Conservation Restrictions.

EXHIBIT C

GRANT AMOUNT & PAYMENT SCHEDULE

City of Portsmouth

Payment in the amount of \$90,000 shall be made to the City of Portsmouth upon receipt of the following:

- 1. Survey of the parcel of land as specified in Env-Dw 1303.09(b)(1).
- 2. A copy of the appraisal as specified in Env-Dw 1303.09(b)(2).

3. Title examination as specified in Env-Dw 1303.09(b)(3).
4. Acceptable stewardship plan for the property that ensures the permanent protection of the water supply as specified in Env-Dw 1303.09(b)(6).
5. Completed baseline documentation report, which indicates the current condition of the property as specified in Env-Dw 1303.09(b)(6).
6. Documentation to support the match of \$90,000 provided by grantee.
7. The recorded copy of the deed conveying the Property to the City of Portsmouth and a recorded copy of this Grant Agreement.



CERTIFICATE OF VOTE OF AUTHORIZATION GRANTS ONLY

Drinking Water and Groundwater Trust Fund Source Water Protection Grant

A Certificate of Vote of Authorization (COV) is a certificate that states that a grantee is willing to enter into a grant agreement with the State of NH Department of Environmental Services (NHDES) and that whoever signs the Grant Agreement (provided under separate cover) has the authority to do so. **Do not complete this form until you have received a Grant Agreement from NHDES. Follow the steps below:**

1. Following a funding offer from NHDES, obtain the authority to accept grant funds and assign an Authorized Representative (AR) from the grantees governing body. This will likely require a vote at a meeting of the governing body. A vote may take place any time prior to execution of the Grant Agreement.
2. Once the Grant Agreement has been received from NHDES, someone other than the AR (who can certify actions taken at the referenced meeting) completes and signs the COV. The AR cannot sign the COV. The COV must be signed and notarized on the same date as, or within 30 days of, when the AR signs the Grant Agreement. The 30-day window applies to either side of the execution date.
3. The AR signs the Grant Agreement and initials and dates the bottom of each page including the Exhibits.
4. Mail original COV and Grant Agreement documents to program contact at NHDES.

Certificate of Vote of Authorization

CITY OF PORTSMOUTH

1 Junkins Avenue, Portsmouth, NH 03801

I, Kelli Barnaby of the City of Portsmouth do hereby certify that at a meeting held on May 20, 2019, the City Council voted to accept funds and enter into a certain Drinking Water and Groundwater Trust Fund Source Water Protection grant agreement with the New Hampshire Department Environmental Services to acquire a certain property (Chick Property) in Greenland, NH for water supply protection.

The City of Portsmouth, New Hampshire further authorized the City Manager of the municipality to execute any documents which may be necessary to effectuate this grant agreement. Karen Conard is the City Manager of the municipality and is duly authorized by the by-laws and laws of the State of New Hampshire for the purposes of land acquisition to protect the water quality of the Greenland Well.

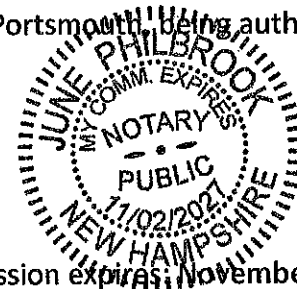
IN WITNESS WHEREOF, I have hereunto set my hand as Kelli Barnaby, City Clerk of the City of Portsmouth, NH, the 6th day of May 2025.

Kelli Barnaby Signatures

On this 6th day of May 2025, June H. Philbrook, before me (Notary Public) the undersigned Officer, personally appeared. Kelli L. Barnaby, who acknowledged herself to be the City Clerk of Portsmouth, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

In witness thereof, I have set my hand and official seal.

June H. Philbrook, Notary Public



My commission expires November 2, 2027

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • TDD Access: Relay NH 1-800-735-2964



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: City of Portsmouth One Junkins Avenue Portsmouth, NH 03801		Member Number: 275	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
--------------------------------------------------------------------------------------------------	--	------------------------------	----------------------------------------------------------------------------------------------------------------------------------------	--

X	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence</div>	7/1/2025	7/1/2026	Each Occurrence	\$ 2,000,000
				General Aggregate	\$ 10,000,000
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
<input checked="" type="checkbox"/>	Automobile Liability Deductible Comp and Coll: \$1,000 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Any auto</div>	7/1/2025	7/1/2026	Combined Single Limit (Each Accident)	\$2,000,000
				Aggregate	\$10,000,000
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> Statutory	
				Each Accident	\$2,000,000
				Disease – Each Employee	\$2,000,000
				Disease – Policy Limit	
<input checked="" type="checkbox"/>	Property (Special Risk Includes Fire and Theft)	7/1/2025	7/1/2026	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

Description: Proof of Primex Member coverage only. Pollution and hazardous waste related liabilities, expenses and claims are excluded from coverage in the coverage document.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
State of New Hampshire Department of Environmental Services 29 Hazen Drive, PO Box 95 Concord, NH 03302-0095			By: <i>Mary Beth Purcell</i>
			Date: 6/2/2025 mpurcell@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

City of Portsmouth - Greenland Chick - Portsmouth Water Works

Legend

LG020 - Chick project

Town Boundaries

Permanently Conserved Lands

Conservation Lands

Hydrologic Areas of Concern (HACs)

Wellhead Protection Areas (WHPAs)

High-Yield Stratified-Drift Aquifer (GA2)

Protected Water Supplies:
Portsmouth Water Works

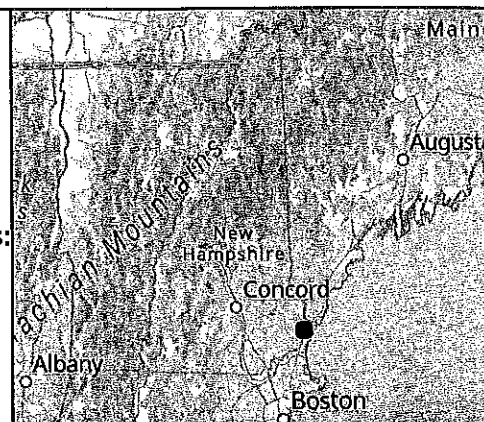
Total Project Acres: 3

High-Priority Water Supply Lands:

HAC Acres: 0 (0%)

WHPA Acres: 3 (100%)

GA2 Acres: 0 (0%)





PORTSMOUTH SCHOOL DEPARTMENT

September 16, 2025

Mayor Deaglan McEachern
1 Junkins Avenue
Portsmouth, NH 03801

Re: Sign Policy for School Fundraisers

Mayor McEachern and City Council Members:

Over the past few weeks there have been several requests from the schools to erect signs (banners and temporary promotional road signs) for school fundraisers on school property and on limited areas within the City right-of-way and other City property. Often these types of fundraising events partner with a sponsoring organization. Two such examples would be the Fairy House Tour run by the Friends of the South End and the upcoming annual Performing Arts Mattress Sale Fundraiser that partners with Custom Fundraising Solutions. Because these events also benefit the sponsor, the School Department is seeking approval of the following **Sign Policy for School Fundraisers**:

- Signs will be permitted on school property for school fundraising events.
- The location, size and type of signs on school property will be approved by the School Department.
- Signs and banners will be permitted on school fences and fences for school fields.
- Temporary promotional road signs will be permitted at all school driveways and on City property at the intersection of South Street and Junkins Avenue and along the Plains baseball field.
- Signs will not impede sight lines.
- All signs may be erected two weeks before the event and must be removed no later than 24-48 hours after the event.

Approving this **Sign Policy for School Fundraisers** will help the schools reach as many community members as possible, which will help raise funds to benefit our students and various programs in all of our schools.

Thank you for your consideration,
Dr. Zach McLaughlin
Superintendent

PORTSMOUTH SCHOOL DEPARTMENT - 1 JUNKINS AVENUE, SUITE 402 - PORTSMOUTH, NH 03801




[PORTSMOUTHNH.GOV/SCHOOL](https://portsmouthnh.gov/school)



(603) 431-5080

MEMORANDUM

TO: Karen Conard, City Manager

FROM: Peter Britz, Planning & Sustainability Director 

DATE: September 16, 2025

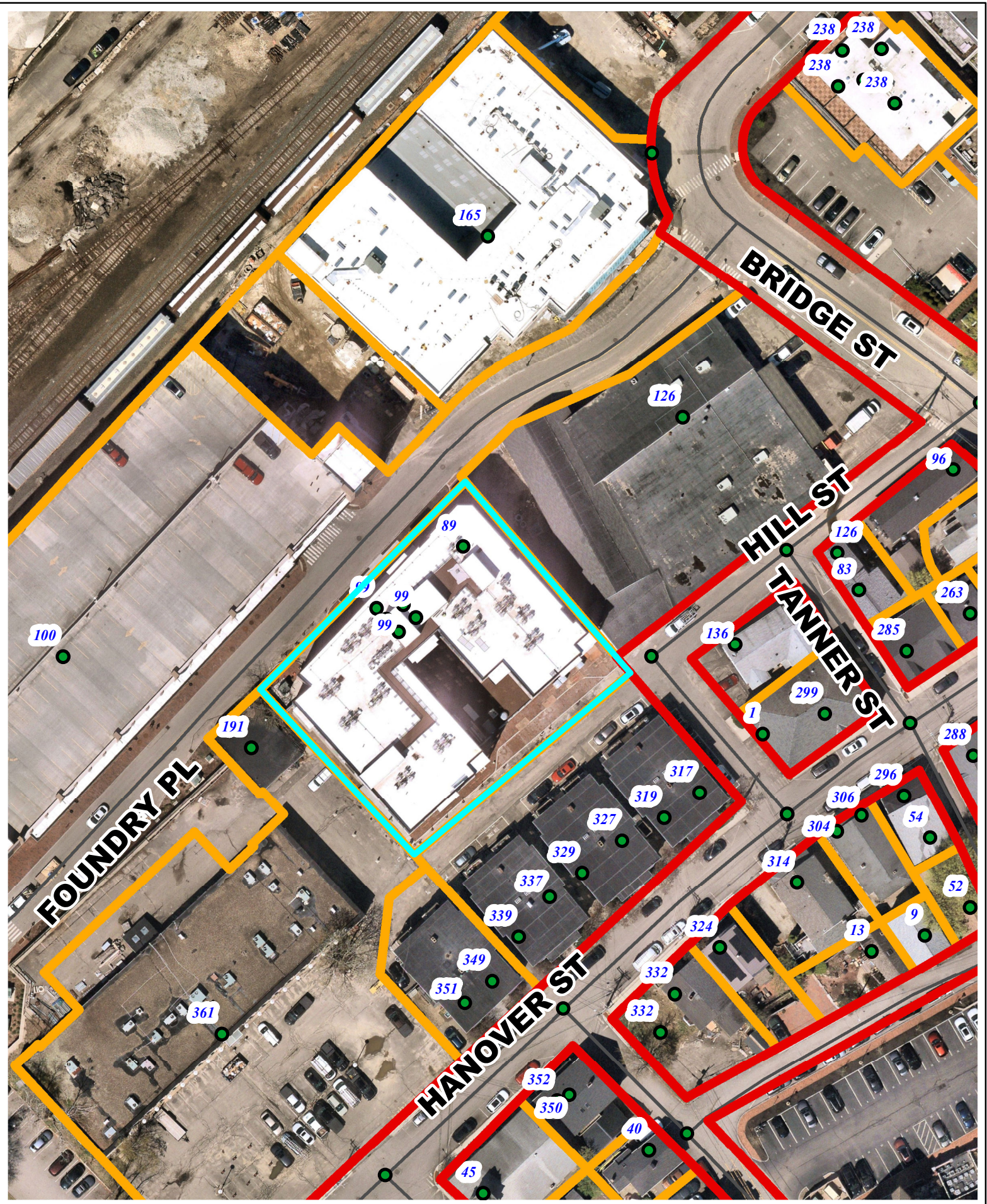
RE: City Council Referral – Projecting Signs
Address: 89 Foundry Place, unit 15
Business Name: Portside Real Estate Group LLC
Business Owners: Dava Davin

Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 32" x 48"
Sign area: 10.6 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the sign(s), for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the sign(s), 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.



