

TO: KAREN S. CONARD, CITY MANAGER

FROM: JUNE H. PHILBROOK, DEPUTY CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, NOVEMBER 17, 2025

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

1. **Voted** to close the Non-Public Session and seal the minutes.
2. **Voted** to suspend the rules to bring forward Item VIII. 1. – Recognition and Volunteer Committee Reports – Port City Soccer Recognition of Team Championships.
3. Portsmouth U11 Girls Black Team Champions – Mayor McEachern and the City Council recognized the Portsmouth U11 Boys Maroon Team Champions with a record of 8-2, Coaches: Chad Hillen, Audrey LaBarre, Mihail Miletkov, Matthew Neill. Players: Alexandra Ngarukiye, Anastasija Miletkova, Anna Clark, Avery Wallaert, Charlotte Neill, Claire Rabidoux, Ella Dennen, Emily Parrella, Madelyn Hillen, Moxy LaBarre-Gurski, Nora McLaughlin accepted the Mayor's Award with thanks and appreciation.
4. Portsmouth U11 Boys Maroon Team Champions – Mayor McEachern and the City Council recognized the Portsmouth U11 Boys Maroon Team Champions with a record of 6-2-1, Coaches: Kevin McKenney, Chad Hillen. Players: Nelson Doe, Brennan Henley, Mason Hillen, Wells Lavoie, Grayson Mangano, Douglas McCafferty, Tyler McKenney, William Osborn, Briggsby Parsons, Edward Schoengold, Cody Shultz, Cedric Thomas accepted the Mayor's Award with thanks and appreciation.
5. Portsmouth U12 Girls Black Team Champions – Mayor McEachern and the City Council recognized the Portsmouth U12 Girls Black Team Champions with a record of 8-0-1, Coaches: Kristen Trueworthy, Dan Jalbert, Jason Demers. Players: Aida Vitali, Akira Hobert, Avery Brewer, Breigh Cook, Brooklyn Trueworthy, Cecelia Walker, Harper Boorman, Louise Tanguay, Lucia Armellino, Mila Berkowitz, Ruby Robichaud, Zoe Demers, Claire Medros accepted the Mayor's Award with thanks and appreciation
6. Portsmouth U12 Boys Black Team Champions – Mayor McEachern and the City Council recognized the Portsmouth U12 Boys Black Team Champions with a record of 8-0-1, Coaches: Adam Hermon, John Tritle. Players: Sam Carter, Ethan Cloutier, Isak Cloutier, Connor Hermon, Grady Maloney, Carter Perry, Bennett Smith, Deacon Souza-Underwood, Teddy Tritle, Jackson Clark, Iian Dunn Bolanos the Mayor's Award with thanks and appreciation

7. Portsmouth U13 Boys Black Team Champions – Mayor McEachern and the City Council Recognized the Portsmouth U13 Boys Black team champions with a record of 9-0, Coaches: Jeff Dyer, Dovev Levine, Tyler Jackson. