

TO: KAREN CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, JANUARY 6, 2025

PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, COOK, BLALOCK, BAGLEY, MOREAU AND LOMBARDI

ABSENT: COUNCILOR DENTON

---

1. **Voted** to continue the Non-Public Session after the closure of the City Council meeting.
2. Proclamation – Stalking Awareness Month – Councilor Cook read the Proclamation declaring January as Stalking Awareness Month and called on our citizens to come together to reaffirm our commitment to ending stalking and supporting survivors.
3. Acceptance of Minutes – **Voted** to accept and approve the minutes of October 21, 2024 and November 18, 2024 City Council meetings.
4. Holiday Lights Contest Winners and Honorable Mentions for 2024 – Mayor McEachern announced the winners of the Holiday Lights Contest and provided them with gift bags. He also expressed his thanks and appreciation to Colleen Ovecka, Co-Chair of the Citywide Neighborhood Committee for her work with the contest.
  - Creative First Place: 580 FW Hartford Drive – the Beyer family
  - Creative Honorable Mention: 87 Edmonds Avenue – the Noucass family
  - Kids’ Choice First Place: 625 Lincoln Avenue – Craig Steigerwalt
  - Kids’ Choice Honorable Mention: 545 FW Hartford Drive – the Buttermore family
  - Traditional First Place: 32 Manning Street – Brent Guillot
  - Traditional Honorable Mention: 114 Cabot Street – Donna Figler
5. Recognition of David Desfosses, Project Manager for Engineering and Operations – Mayor McEachern recognized Dave for his outstanding work with the city and his contributions to the community. He thanked Dave for being the City’s “Ambassador of the Open Door.”
6. Public Comment Session – There were 7 speakers: Roy Helsel (Taxes); Buzz Scherr (Police Facility); Jim Hewitt (Jim Hewitt); Sue Polidura (Various); Esther Kennedy (Portsmouth); Julie Gallot (Tour of Elementary Schools); and Jeff Thomson, Kittery, Maine (Governor Benning Wentworth).
7. Planning Board Recommendation on Osprey Landing Open Space – **Voted** to approve the acceptance, execution and recording of the terms of a restrictive covenant agreement as outlined in the agenda packet).
8. Ratification of Water Line Agreement with CSX Railroad Crossing on Market Street Extension – **Voted** to ratify the City Manager’s execution of the Facility Encroachment Agreement with CSX Transportation, Inc., contained in the agenda packet.

9. Consent Agenda – **Voted** to adopt the Consent Agenda.
- A. Letter from Maria Stephanou, Director, requesting permission to hold the annual Seacoast Walk to End Alzheimer’s on Sunday, October 26, 2025 (**Anticipated action – move to refer to the City Manager with Authority to Act**)
10. Email Correspondence – **Voted** to accept and place on file.
11. Letter from Cortney Sawyer, McNabb Properties regarding Outdoor Dining & Chair Fee Policy – **Voted** to accept and place on file.
12. Letter from Justin Chenette, Sweetser, Requesting reimbursement of \$1,500.00 for providing mental health services to Portsmouth residents – **Voted** to refer to the Welfare and Legal Departments.
13. Municipal Building Blue Ribbon Committee Appointments – **Voted** the appointments to the Municipal Building Blue Ribbon Committee as presented.
- Cameron Horack
  - Mary Lou McElwain
  - Renee Plummer
  - John O’Leary
  - Peter G. Weeks
  - \*Rick Chellman, Planning Board Chair
  - \*Kate Coyle, Police Commissioner Chair
  - \*Mark Newport, Police Chief
  - \*Karen Conard, City Manager
  - \*John Tabor, City Councilor
  - \*Kate Cook, City Councilor
14. Appointments to be Considered – The City Council considered the appointments outlined below that will be voted upon at the January 21, 2025 City Council meeting.
- Reappointment of Jeff Stern to the Board of Library Trustees
  - Appointment of Bill Bowen to the Planning Board
  - Reappointment of Anthony Coviello to the Planning Board
  - Appointment of Ryann Wolf to the Planning Board
  - Appointment of Frank Perier as an Alternate to the Planning Board
  - Appointment of Frederick Calcinari to the Sustainability Committee
  - Appointment of Rhianne Tallarico to the Sustainability Committee
  - Reappointment of Thomas Watson to the Trustee of the Trust Funds
15. Resignation – Jessica Dickey from the Arts & Cultural Commission effective immediately – **Voted** to accept the resignation of Jessica Dickey with regret and to send a letter of thanks to her for her service to the City.
16. Establishment of City Manager Evaluation Committee – **Voted** to form the City Manager Evaluation Committee composing of Assistant Mayor Kelley-Adams, Councilor Blalock, and Councilor Bagley.

17. Adoption of the Volunteer Training and Standards of Conduct and Ethics Policy and the Board, Commission, and Committee Handbook for Volunteers – **Voted** to adopt the Policy and the Handbook as presented.
18. Parking & Traffic Safety Committee Action Sheet and Minutes of the December 5, 2024 meeting – **Voted** to approve and accept the action sheets and minutes of the December 5, 2024 Parking & Traffic Safety Committee meeting.
19. Acceptance of Donation to the Fire Department from Paul Gormley & Kimi Iguchi – **Voted** to approve and accept the \$1,000.00 donation to the Fire Department to be used at their discretion.
20. Acceptance of Grant to the Senior Activity Center – **Voted** to approve and accept the grant as presented.
21. Acceptance of FEMA Public Assistance Disaster Grant for the Fire and Public Works Departments - \$9,703.48 – **Voted** to approve and accept the \$9,703.48 FEMA Public Assistance Disaster Grant for the Fire Department.
22. City Manager's Informational Items:
  - City of Portsmouth Designated "SolSmart Bronze" for Solar Energy Leadership – *City Manager Conard reported that the city was awarded a Bronze designation from the national SolSmart program for encouraging the growth of clean, affordable solar energy at the local level. The SolSmart designation aligns with the City's goal of enabling and promoting the installation of local renewable energy systems in the recently adopted Climate Action Plan and advances the implementation of actions that will increase the supply of renewable energy into the electric grid and energy market serving the City of Portsmouth.*
  - Municipal Complex Boiler Building Chimney Status Update – *City Manager Conard advised the City Council that recent inspection of the City Hall Complex Boiler Building chimney showed significant safety concerns related to its condition. The inspection showed signs of brick spalling, mortar failure and cracking which could lead to pieces of the chimney falling into the parking area adjacent to the Boiler Building. The chimney is no longer in use and provides no current or foreseeable function to the City Hall heating system. The restoration of the chimney is not recommended. She reported that the staff have barricaded the area around the chimney's base and have reached out to contractors to explore its demolition.*
23. Adjournment – At 8:10 p.m., **voted** to adjourn the meeting to continue the Non-Public Session in Conference Room A.
24. At 8:50 p.m., **voted** to close the Non-Public Session and seal the minutes.

Respectfully submitted by:

Kelli L. Barnaby, MMC/CNHMC  
City Clerk