0 37.5 75 150 Feet

**Request for license
89 Foundry Place, Unit 15**

A

SCALE: 1/2"=1'

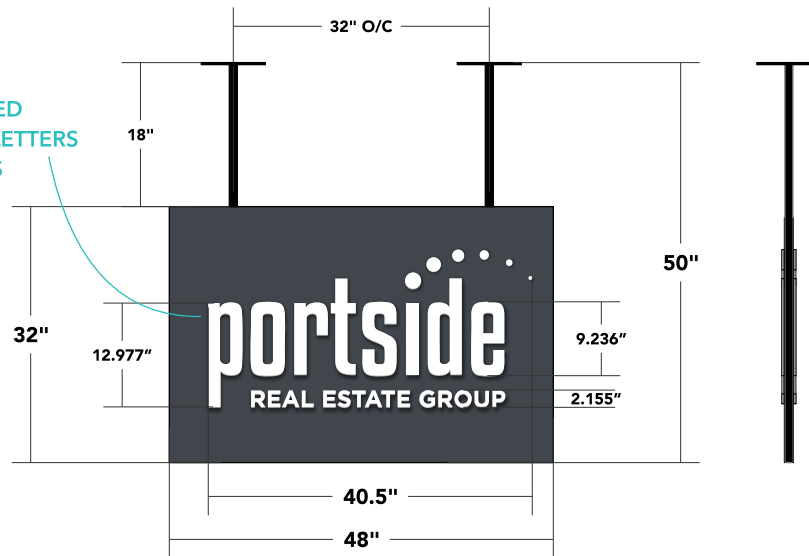
VECTOR ARTWORK
REQUIRED

COLOR SCHEDULE (CLIENT TO VERIFY)

R:64 G:70 B:76

WHITE

1/4" RAISED
ACRYLIC LETTERS
& CIRCLES



QTY 1
DOUBLE SIDED

PROJECTING SIGN

SIZE (Width x Height x Depth): 48" x 32"

Edge to window 52" W

QUANTITY: 1

VINYL TYPE: n/a

SUBSTRATE: 080 aluminum panel w/ internal framing-
Raised Acrylic letters

DOUBLE SIDED

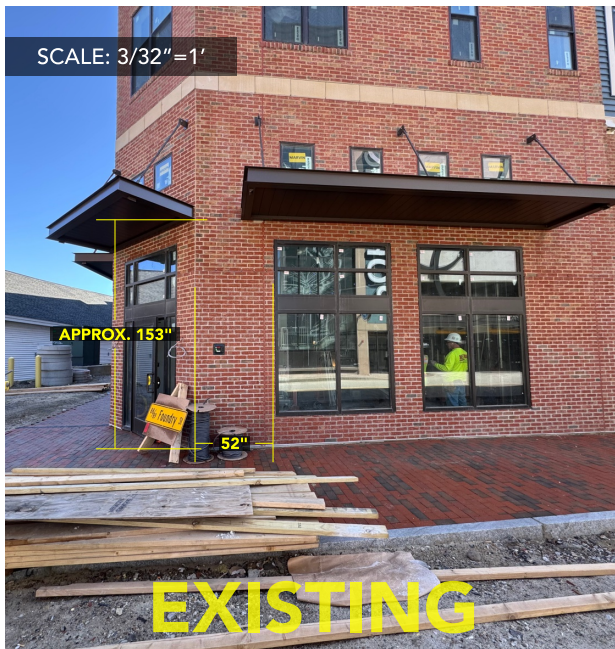
CONTENT: Logo w/ acrylic letters

GRAPHIC/TEXT COLOR: Full color

FABRICATION NEEDED: Raised Acrylic letters

SIGN MOUNTING: Mounted to existing awning

POSTS & HARDWARE: New bracket 1" square tubing



SCALE: 1/8"=1'





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lottfey-Dennett Insurance Brokers 500 Washington Ave Third Floor Portland ME 04103	CONTACT NAME: Myranda Potter PHONE (A/C, No, Ext): (207) 370-6773 E-MAIL: myranda@ldibrokers.com ADDRESS: myranda@ldibrokers.com INSURER(S) AFFORDING COVERAGE INSURER A: ANSUR AMER INS INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 10984
INSURED Portside Real Estate Group 417 US 1 Falmouth ME 04105		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		6772286	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$ 10,000	Y		6772288	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 1,000,000
	AGGREGATE \$ 1,000,000						
	\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE \$
	OTH-ER \$						
	\$						
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Portsmouth is named as an additional insured for a projecting sign located at 89 Foundry Place Portsmouth, NH 03801.

CERTIFICATE HOLDER**CANCELLATION**

The City of Portsmouth

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Evan Wood

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Collaborating to Reduce Early Substance Use & Support Youth Mental Health in Portsmouth

Presented by Larry McCullough, Executive Director of Pinetree Institute
Amy Michaels, Director of GPYWC



Background

2019 – Initial Planning Phase: Matching grants of \$4K from City and Portsmouth Rotary

2020 to 2025 – Establishment of Greater Portsmouth Recovery Coalition with matching grants from the City of \$60K for two years which also enabled the creation of the Greater Portsmouth Youth Wellness Coalition. Additional non-City support of roughly \$625K from Foundation for Seacoast Health, New Hampshire Charitable, Portsmouth Rotary, Drug Free Communities (DFC) Grant, STOP Grant for Underage Drinking, Community Development Grants and Private Donors

2025 to 2028 Additional funding for DFC and STOP of roughly \$435K

2028 to 2033 With continued success of the Youth Coalition and community engagement, additional \$625K in DFC funding plus other community sources of support

This evening: We are here to thank you and share some of the exciting successes that the Youth Coalition has achieved as a result of your support. We are not requesting any additional funding from the City.

INTRODUCTION

OUR WHY

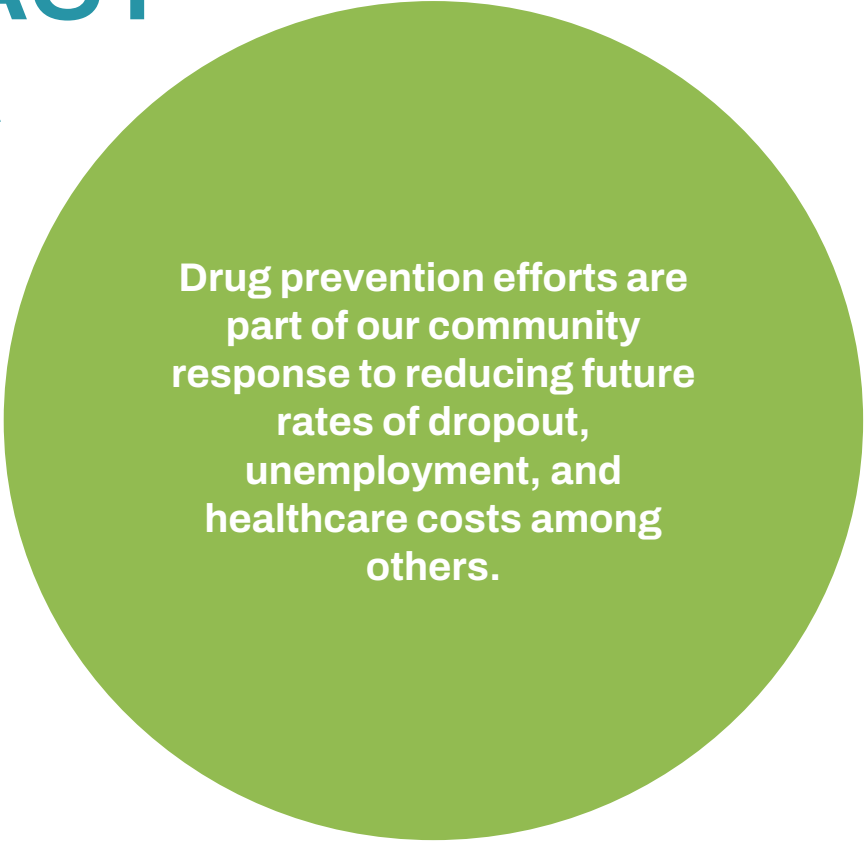
- Early substance use adversely impacts education, social life and mental health
- The adolescent brain is uniquely vulnerable to substance use, therefore increasing lifelong health risks
 - 9 in 10 adults with a substance use disorder started using substances - alcohol, marijuana, and nicotine - before age 18.
- Addressing youth substance use is an investment in our children's futures and can improve the health and safety of our community

THE CONNECTION BETWEEN EARLY SUBSTANCE USE AND MENTAL HEALTH

- People living with mental health challenges are at higher risk of initiating substance use AND those who use substances are at increased risk of developing mental health disorders
- Substance use can also worsen the symptoms of an existing mental illness. Research has shown that the use of alcohol, marijuana, and nicotine are each associated with “an increased prevalence of suicidal thoughts as well as depression/anxiety symptoms, psychotic experiences, and attention deficit hyperactivity disorder symptoms.”

COMMUNITY IMPACT AND LOCAL DATA

- NH Youth Risk Behavior Survey findings show that youth initiating alcohol/drugs before age 13 are more likely to experience mental health issues
- Youth substance use is linked with increased depression and behavioral problems
- The statewide study shows early initiation with increased severity of mental health symptoms later in life
- Additionally, youth who start using substances early often face academic challenges and strained relationships.



Drug prevention efforts are part of our community response to reducing future rates of dropout, unemployment, and healthcare costs among others.

OUR LOCAL EFFORTS

1. **Education & Awareness**
 - a. School involvement
 - b. Community campaigns via media and peer outreach
2. **Parental & Family Engagement**
 - a. Workshops on supporting youth health
3. **Access to Mental Health & Support Services**
 - a. Youth and Teen Mental Health First Aid Training
4. **Policy & Environment**
 - a. Physical change of environment
 - b. Increased signage, compliance checks, etc.
 - c. Local advocacy for supportive policies
5. **Youth Leadership & Engagement**
 - a. Youth2Youth, Getting to Y, B3 Youth Clinic



HOW YOU CAN SUPPORT & HELP

1. YOU are essential to our work to support the health and safety of youth - consider becoming a Coalition member!
2. Sign up for Coalition newsletter and mailing list
3. As community thought leaders, you can advocate for policies that help raise perception of risk to substances and make resources available to support youth and families
4. Engage in youth leadership opportunities
5. Promote and support community awareness campaigns
6. Volunteer for upcoming programs and events



KEY TAKEAWAYS

- Addressing youth substance use now creates healthier and safer communities
- Your support and active involvement are crucial
- Together, we can safeguard our youth's mental health and future

THANK YOU!

Greater Portsmouth Youth Wellness Coalition



Our Mission:

The Greater Portsmouth Youth Wellness Coalition connects with youth to enhance mental, emotional, and social well-being, reduce substance use, and promote health through prevention and resource sharing.

Our Vision:

GPYWC has a vision where:

1. The community embraces its youth
2. All youth know they belong
3. All youth are connected to positive social supports

Follow us!

gpyouthwellness 

www.gpyouthwellness.org 

Year 2

Accomplishments

2024-2025



- **Youth2Youth inaugural year at Portsmouth Middle School with 7 members!**
 - Y2Y students created a medication safety PSA
 - Participated in community service opportunities like United Way Day of Caring
- **Successful year of Getting to Y at Portsmouth High School analyzing recent YRBS data**
- **Teen Mental Health First Aid training**
 - All students and staff at Lister Academy went through teen Mental Health First Aid Training
- **Expanded training for Coalition members**
 - Monthly Coalition meetings include skills-building opportunities like Naloxone training
- **Increased Community Engagement and Outreach**
 - Supported the B3 Youth Clinic in building a brand new basketball court for Portsmouth Housing Authority neighborhood

Photos from Year 2



Y2Y recording PSA at WSCA Portsmouth Community Radio and delivering cookies to Portsmouth PD



Portsmouth High School Getting to Y data retreat



Ribbon cutting ceremony for new basketball court at Gosling Meadows

Greater Portsmouth Youth Wellness Coalition



Our Mission:

The Greater Portsmouth Youth Wellness Coalition connects with youth to enhance mental, emotional, and social well-being, reduce substance use and promote health through prevention and resource sharing.

Our Vision:

The Greater Portsmouth Youth Wellness Coalition has a vision where:

1. The community embraces its youth
2. All youth know they belong
3. All youth are connected to positive social supports

What is the Greater Portsmouth Youth Wellness Coalition (GPYWC)?

The Coalition is composed of representatives from the Greater Portsmouth community: youth-serving organizations, prevention specialists, Portsmouth schools, parents, and youth themselves. Coalition members meet monthly to network, share resources, and plan prevention initiatives and community wellness efforts.

Youth Survey Data: Where are our Priorities?

According to the results of the Youth Risk Behavior Survey (YRBS), the following key data indicators for students in grades 7-8 include:

- 6.2% of students **had their first drink of alcohol, other than a few sips before age 11**
- 4.4% of students **have ever taken prescription paid medication** (such as Oxycontin, Percocet, Vicodin) **without a doctor's prescription or differently than a doctor told them to use it**

- 94.2% of students **think their friends feel it is wrong or very wrong for them to smoke marijuana**
 - 69.0% of students think **people moderately or greatly risk harming themselves** (physically or in other ways) **if they use marijuana once or twice a week**

According to the results of the Youth Risk Behavior survey, the following key data indicators for students in grades 9-12 include:

- 9.2% of students **had their first drink of alcohol, other than a few sips before age 13**
 - 31.2% of students **had a least one drink of alcohol, on at least one day during the past 30 days**
- 6.6% of students **had ever taken prescription pain medicine without a doctor's prescription or differently than how a doctor told them to use it**
- 38.3% of students reported that **their friends feel it would be wrong or very wrong for them to smoke marijuana**

As a result of the youth data results, the Greater Portsmouth Youth Wellness Coalition has identified **decreasing early initiation of alcohol use, decreasing misuse of prescription medication, and increasing students' perception of risk and peer disapproval of marijuana use** as our priorities and areas of focus for our work. As such, we have implemented the following activities to address these needs:

Alcohol	Prescription Pain Meds	Marijuana
Celebrate Graduation	Y2Y Medication Safety PSA	Getting to Y

We plan on implementing the following activities to address these needs:

Alcohol	Prescription Pain Meds	Marijuana
Talk, They Listen Campaign	Drug Take Back Day	Social Norm Campaign
Red Ribbon Week	Safe storage community campaign	Brain Development Campaign

City Council Emails – September 5, 2025 to September 18, 2025

Submitted on Mon, 09/08/2025 - 10:08

Submitted by: Anonymous

Submitted values are:

First Name

Robin

Last Name

Husslage

Email

rhusslage@hotmail.com

Address

27 Rock Street
Portsmouth, New Hampshire. 03801

Message

Subject: Rezoning of the Islington Creek Neighborhood Between Rock Street and Bridge Street

Dear Mayor and City Councilors,

I support the zoning changes which help to create a transition from the most intense zoning to the least intense zoning as occurs in this portion of the Islington Creek neighborhood. This includes the removal of the Downtown Overlay District (DOD) and the North End Incentive Overlay District which both encroached into our neighborhood and never should have been there in the first place.

Changing two lots from CD5 to CD4 has minimal impact as there is no difference in the Uses currently which allow Hotels with more than 500 rooms, large conference centers and restaurants of up to 500 people, and other uses which are incompatible with small residential neighborhoods such as ours. I support these changes as they are heading in the right direction, however I don't feel they go far enough to preserve our neighborhood. Hopefully through the upcoming master plan work to take place over the next couple of years, the uses for CD4 can be tweaked to be more neighborhood-friendly. Your support during the Master Plan process for changes like this to support neighborhoods would be greatly appreciated.

The allowed heights of buildings permitted by street is another important way to influence the intensity of development. The previously proposed reduction in building heights on Bridge and Hill Streets from 50 feet (which grow to nearly 60 feet with the allowed Mansard-style roof to get that extra floor of living space) to 40 feet would have been an improvement but still wouldn't go far enough and accepting the current 50-foot heights along Hill Street and Bridge Streets does not provide the needed transition and is out of character for our neighborhood - this is NOT protecting our neighborhood, a promise all of you made when running for office. The result will still be a difference of 20 feet or more between new developments along Bridge and Hill Streets and their neighboring historic buildings which are mostly 1 ½ - 2 stories. Please reconsider the maximum of 40-foot height (2-3 stories) for Bridge and Hill Streets as part of this much needed re-zoning of our neighborhood.

Thank you,
Robin Husslage
27 Rock Street

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

Yes

Last Name

Cornell

Email

sarahbcornell@gmail.com

Address

275 Thornton Street
Portsmouth, New Hampshire. 03801

Message

Hello,

I am writing today to contribute to the City Council's "effort to further accountability, transparency, and due process across levels of government" as stated in its "Resolution to recognize the due process rights of all its residents," passed unanimously on August 4th.

Since August 5th, ICE agents have moved 330 people through Pease International Airport. Men, women, and children have been transported through Portsmouth from Vermont, Massachusetts, Maine, and other parts of New Hampshire. They are driven here in vans. 43 total vans since August 5th.

The vans are met by Pease Development Authority staff and are ushered into a waiting area inside the gates. The people exit the vans, and have shackles applied to their wrists and ankles. Then they board the waiting plane.

Port City Air, the sole fixed-base operator at Pease, provides support for these flights. It is normal for fixed-base operators to provide hangar space, fueling, gate entry ID checks, flight planning, and passenger services. In this case staff also assist by carrying the shackles that will restrain the detainees.

In some cases, the flights originating from Youngstown, OH and Alexandria, LA already have detainees on board.

There have been twelve flights so far - three per week. These flights continue on to destinations such as Chicago, Richmond, VA, Harlingen, TX, Alexandria, LA, and Jacksonville, FL.

Please take a moment to think about that first number: 330 people. 330 is the size of a Portsmouth High School graduating class. Have you sat in the Music Hall balcony recently? That balcony sits 379. 330 people have been removed from their homes, families, and neighbors, and moved through OUR home. They have been moved through YOUR jurisdiction.

I'm making this report because of Portsmouth's commitment to history. I know that this letter, and the verbal statement I intend to make at the City Council meeting later today, will be entered into the permanent record of our city. In the future, people will study what Portsmouth did in this era. And THIS is what Portsmouth is doing in this era. We are watching hundreds of people be trafficked through our city each and every month. It's as simple as that.

Thank you for your time.

Sarah Cornell

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, 09/10/2025 - 13:46

Submitted by: Anonymous

Submitted values are:

First Name

Julie

Last Name

Gallot

Email

juliesheehan63@gmail.com

Address

10 fletcher st
portsmouth, New Hampshire. 03801

Message

Dear City Council,

My name is Julie Gallot. I have previously reached out to council express my concerns about the inequities of the quality of the spaces at the three elementary schools. Last evening at the school board meeting, board members expressed the desire to have City Council members tour New Franklin as well as the other elementary schools. I am reaching out to officially request that all City Council members have a tour of the three elementary schools prior to the deadline for submission of CIP budget requests on September 26, 2025 to understand the inequities of the quality of the spaces at the elementary schools.

Looking forward to hearing from you.

--Best,

Julie Gallot

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

Yes

Submitted on Fri, 09/12/2025 - 08:22

Submitted by: Anonymous

Submitted values are:

First Name

Trisha

Last Name

Anderson

Email

tlr803@mail.harvard.edu

Address

328 Aldrich Rd
Portsmouth, New Hampshire. 03801-4908

Message

City Council Members,

I am writing in support of allocating additional support for renovations at New Franklin School. While my children are not NFS students, I was able to observe the unacceptable conditions at NFS firsthand as part of the recent school redistricting process. I attended tours of Portsmouth elementary schools, saw many photos in slideshow presentations, and heard NFS parents' pleas for space improvements.

During this time, I saw stations for students to work in literal supply closets and loading docks and many more unacceptable space constraints, which seem especially egregious when compared to the amenities of the two other elementary schools.

I encourage City Council members to tour all three Portsmouth schools to better understand these disparities, and to allocate funds to ensure that ALL of Portsmouth's elementary schools have high-quality, safe, equitable learning environments.

Thank you,
Trisha Anderson
(Mom of Dondero/Portsmouth Middle School Students)

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, 09/15/2025 - 18:07

Submitted by: Anonymous

Submitted values are:

First Name

April

Last Name

Weeks

Email

aprolweeks412@gmail.com

Address

804 South Street
Portsmouth, New Hampshire. 03801

Message

Please stop wasting our tax dollars on your stupid redecorating of downtown. Leave Congress Street with three lanes, and leave State Street one way. People have had enough of your stupid, expensive ideas. Spend our money on useful and necessary issues, please. You'll have an uprising on your hands if you continue stupid spending, and especially if you ruin the flow of our downtown traffic!

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

Yes



September 11, 2025

Portsmouth City Manager and Officials
1 Junkins Ave.
Portsmouth, NH 03801

Ms. Conard and City Officials,

The Music Hall is excited to announce our 23rd annual New Hampshire Film Festival event taking place this October 16-19, 2025, in various downtown Portsmouth locations.

This letter includes a street closure request for a portion of Portwalk Place and is separate from the request already approved by the City of Portsmouth for the closure of Chestnut St. throughout the festival weekend.

Cathartes, the owner of Portwalk Place, has granted The Music Hall permission to partially close down their private street, starting at the entrance of Portwalk Garage at the crosswalk and continuing to the southern half of Portwalk Place adjacent to Hanover St.

On Portwalk Place, we are scheduled to present a two-hour Hospitality Party on Saturday, October 18, 2025, from 11:30 a.m. to 1:30 p.m. as part of the New Hampshire Film Festival (NHFF) weekend of events. Attendees of the hospitality party will include approximately 200 NHFF VIP pass holders, corporate sponsors, filmmakers, and other film industry professionals. Partnering with Portwalk Place and Cathartes for planning purposes allows both organizations to work collaboratively to ensure a safe and successful event.

The date and schedule for this event are as follows:

Sat. October 18, 2025

8:00 AM: Event set up at Portwalk Place

11:30 AM: NHFF Hospitality Party begins

1:30 PM: NHFF Hospitality Party ends

2:30 PM: Portwalk Place opens again to the public and general vehicular traffic

We request from the City the approval to not only close this portion of Portwalk Place but, with further approval from the NH Liquor Commission, to also allow alcoholic beverages (wine, beer, and spirits) to be purchased and consumed inside the event's enclosure, under The Music Hall's liquor license as a single-day festival license. The ability to sell alcoholic

beverages will help offset the costs of producing this event. The Music Hall's professional, Servsafe, and T.E.A.M. certified staff will provide this beverage service, and those looking to purchase alcoholic beverages will have their IDs checked for age verification. Additionally, all insurance requirements will be met in accordance with the City of Portsmouth and Portwalk Place.

We plan to enclose Portwalk Place with stanchions to create a space where attendees can enjoy light catering provided by UNH Conferences & Catering and live music from a locally-based DJ. The street enclosure will also be set up so that, in the event of an emergency, emergency vehicles will be able to access businesses and residences on Portwalk Place with ease. Additionally, police detail will be coordinated and arranged throughout the duration of this event.

As you know, The Music Hall has had great success with our past offerings of outdoor programming with assistance from the City of Portsmouth. We are extremely confident in our ability to execute an event of this size and capacity again, as we have done so successfully in the past.

Events such as these will have a great economic impact, not only for the New Hampshire Film Festival and The Music Hall but also for their corporate sponsors and local restaurants to help further stimulate downtown's economic engine.

We are so grateful to the City of Portsmouth officials and staff, council members, and citizens for their continued support of both The Music Hall and the New Hampshire Film Festival.

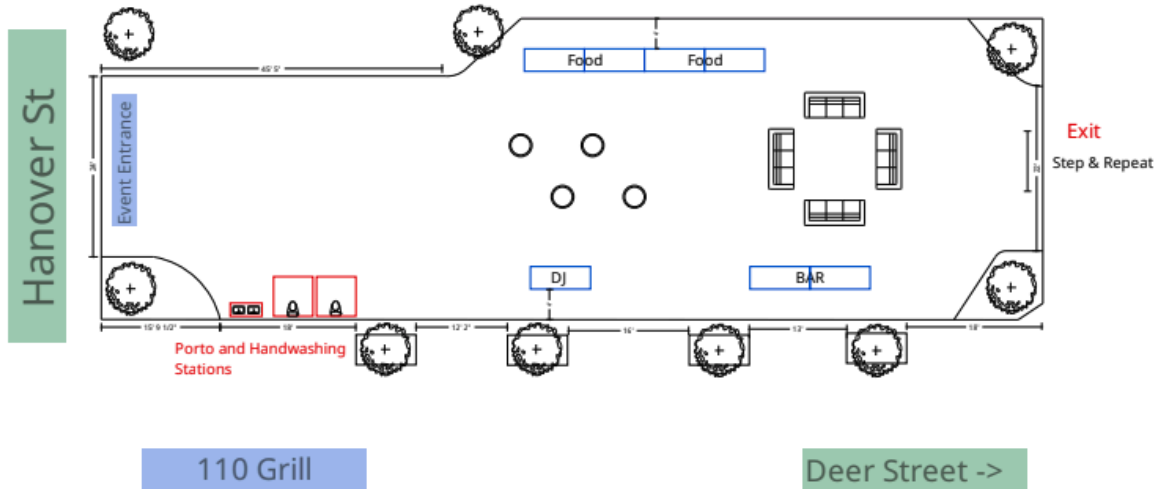
Sincerely,

A handwritten signature in black ink, reading "Ashleigh D. Pollock". The signature is fluid and cursive, with the first name "Ashleigh" and last name "Pollock" clearly legible, and a middle initial "D." in between.

Ashleigh Tucker Pollock
Associate Executive Director, The Music Hall
28 Chestnut St.
Portsmouth, NH 03801
atucker@themusichall.org

The Music Hall
 New Hampshire Film Festival
 Annual Hospitality Party Street Layout
 Sat. October 18; 11:30a-1:30a

Row 34





September 11, 2025

Portsmouth City Manager and Officials
1 Junkins Ave.
Portsmouth, NH 03801

Ms. Conard and City Officials,

The Music Hall respectfully submits this request to the City of Portsmouth to grant approval for the closure of Chestnut Street on Wednesday, October 29, 2025 for a fundraising event, The Seacoast Culinary Challenge, presented in partnership with Lighthouse Credit Union. This event is ticketed to the public and will take place at The Music Hall Historic Theater from 5:30 PM to 10:00 PM, with street closure requested from 10:00 AM to 10:00 PM to allow for set-up and breakdown.

The Seacoast Culinary Challenge is a dynamic competition featuring professional and student chefs from the region, showcasing their skills while creating delicious small plates for attendees to enjoy. The event celebrates the next generation of culinary talent and directly supports The Music Hall's community and educational programs.

On Chestnut Street, the event will feature:

- Eight EZ-up tents where student chefs will serve appetizers to guests.
- One food truck stationed at the top of the street.
- Bar service provided by The Music Hall for attendees 21+.

The date and schedule for this event are as follows:

Wed. October 29, 2025

10:00 AM: Event set up on Chestnut St.

7:00 PM: Event starts at the Historic Theater

7:15 PM: Breakdown begins on Chestnut St.

10:00 PM: Chestnut St. opens again to the public and general vehicular traffic

The anticipated attendance is approximately 300–400 guests. The use of Chestnut Street is integral to the event, providing a lively, welcoming outdoor space for guests to enjoy food and beverage prior to entering the theater. With further approval from the NH Liquor Commission, we would serve alcoholic beverages (wine, beer, and spirits) for purchase and consumption within the event's enclosure, under The Music Hall's single-day festival license. The Music Hall's professional, Servsafe, and T.E.A.M. certified staff will provide this

beverage service, and those looking to purchase alcoholic beverages will have their IDs checked for age verification.

All installations (tents, food truck, and bar service areas) will be easily movable by staff in the event of an emergency, and Porter Street will remain unobstructed at all times.

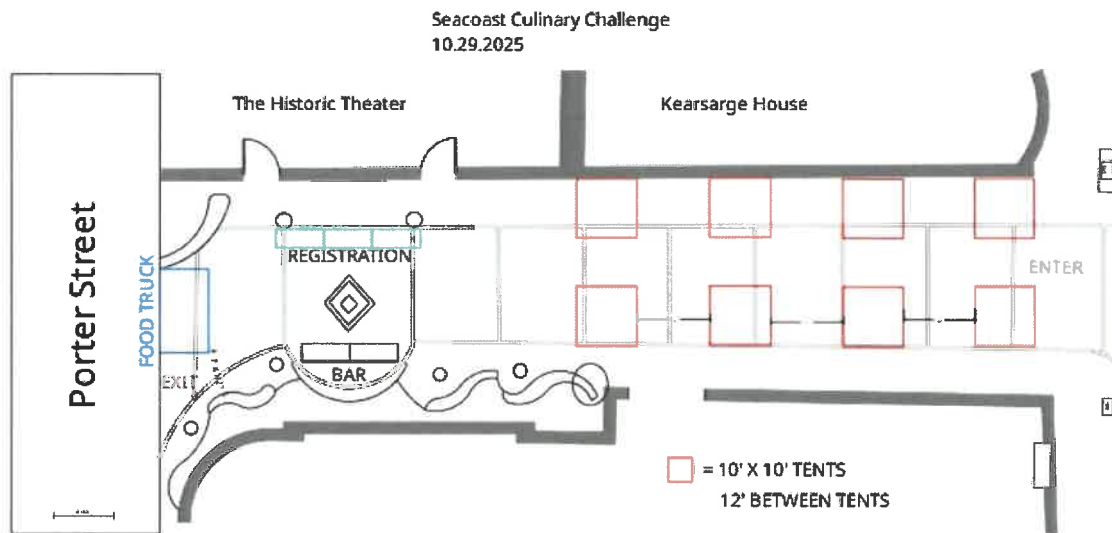
Please see the attached diagram for the proposed street use.

Thank you very much for your time and consideration.

Sincerely,




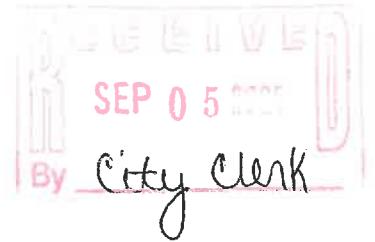
Ashleigh Tucker Pollock
Associate Executive Director, The Music Hall
28 Chestnut St.
Portsmouth, NH 03801
atucker@themusichall.org



Sept 5, 2021

To: Attorney Trevor McCourt

 Kelli Bernaby
~~Irene Filbrook~~ City Clerk



Jessica Griffin – City manager's office.

This is a request to be removed from the Dennett Street HDC this month.

I own and have maintained this property for 20+years, and as a senior citizen have limited resources. I have paid 1/3 of the contract price and want to be removed from the Dennett HDC area in order to seal my house against the elements of winter.

Briefly I was misinformed by the Planning Department and therefore understood I was NOT within this historic district. I contracted with Roofing King to reside my house in a sustainable vinyl of era appropriate color in August 2025. King Co. started renovation and now holds my construction materials as inventory.

HDC was notified (see Izak in Planning for original material submitted for the August 6th meeting) and I was refused to continue restoration of my residence at this hearing.

Please submit my request for removal from HDC 03801 for your September 24th meeting.

I am available for ANY detail or questions required at terrapaws1@gmail.com OR 306 715 6720. Thank you for your submission of my rather desperate appeal.

Regards, Lynn Raeburn



MEMORANDUM

TO: Karen Conard, City Manager
FROM: Izak Gilbo, Planner 1
DATE: September 16, 2025
RE: Historic District Boundary Revision

The Historic District Commission Chair, Reagan Ruedig identified that the existing boundary lines for the Historic District did not align with typical district boundary standards. The existing Historic District boundary lines along Islington Street and Middle Street contain parcels that sit behind the street facing parcels. Whereas South Street and New Castle Avenue have bisected parcels that do not match the property boundary. The revisions presented to the Historic District boundary lines remove the parcels that are street facing and those of which that are bisected. This will create a more cohesive Historic District boundary for the City. The attached parcel list demonstrates which parcels will remain in the district, which will be removed, and which parcels need a boundary revision.

Background

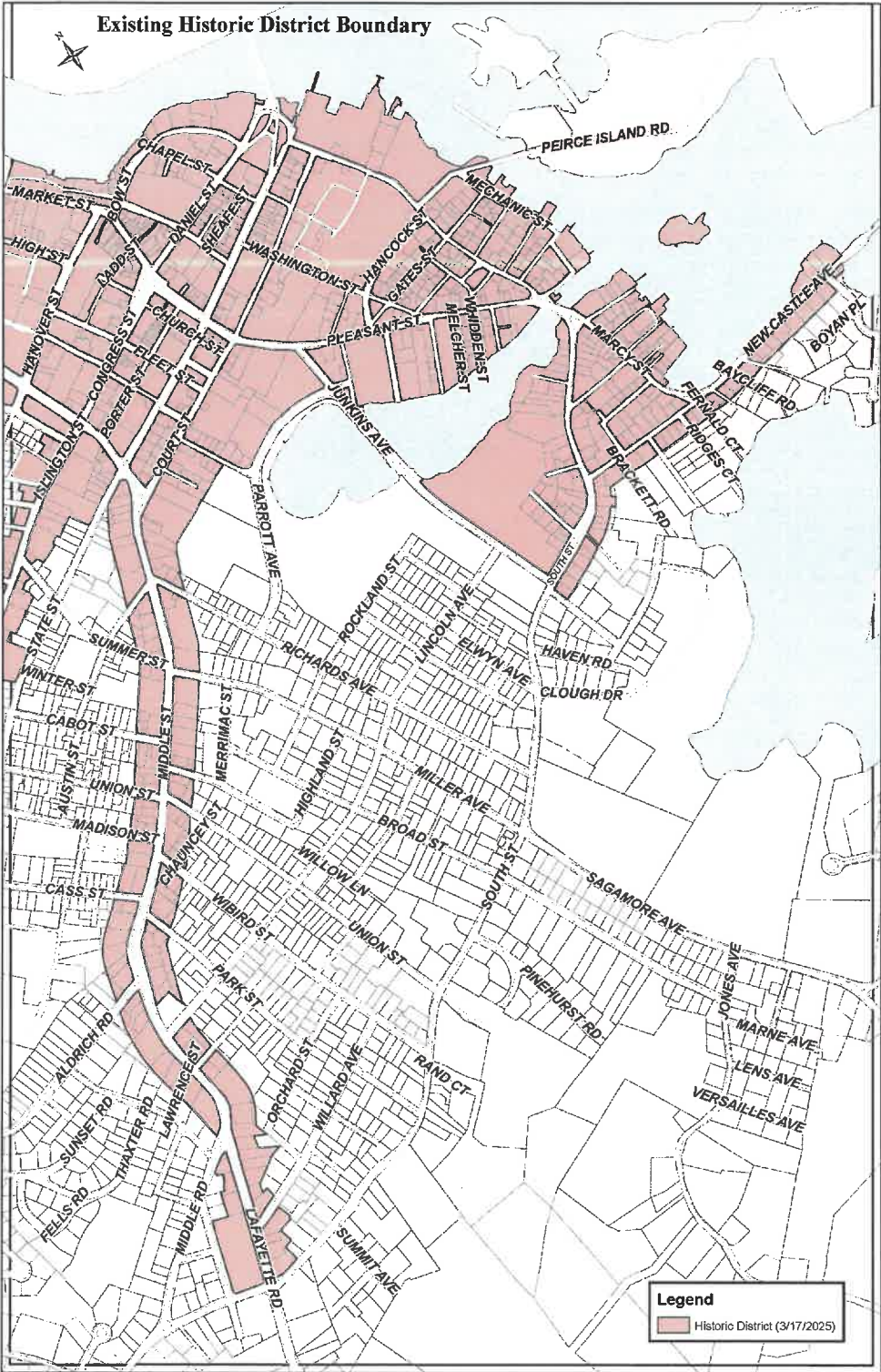
May 07, 2025, the Historic District Commission members reviewed the boundary changes for the first time and noted further revisions to a small grouping of parcels.

June 04, 2025, the Historic District Commission members voted to approve the final draft boundary revisions as presented.

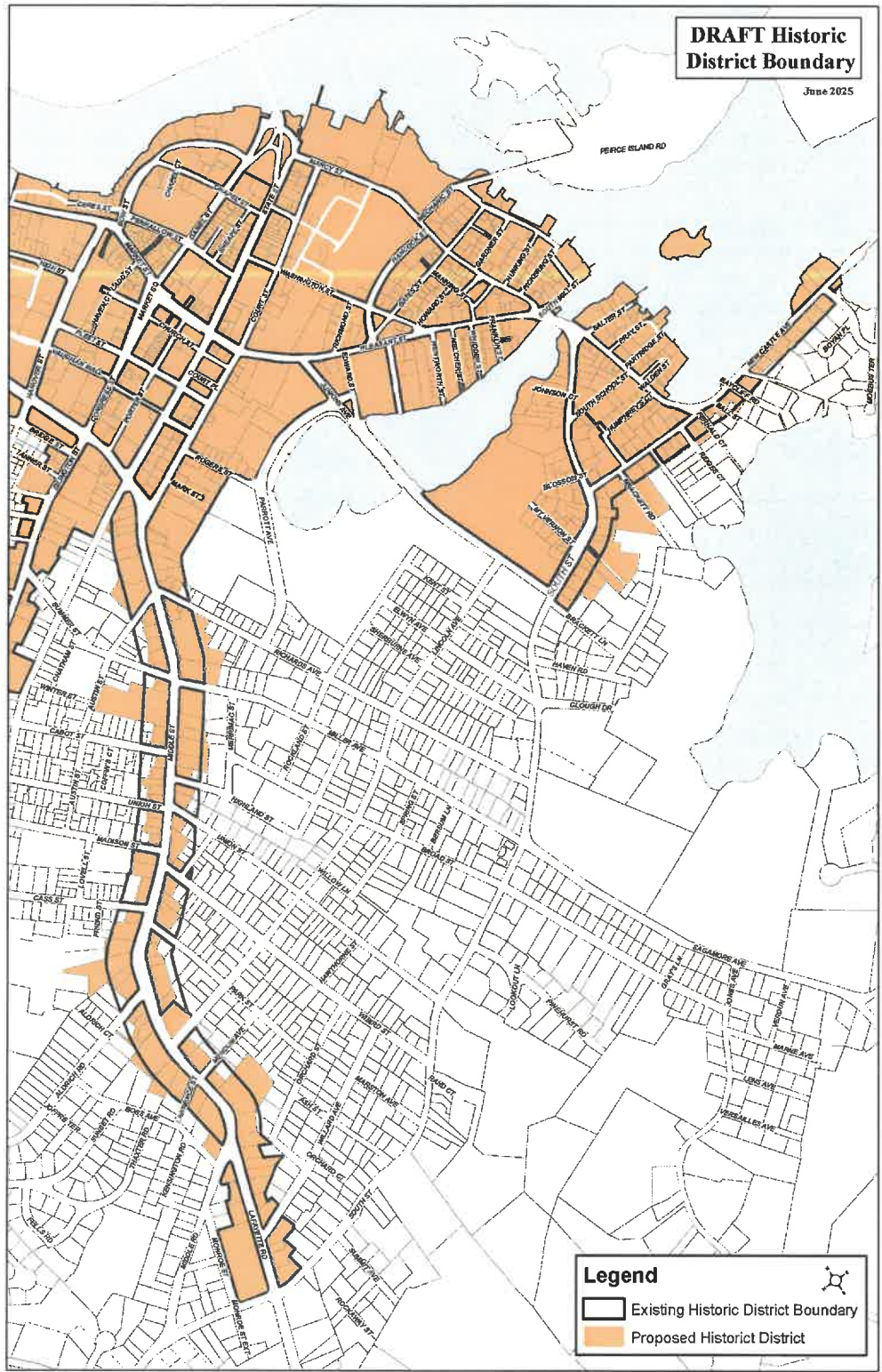
Recommendation:

I would recommend the City Council vote to refer this request for a Zoning Map change to the Planning Board for a report back to the City Council.

Existing Historic District Boundary:



Proposed Historic District Boundary:



APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

Boundary Lines to Correct:

152-1 (in)

149-63 (in)

149-42 (out)

149-43 (out)

149-62 (in)

149-60 (out)

152-47 (in)

152-50 (out)

148-22-2 (out)

148-20 (out)

153-8 (in)

153-9 (in)

148-38 (out)

148-43 (out)

148-42 (out)

148-26 (out)

148-28 (out)

148-44 (out)

148-29 (in)

148-30 (in)

147-18 (in)

147-19 (in)

147-25 (out)

147-24 (out)

147-22 (out)

148-45 (out)

148-63 (out)

147-13 (out)

147-14 (out)

134-38 (out)

147-9 (out)

135-39 (out)

135-40 (out)

135-22 (out)

134-30 (in)

134-31 (out)

134-32 (out)

134-33 (out)

134-34 (out)

135-70 (out)

135-71 (out)

135-48 (out)

135-47 (out)

135-46 (out)

135-13 (out)

135-10 (out)

135-6 (out)

135-5 (out)

135-3 (in)

135-2 (in)

135-1 (in)

136-20 (in)

136-40 (out)

136-41 (out)

136-42 (out)

136-22 (in)

136-24 (out)

136-17 (in)

136-16 (in)

136-14 (out)

136-5 (out)

136-1 (out)

127-27 (out)

127-28 (in)

128-2 (out)

128-1 (out)

127-8 (in)

127-16 (in)

127-15 (in)

127-13(in)

207-55 (out)

207-54 (out)

207-52 (out)

207-40 (out)

Extend HD Boundary line to rear property line:

111-13

111-12

111-11

111-10

111-9

111-8

111-6

111-5

111-4

111-3

111-2

111-1

101-34

101-33

101-30

101-29

101-28

101-27

101-25

207-50

207-44

207-37

207-73

207-36

207-6



PORTSMOUTH SCHOOL DEPARTMENT

Portsmouth School Department
1 Junkins Avenue, Suite 425
Portsmouth, NH 03801

Date: September 16, 2025

To: Honorable Mayor and Members of the Portsmouth City Council
From: Zach McLaughlin, Superintendent of Schools
Subject: Confirmation of School Board Action on Connie Bean Request

At the request of the City Council, the Portsmouth School Board considered the Connie Bean Center installation proposal during its regularly scheduled meeting on August 12, 2025.

Following discussion, the Board took the following action:

- Motion: To approve the request for the Connie Bean Center Installation (made by Brian French).
- Second: Tish Campbell.
- Vote: The motion passed 6–0 in favor.

In its discussion, the Board noted the value of honoring Connie Bean's contributions to the City and expressed its hope that the installation will inspire future generations of "Connie Beans."

I am forwarding this confirmation to close the loop on the Council's referral and to advise that the request has been approved by the Portsmouth School Board.

Respectfully,

Dr. Zach McLaughlin
Superintendent of Schools





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: Economic Development Commission **Renewing applicant**

Name: Sarah Lachance Telephone: 603-682-4830

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

Street address: 316 COLLIDGE DRIVE

Mailing address (if different):

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

How long have you been a resident of Portsmouth? 26 years

Occupational background:

Various leadership roles in technology + cybersecurity
across the financial services, manufacturing, information
technology industries

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

Reasons for wishing to continue serving:

The city has a diverse commercial and economic
landscape and I'm keen to ensure that we maintain
what is working while ensuring that we set
ourselves up for future success + readiness

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

Wara 4 Election Clerk, 100 Seacoast Women
Board membership, other industry groups

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

- 1) Joshua Cyr, 990 Maplewood Ave - 603-205-1171
Name, address, telephone number
- 2) Cliff Lazenby, 303 McKinley - 603-978-4725
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: [Signature] Date: Sept 9, 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

Sarah Lachance

selachance@gmail.com | +1 (603) 682-4830 | Portsmouth, NH

EXPERIENCE

Kenvue (formerly Johnson & Johnson Consumer Health). Skillman, NJ	2022 – Present
Senior Director, Identity and Access Management	2022 - Present

- Established Identity and Access Management (IAM) program at Kenvue, the world's largest pure-play consumer health organization via 2023 divestiture from Johnson & Johnson (J&J).
- Built, operates, and optimizes technology, design, and operations strategy for end-to-end IAM platforms: account lifecycle management, user authentication, authorization, governance, certificate management, privileged, single sign-on, and multi-factor capabilities for global IT, OT, research, and lab environments.
- Migrated 30,000 users and 3000+ applications to IAM services, providing access to critical systems while maintaining compliance with regulations and best practices.
- Automates delivery and control efficacy for IAM services, resulting in improved coverage and effectiveness. Secure integrations with HR, IT, Audit and Finance to ensure GxP and SOX-compliant capabilities.
- Leads customer-centric organization, grounded in agile and product practices. Influenced shared practices across cybersecurity, IT, and business unit partners, driving 50% improvement in cycle times across portfolio.
- Drives peer organizations to adopt pattern-driven, risk-based, cloud, and API delivery models to reduce manual overhead and improve predictability and cost of service.
- Set, manages, and optimizes \$10M+ global budget for IAM program for base operations, investment, and separation activities. Inclusive of staffing, vendors, contractors, MSSPs, consulting, software, and cloud services.
- Cybersecurity leadership, advocacy and budget management for separation program from J&J.

Liberty Mutual Insurance Company. Portsmouth, NH	2017 – 2022
Director, Cybersecurity Governance, Risk and Compliance Assessment and Engineering	2019 - 2022

- Established strategy and modernized cybersecurity GRC products and services to ensure security compliance and risk minimization for cloud and on-premises IT solutions supporting Fortune 100 Company
- Optimized PCI-DSS Assessment program via scope reduction, improved cycle time, increased vendor services, and stronger partner relations to enable compliance for multi-billion dollar lines of business.
- Built a catalog of 100+ security controls to support technical control selection, assessment, and investment decisions. Control frameworks include PCI-DSS, NAIC, NIST CSF, CCPA, GDPR, CIS Controls, ISO 27001.
- Reduced wait time by 25% by streamlining FAIR-informed risk assessment core and digital services.
- Provided ongoing quantitative insights that improve risk management practices and customer engagement by anchoring on value, partnerships, and connection to shared business outcomes.
- Negotiated, contracted, and partnered with third-party assessors and consultants to scope, measure, track, and complete annual assessment services in partnership with legal, business, enterprise risk management.
- Managed budget, staffing, planning, risk mitigation, contracts, training, and vendors for department.

Product Owner, Global Cybersecurity IAM - Privileged Access Management, Application Security	2017 - 2019
-----------------------------------------------------------------------------------------------------	--------------------

- Built and ran scalable AWS-based services to improve security, traceability, and controlled access to application secrets used by 100+ applications to drive cloud adoption and digital transformation initiatives.
- Reduced time for credential requests from 2 weeks to 1 minute through secure self-service credential requests, eliminated unnecessary approvals and monitored usage.
- Developed federated directory entitlement review application to support on-time review and least privilege
- Evaluated and created roadmap for five core areas for pipeline-integrated tooling for application security testing (SCA, SAST, DAST, IAST, RASP).

International Business Machines (IBM). Littleton, MA	2000 – 2017
Senior Operations and Delivery Manager, IBM Connections Cloud.	2016 - 2017

- Managed service using CI/CD practices for admin, authentication, messaging and directory services. Led

- monitoring, Ops, and DevOps tooling teams for six global data centers.
- Managed annual program for SOC1/SOC2 trust certifications and cloud security practices.
- Orchestrated hybrid data center deployments and data migration from on-premises to cloud IT infrastructure.
- 99.9% SLAs w/ global data centers while maintaining, patching, updating, and expanding infrastructure while meeting ITCS104 standards in on-premises and cloud environments.
- Drove efficiencies in alerting program, cutting volume by 50%

Senior Development/ Program Manager, IBM Connections Cloud 2011 - 2016

- Directed 10–12-member global teams to provide migration, UI, configuration, directory integration, and e-Mail Messaging routing and spam management services.
- Migrated 500,000 IBM user mailboxes into cloud messaging solution to meet transformation goals
- Transformed proof-of-concept competitive to production release through delivery of iterative Agile MVPs to protect IBM business. Moved team from waterfall to Agile delivery cycles.

Development Manager, IBM Collaboration Solutions Client Software 2000 - 2011

- Expanded global development teams for Windows, Linux, and Mac desktop client software offerings.
- Accelerated IBM/Apple software partnership. Spearheaded team that developed IBM Notes Client for the Mac enabling 90,000+ IBM employees to use Mac as a primary desktop platform.
- Dev, Test and L3 Support Operations for multi-platform, multi-database integration offering.

EDUCATION

Brown University 2020
Executive Master in Cybersecurity (EMCS) Providence, RI

- Awards: RSA 2020 Security Scholar, Crowdstrike 2019 Scholarship.

University of New Hampshire
Master of Arts in English Literature. Durham, NH

Bowdoin College
Bachelor of Arts in English Literature. Brunswick, ME

PROFESSIONAL AND CIVIC ENGAGEMENT

University of New Hampshire 2020 - Present
IT Industrial Advisory Board.

City of Portsmouth, NH 2016 - Present
Vice Chair, Economic Development Commission: Land Use Subcommittee, Smarter City Subcommittee, COVID-19 Response Task Force, Annual Action plans.

City of Portsmouth, NH 2015 - Present
Ward Clerk, Selectman.

International Association of Privacy Professionals 2020 - 2022
Privacy Engineering Advisory Board Member.

Brown University 2020 - 2021
Graduate Teaching Assistant, IT Management and Risk.

Financial Services Information Sharing and Analysis Center (FS-ISAC) 2019 -2020
Measurements and Metrics Working Group, 2019 Conference Speaker, 2020 Conference Content Committee.

OTHER

- **Certifications:** Certified Information Systems Security Professional (CISSP), 2022.
- **Technical Skills:** AWS/Azure Compute, Identity and Access Management Practices and Platforms, Data Protection and Privacy, Factor Analysis of Information Risk (FAIR), CI/CD Methodologies, Agile / Kanban / Scrum, UNIX, SQL, RDBMS, JIRA, PowerBI, GRC Frameworks and Controls, Risk and Compliance Management, SAFe Product Ownership
- **Professional Recognition and Training:** Liberty Mutual Senior Management Development Program, IBM Management Certification, IBM Security Certification, IBM Project Management Certification.



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: Economic Development Commission **Renewing applicant**

Name: Andrew M. Ward Telephone: 603-617-0252

Could you be contacted at work? YES/NO - If so, telephone # YES. 603-617-0252

Street address: 445 Ocean Road, Unit 2, Portsmouth, NH 03801

Mailing address (if different): same

Email address (for clerk's office communication): andy.ward@colliers.com **PLEASE CONFIRM RECEIPT OF THIS APPLICATION w/AN EMAIL. THANK.**

How long have you been a resident of Portsmouth? 22 years

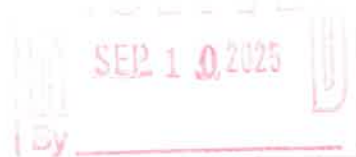
Occupational background:

See attached resume. I am a commercial realtor working in the Seacoast area of NH. Colliers International has
two New Hampshire offices and I work out of our Portsmouth office at 210 Commerce Way.

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

Reasons for wishing to continue serving: The EDC is a vibrant group that has real relevance as an
advisory group to City Council. There are several historic examples of projects that the EDC has provided strong
support to Council and the City such as outdoor dining, municipal parking and business expansion and
retention and the City Master Plan. I wish to continue the work the EDC is progressing on and look forward to the future
work and support we can provide to Council and the City.

8/6/2025



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

See enclosed resume.

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

- 1) Melissa Caldwell, Executive Director, Seacoast Community School. (603) 422-8223;

mcaldwell@seacoastcommunityschool.org
Name, address, telephone number

- 2) Martin Carter, Physical Education Teacher, Portsmouth High School. (603) 436-7100; mcarter@sau52.org)

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.

DocuSigned by:
Signature: Andrew M. Ward Date: 9/7/2025
06C68421D54B432...

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

8/6/2025

ANDREW M. WARD

445 Ocean Road, Unit 2 • Portsmouth, New Hampshire 03801 • 603-617-0252 • wardergy@gmail.com •
linkedin.com/in/andywardlink

QUALIFICATIONS

- Parent of two Portsmouth High School students (Portsmouth Middle School and Dondero Elementary School graduates)
- Keen ability to quickly identify the critical path and move toward success.
- Experienced negotiator with a “grow the pie” approach to finding mutually beneficial solutions.
- Proactive communicator and communication strategist.
- Strong entrepreneurial spirit and keen attention to detail.

EXPERIENCE

ASSOCIATE BROKER: COMMERCIAL REAL ESTATE

2012 – present

Colliers International (NASDAQ: CIGI), Portsmouth, NH

- Delivering first-rate results for sellers, landlords, buyers and tenants involving industrial, land and office properties.

SALESPERSON: COMMERCIAL REAL ESTATE

2011 – 2012

KW Commercial, Portsmouth, NH

CONSULTANT: COMMERCIAL REAL ESTATE

2011 – 2012

ARC Consulting, New Castle, NH

- Assisted with developing commercial real estate valuations and reviewing commercial appraisals for bank clients.

LANDSCAPE ARCHITECT: COMMERCIAL REAL ESTATE DEVELOPMENT

2004 – 2011

HBLA Inc., Portsmouth, NH

- Key position as the sole project manager consistently securing and coordinating site work for \$100,000,000+ construction projects.
- Leadership in full spectrum of small business operations including relationship management, proposals, contract writing, hiring and managing staff, cash flow analyses and strategic planning.

PROGRAM COORDINATOR

2003 - 2004

Sustainability Institute, University of New Hampshire, Durham, NH

- Coordinated systems of sustainability across the curriculum, research and engagement activities of the University.

LANDSCAPE DESIGNER: COMMERCIAL REAL ESTATE DEVELOPMENT

1996 – 2003

Halvorson Design Partnership, Inc., Boston, MA

- Valued manager for wide spectrum of projects including high profile commercial urban park installations.
- Led a model production team that created an 18 foot 3-D model of Boston's Central Artery & Tunnel project, the largest civil engineering project in the U.S. Model used for City permitting meetings and documented by Associated Press.

LICENSURE AND EDUCATION

REAL ESTATE ASSOCIATE BROKER

Licensed in New Hampshire, number 067085 (15 hours annual CEUs)

2011 – present

Licensed in Maine, number BA 916380 (22 hours annual CEUs)

2012 – present

LANDSCAPE ARCHITECT

Licensed in Maine, number 3136 (19-hour examination)

2006 – present

CORNELL UNIVERSITY

Ithaca, NY

1995

- Bachelor of Science in Landscape Architecture
- Cornell National Scholar, Tribute Garden Scholar and Dean's List

COMMUNITY AND MEMBERSHIPS

COMMISSIONER

City of Portsmouth Economic Development Commission

2021 - present

MEMBER, BOARD OF DIRECTORS

Seacoast Community School

2017 - present

- Chairman of HOME Committee whose mission is to maintain a stable school location.

TASK FORCE MEMBER

City of Portsmouth Business Retention and Expansion Program

2018

FOUNDER AND CHAIRMAN

Seacoast Commercial Leads, Portsmouth, NH

2012 – present

- Regional commercial real estate and commercial finance leads group generating over \$9,000,000 in new business for group members

MEMBER

New Hampshire Commercial Investment Board of REALTORS, Concord, NH

2011- present

New Hampshire Association of REALTORS, Concord, NH

National Association of REALTORS, Chicago, Illinois

BOARD MEMBER

Granite State Landscape Architects, Concord, NH

2003 – 2005

- Instrumental in establishing title law and practice law for landscape architecture in NH which succeeded in 2006.

AWARDS

ACCELERATOR AWARD

Colliers International | New Hampshire

2024

INVESTMENT SALE OF THE YEAR (State of New Hampshire)

New Hampshire Commercial Investment Board of REALTORS

2015

MOST IMPROVED SALESPERSON

Colliers International | New Hampshire

2014

NEWCOMER OF THE YEAR

Colliers International | New Hampshire

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: Cemetery Committee Initial applicant

Name: Brighid "Briggs" Brady Telephone: 603.957.7279

Could you be contacted at work? YES ☒ NO ☐ If so, telephone# same

Street address: 139 Clinton Street, Portsmouth, NH 03801

Mailing address (if different): _____

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

How long have you been a resident of Portsmouth? 2012/ purchased home in 2018

Occupational background:

I worked as the Membership Director for the Portsmouth Chamber for four years (2012-2016). My husband and I own Rust & Salt, LLC located at 4 Cutts Street in Portsmouth. We are the US distributors of Duckfeet (leather shoes) and Craghoppers (outdoor apparel).

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

I have a love of cemeteries and have heard a lot positive things about this committee from my dad, Steve Buzzell, who is also on the committee.

RECEIVED
SEP 15 2025
BY

 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: _____

I have always enjoyed spending time in cemeteries and been fascinated by the history there. My dad, Steve Buzzell, also works on the committee and I would really enjoy working with him to help care for our local cemeteries.

Please list any organizations, groups, or other committees you are involved in:
I am in the process of joining the Elks here in Portsmouth.

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

1) Dennis Randall, Stratham, 603.793.1835

Name, address, telephone number

2) Ashley Brown, Portsmouth, 603.325.5437

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: Brigid Brady Date: 9/15/25

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

Brighid Brady

Self-motivated, problem solver, team player. Experience in sales, marketing, project management, and events.

EXPERIENCE

Rust & Salt, LLC (Duckfeet USA & Craghoppers USA)

Portsmouth, NH — *Director of Customer Service*

2020 - Present

Oversees all customer experience operations for Duckfeet USA and Craghoppers USA, ensuring timely, empathetic, and brand-aligned support across all channels. Lead and develop the service team, manage tools and processes, and partners cross-functionally to drive customer loyalty, streamline operations, and elevate the overall brand experience.

Bungalow Club at Exeter

Exeter, NH — *Director of Sales & Events*

2019 - 2020

Responsible for selling and onboarding new members. Responsible for planning and executing all member and private events. Business closed due to Covid.

Stout Heart

Portsmouth, NH — *Business Development*

2017 - 2019

Sought potential sales opportunities, tracked and delivered on sales goals, and increased the agency's brand awareness via networking and marketing initiatives.

Greater Portsmouth Chamber of Commerce

Portsmouth, NH — *Membership Director*

2012 - 2016

Recruit and sell memberships, maintain member retention (800 members), develop member benefits, and connect members. Plan and execute a variety of events, such as business development seminars, wine tasting, breakfast forums, and golf tournaments. Events vary in size from 15-500 people. Was promoted from Membership Manager to Membership Director. Began to work closely with President on day-to-day operations, staff management, and finance. Manage a number of committees with successful business leaders from the Seacoast.

Trapp Family Lodge

Stowe, VT — *Sales & Marketing Coordinator/Social Media Brand Ambassador*

2010 - 2011

Maintained social media channels for 2500 acre resort, assisted with website maintenance, and upheld presence on various tourism and sporting websites. Worked closely with Marketing Manager on all other operations, including design, events, and media exposure. My effectiveness and approach to the social media was recognized by *INC Magazine* in a 2011 article solely recognizing the Lodge's leveraging of Facebook, in a 2011 *Mashable (Social Media News and Web Tips, A Social Media Guide)* article. The Lodge's Twitter account was used as the example for "How to Live Up Your Twitter Stream".

139 Clinton Street
Portsmouth, NH 03801

(603) 957-7279

bradybrighid@gmail.com

EDUCATION

Leadership Seacoast Program

Portsmouth, NH

JANUARY 2015 - JUNE 2015

This competitive program provides existing and future community leaders the opportunity to engage with the people and organizations that shape the economic structure and social fabric of the NH Seacoast.

Champlain College

Burlington, VT

SEPTEMBER 2005 - MAY 2008

BS in Marketing Management,
Graduated *Cum Laude*
Cumulative GPA 3.6/4.0

SKILLS

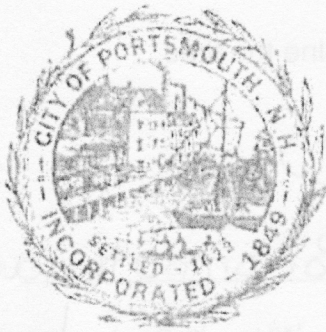
Leadership: Goal-driven leader with exceptional interpersonal skills, who maintains an all inclusive, welcoming, and productive climate while exceeding expectations.

Organization: Results-driven achiever with exceptional planning and organizational skills.

Communication: Exceptional listener and communicator who also uses all digital platforms and resources to effectively convey information both verbally and in writing.

REFERENCES

Available upon request.



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: Parking & Traffic Safety Initial applicant

Name: Barbara Sadick Telephone: 301-801-8407

Could you be contacted at work? ^{N/A, retired} ~~YES/NO~~ If so, telephone # _____

Street address: 271 Islington St., Portsmouth 03801

Mailing address (if different): _____

Email address (for clerk's office communication): barbsadick@comcast.net

How long have you been a resident of Portsmouth? 8 years

Occupational background:

I have a background in urban planning and spent
6 years in that field at various governmental agencies in Maryland.
I left urban planning and worked in systems development,
analysis and management at multiple private businesses &
organizations in Maryland and DC, before moving to Portsmouth.

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

I have a masters degree in urban planning and
worked for several years in the field, including in
County, regional and State government. Though I left
urban planning to work with computers and systems
development, I have always maintained an interest
in the field, especially in transportation
planning.

6/27/2012

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: I love living in Portsmouth and I would like to do what I can for my new home town. I think that my background in urban planning & development will be an asset to the Committee and I have the time and enthusiasm to serve.

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

Seacoast Newcomers Club (formerly on Bd of Directors and webmaster)

Volunteer at Portsmouth Historical Society
Volunteer for Alliance for Greater Good

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

1) Kimberly Lorencic, 209 Marcy St., 781-929-5606
Name, address, telephone number Portsmouth

2) Gerald Duffy, 428 Pleasant St. #3, 603-205-5136
Name, address, telephone number Portsmouth

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: Barbara J. Sadick Date: 6 July 2025

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

A.

Currently multi-unit projects must meet parking requirements as shown in the zoning ordinance section 10.1112.31. The Planning Board has debated changing the code to make these part of site review. Doing so would avoid projects going to the ZBA for any exceptions or Planning Board for Conditional Use. Having parking in site review regs would allow an applicant to request a waiver from the requirements when seeking site plan approval. The Housing Committee reviewed this change and recommends the Planning Board move forward and draft the appropriate deletions and additions to the code to present to the City Council for approval. Putting parking into site review would eliminate costly and lengthy ZBA review, allow shared use between commercial and residential in the same or nearby buildings, and enable the economics of the project to dictate parking supply versus regulation. In Housing Committee interviews with developers, the current parking component of the zoning process came up as one of top barriers to multi-family housing projects.

Example: The Gateway Neighborhood Overlay District (GNOD) was approved by the City Council to incentivize more housing. The overlay zone deliberately allows parking to be shared between buildings, and between commercial and residential uses. The above action would duplicate this opportunity

throughout
the city.

10.1112.31 ***Parking Requirements for Residential Uses***

10.1112.311 The required minimum number of **off-street parking** spaces for **uses** 1.10 through 1.90, including **dwelling units** in mixed-use developments, shall be based on the gross floor area of each **dwelling unit**, as follows:

Dwelling Unit Floor Area	Required Parking Spaces
Less than 500 sq. ft.	0.5 spaces per unit
500-750 sq. ft.	1.0 space per unit
Over 750 sq. ft.	1.3 spaces per unit

10.1112.312 In addition to the **off-street parking** spaces provided in accordance with Sec. 10.1112.311, any **dwelling** or group of **dwellings** on a **lot** containing more than 4 **dwelling units** shall provide one visitor parking space for every 5 **dwelling units** or portion thereof.

B.

The Housing Committee recommends the following parcels be changed to Gateway zoning to allow housing. These are a second tranche of areas to rezone as identified by the Land Use Committee in 2024. These were held back until the first large tranche of conversions was done. The rezoning would create housing opportunity in 40.14 acres.

Map Changes

The Land Use Committee compiled a list of map changes that included changes that were agreed upon to move forward and other potential changes that warranted more discussion. The first group moved forward and the map was amended in 2024. The parcels that were not moved forward are included in the list below. Since this time, the Gateway Neighborhood Overlay District (GNOD) was adopted, thus the reason for some of the parcels crossed out below.

To Gateway? Key= GA/MH (garden apartment/mobile home park) I (Industrial) OR (office research) GB (general business)

	Property	Map-Lot	Size of Lot	Current Zone	Future Zone	Current Development
3	55 Heritage Ave	0285-0004-0000	2.85	I	G1	Warehouse building
4	70 Heritage Ave	0285-0011-000B	7.44	I	G1	Storage Units/Com
5	100 Heritage Ave	0285-0011-00A2	4.79	I	G1	Storage Units
6	Constitution Ave	0285-0016-3000	8.47	I	G1	Office type buildings
16	2059 Lafayette Rd	0268-0013-0000	.30	MRB	G1 or G2	Office building
17	0000 Lafayette Rd	0268-0012-0000	.62	MRB	G1 or G2	Vacant land
19	2 Mirona Rd	0253-0006-0000	1.13	I	G2	Auto Repair
20	11 Mirona Rd	0253-0008-0000	4.07	I	G2	Auto Repair
21	1 Mirona Rd	0253-0007-0000	1.83	I	G2	Glass Company
46	Commerce Way	0216-0001-0001	4.11	OR	G1	Vacant land
47	135 Commerce Way	0216-0001-0011	5.39	OR	G1	Office building
48	155 Commerce Way	0216-0001-0010	5.49	OR	G1	Office building
49	175 Commerce Way	0216-0001-0009	4.07	OR	G1	Office building
50	170 Commerce Way	0216-0001-0002	6.86	OR	G1	Office buildings
51	195 Commerce Way	0216-0001-0008	2.82	OR	G1	Office building
52	215 Commerce Way	0216-0001-008A	8.82	OR	G1	Office buildings
53	210 Commerce Way	0216-0001-0004	4.24	OR	G1	Office building
54	230 Commerce Way	0216-0001-0005	5.62	OR	G1	Office buildings
55	Shearwater Drive	0217-0002-1975	4.53	OR	G1	Vacant land
57	1000 Market St	0219-0063-0001 & 3	Unknown	OR	G2	Office bldg. hotel

Example: the Housing Committee discussed the property now housing the post office building at 345 Heritage Road, which went up for sale in 2016. Had it been zoned Gateway, some or all of this 33 acres could have been used for housing.

C.

The Housing Committee previously recommended allowing conversion of existing homes to more units within the same house. This is a way to increase density in the same streetscape. The current zoning places extreme limits on such action. This motion requests they look at this and report back with appropriate language for the council to vote on.

Examples: the committee discussed the many older houses in Islington Street that have been converted to multiple units. Currently such conversions are not allowed in most other residential zones.

D.

RSA 79E originated as a way to give short term property tax relief (up to 14 years) in exchange for rehabilitation of older, obsolete properties or historic downtown buildings. But in recent legislative sessions it has been reoriented to incentivize the creation of much-needed housing. Specifically, new amendments give tax relief for converting office buildings to housing, downtown renovations that increase housing supply, and the creation of “Housing Opportunity Zones” that incentivize projects with 30% of units designated as affordable by HUD standards. Derry, Concord, Dover, Manchester, Keene, Laconia, Rochester and other New Hampshire cities have used 79E to create below-market rate housing where there was none before.

A municipality delays taxing projects at full value after renovation in exchange for public benefits such as inclusion of affordable units or revitalizing an older building. Enacting RSA 79E in Portsmouth would require passage of an ordinance, delineation of areas affected, definitions of required public benefit to maximize the public purpose, application forms, etc.

Example: Eastern Real Estate recently won approval for a 360-unit project on 26.2 acres of the former Christmas Tree Shops retail area. Had the city enacted RSA 79E, the city could have created a Housing Opportunity Zone and offered tax incentives to the developer to make 30% of these units below market rate housing for 20 years or a time negotiated.

Arts & Cultural Banner Program Status

The Legal Department and the Arts & Cultural Commission are working on a draft policy for review by the City Council. In addition to the policy, language will be added to the draft Encumbrance Ordinance, currently in review by the Governance Committee, to provide more guidelines for the implementation of the program. The City Manager will then be able to develop an internal review process for implementation, which will be similar in nature to the encumbrance review for Special Events.

The Arts & Cultural Banner Program is being designed with the following framework:

The City of Portsmouth implements this Arts and Cultural Banner Program to support the City's Arts & Cultural institutions that contribute to the City's vitality and generate significant revenue for the City every year. Approximately \$71M in revenue was contributed to the City during 2022, as shown in the recent AFTA Study. The key factor driving attendance at arts & cultural events is awareness. Given the significant economic impact of these events, the City of Portsmouth will make available resources to help drive awareness and attendance and to support their financial health.

To accomplish these goals, the City Council authorizes the City Manager to implement a fixed (but temporary) Arts and Cultural Banner Program on City light posts at locations throughout the downtown area and heavy traffic corridors leading in and out of downtown Portsmouth. This municipal arts and cultural banner program aims to enrich the public realm and streetscape by highlighting special arts and cultural events. This policy establishes a consistent, transparent, and fair process for selecting and displaying art and cultural banners on municipal property while prioritizing public safety and maintaining community aesthetics.

The next report back to the Council will include the final draft policy language.

PARKING and TRAFFIC SAFETY COMMITTEE

ACTION SHEET

8:30 A.M. – September 4, 2025

City Hall Conference Room A

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

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

ACTION ITEMS FOR CITY COUNCIL

- **Daniel Street, voted** to reapprove two 15-minute spaces in front of 22 Daniel Street and conversion of three 15-minute spaces to Zone A spaces on the south side of Daniel Street between Market Street and Penhallow Street
- **Brewster Street, voted** to reapprove change of loading zone hours on Brewster Street from 7AM – 3PM Monday through Friday, to 6AM – 11AM Monday through Saturday.
- **Islington Street, voted** to approve installation of yellow flex posts on the centerline of Islington Street to prohibit left turns into Jewell Court.

- **Roll Call**
- **Financial Report: Voted** to accept the financial report dated July 31st, 2025.
- **Public Comment Session:** Gary Ellmer (Lang Road speed concerns), Dave Wilder (Lang Road speed concerns), Valerie Ellmer (Lang Road speed concerns), George Ricker (Lang Road speed concerns), Lee Hudson (Lang Road speed concerns), Sam Meyerkoph (Prospect Street parking signs), Tyler Garzo (PTS process concerns), Matt Glenn (Bicycle & Pedestrian Plan), Bob Gigliotti (Lang Road speed concerns)
- **Market Street at Nobles Island and NH Port Authority intersection, request for no U-turn outbound on Market Street, by residents and DPW. Voted** to approve prohibiting U-turn movements on the outbound side of Market Street at the intersection with Nobles Island.
- **Daniel Street, reapproval of 15-minute spaces at 22 Daniel Street. Voted** to reapprove two 15-minute spaces in front of 22 Daniel Street and conversion of three 15-minute spaces to Zone A spaces on the south side of Daniel Street between Market Street and Penhallow Street
- **Brewster Street, reapproval of request to change loading zone hours from 7AM - 3PM Monday through Friday, to 6AM – 11AM, Monday through Saturday, by abutting business. Voted** to reapprove change of loading zone hours on Brewster Street from 7AM – 3PM Monday through Friday, to 6AM – 11AM Monday through Saturday.

- **Islington Street, report back on possible measures to prohibit left turns to and from Jewell Court.** Voted to approve installation of yellow flex posts on the centerline of Islington Street between the stop line at Bartlett Street and the south side of Jewell Court.
- **Police monthly accident report:** Informational; no action required.
- **Hanover Garage project status update:** Informational; no action required.
- **Traffic Calming request process and procedure:** 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

September 4th, 2025

MINUTES

I. CALL TO ORDER

Chairman Andrew Bagley 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
Stefanie Casella, Planning Department (arrived at 8:42a)
Chairman Andrew Bagley
Vice Chairwoman Erica Wygonik
Jane Mitchell-Pate
Mark Syracuse
Mary Lou McElwain

Members Absent:

None

City Staff Present:

Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:05:50] Peter Rice moved to accept the financial reports dated July 31st, 2025. The motion was seconded by Mark Syracuse. The motion passed unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:24] There were nine speakers in the public comment period: Gary Ellmer, 448 Lang Road, expressed concerns of speed on Lang Road; Dave Wilder, 455 Lang Road, echoed speed concerns on Lang, but mentioned that he didn't believe a speed bump would be a viable form of traffic calming; Valerie Ellmer, 448 Lang Road, also spoke on the effects of a speed bump on Lang; George Ricker, 362 Lang Road, also spoke on Lang Road speeding and suggested an increased

police presence on the road; Lee Hudson, 384 Lang Road, expressed concerns of traffic speeds on Lang and noted the road lacked sidewalks for pedestrian safety; Sam Meyerkoph, 9 Prospect Street, brought up concerns of increased “No Parking” signs on Prospect Street, making street parking near the residence increasingly difficult; Tyler Garzo, 62 McKinley Road, expressed concern of items being placed on file and how they’re addressed by the committee; Matt Glenn, 34 Harrison Avenue, inquired how the PTS Committee plans to incorporate the recently adopted Portsmouth Bicycle & Pedestrian Plan into future item considerations, proposing a separate meeting is created that ties in with the Bicycle & Pedestrian Plan; Bob Gigliotti, 292 Lang Road, reiterated the Lang Road speed concerns and mentioned the problem requires more than incremental change; Gary Ellmer, 448 Lang Road, spoke once more to request for traffic data collection on Lang Road.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

- A. [00:30:50] Market Street at Nobles Island and NH Port Authority intersection, request for no U-turn outbound on Market Street, by residents and DPW. Mary Lou McElwain moved to approve prohibiting U-turn movements on the outbound side of Market Street at the intersection with Nobles Island, seconded by Peter Rice. Eric Eby opened discussion explaining the road narrowing can no longer accommodate U-turns at this intersection, but noted U-turns are still allowed at Market Street/Submarine Way. Following discussion, the motion passed unanimously.

VII. OLD BUSINESS

- A. [00:33:41] Daniel Street, reapproval of 15-minute spaces at 22 Daniel Street. Mary Lou McElwain moved to reapprove two 15-minute spaces in front of 22 Daniel Street and conversion of three 15-minute spaces to Zone A spaces on the south side of Daniel Street between Market Street and Penhallow Street, seconded by Peter Rice. Following discussion of why the reapproval was necessary, the motion passed unanimously.
- B. [00:35:50] Brewster Street, reapproval of request to change loading zone hours from 7AM - 3PM Monday through Friday, to 6AM – 11AM, Monday through Saturday, by abutting business. Peter Rice moved to reapprove change of loading zone hours on Brewster Street from 7AM – 3PM Monday through Friday, to 6AM – 11AM Monday through Saturday, seconded by Mary Lou McElwain. Discussion ensued on how the reapproval was necessary due to the ongoing Islington Street construction, as well as general inquiry on City loading zone hours. The motion passed unanimously.
- C. [00:37:53] Islington Street, report back on possible measures to prohibit left turns to and from Jewell Court. Mary Lou McElwain moved to approve installation of yellow flex posts on the centerline of Islington Street between the stop line at Bartlett Street and the south side of Jewell Court, seconded by Erica Wygonik. Following discussion of abutter approval, signage, flex posts during snow removal, and implementation logistics – the motion passed unanimously.

VIII. INFORMATIONAL

- A. [00:42:22] Police monthly accident report
- B. [00:52:35] Hanover Garage project status update
- C. [00:53:05] Traffic Calming request process and procedure

IX. MISCELLANEOUS

- A. [00:58:17] Update on Islington Street construction
- B. [00:59:25] Update on Peverly Hill Road project
- C. [01:00:26] Request for update on Maplewood Ave bridge
- D. [01:01:07] Inquiry on Social Drinking Areas in Portsmouth and potential issues with traffic – determined the measure is still too premature for discussion
- E. [01:01:43] Concern of large delivery trucks maneuvering downtown
- F. [01:02:55] Inquiry on guidance of how PTS incorporates the Bicycle & Pedestrian Plan into future decision-making
- G. [01:06:05] Notice of Upcoming Ten-Year Plan Hearings by NHDOT

X. ADJOURNMENT

[01:09:15] Mark Syracuse moved to adjourn, seconded by Bill McQuillen. The motion passed unanimously. Chairman Andrey Bagley adjourned the meeting at 9:34 AM.

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

CITY OF PORTSMOUTH



OFFICE OF THE CITY CLERK

TO: Mayor McEachern and City Council members

FROM: Kelli L. Barnaby, City Clerk *KLB*

DATE: September 17, 2025

RE: NH Internet Crimes Against Children Task Force Grant

On the September 8, 2025, City Council Agenda the amount that was reported for the NH Internet Crimes Against Children Task Force grant was \$1,300.00, and the grant amount should have been listed for \$1,300,000.00. As a result of this error the grant is being brought forward for the September 24, 2025, City Council meeting for a revised vote for the correct amount.

Attached is the original memorandum from the Police Commission dated August 20, 2025, requesting the City Council approve the grant for the NH Internet Crimes Against Children Task Force for \$1,300,000.00.

Recommended motion – move to accept and approve the NH Internet Crimes Against Children Task Force Grant for \$1,300,000.00 as presented.

cc: Karen Conard, City Manager
Susan Morrell, City Attorney

Attachments

PORTSMOUTH POLICE COMMISSION

MEMORANDUM

DATE: AUGUST 20, 2025
TO: KAREN CONARD, CITY MANAGER
FROM: KATE COYLE, PORTSMOUTH POLICE COMMISSION CHAIR
MARK D. NEWPORT, CHIEF OF POLICE
RE: GRANT

On behalf of Chair Kate Coyle~

At the August 19th, 2025, Police Commission meeting, the Board of Police Commissioners approved and accepted the following grant:

- a. An ICAC Forensic Shield grant in the amount of \$1,300,000 from the New Hampshire Department of Justice for the NH Internet Crimes Against Children Task Force.**

We submit the information to you pursuant to City Policy Memorandum #94-36, for the City Council's consideration and approval at their September 8, 2025, meeting. We respectfully request this item be placed on the City Council meeting agenda for the regular City Council meeting.

Respectfully submitted,



Jacqueline D. Burnett
Office of the Chief

copies: PPD Business Office

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:	September 16, 2025
Department/ Contact Person:	Recreation Department-Todd Henley-Recreation Director
Donation Amount:	TBD (% of profits on September 29, 2025)

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

Funds will be directed to the Recreation Department to sponsor children for camp, afterschool activities, children's programming, and free special events.

Is there a particular purpose intended with this donation:

The Otto Pizza Fundraise is the Recreation Department's first fundraiser. We hope to start a fund to support children participating in programs, who otherwise could not afford it. It will also serve as an awareness event to support the recreation department's mission. Event Date: Monday, September 29. 10% of proceeds from the day's sales will go to the recreation department.

Other Information/Special Conditions:

Portsmouth recreation allows all children to participate in programs, regardless of the family's ability to pay. Therefore, we often run a program at a deficit. Our goal is to build a fund to support participation in recreation programs that will allow the rec to say yes in a greater capacity and not operate programming at a loss.

Donor Information

First & Last Name:	Otto Pizza
Business Name:	Otto Pizza
Address*:	110 Brewery Lane, Portsmouth, NH 03801
Phone*:	(603) 802-6886
Email*:	

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.*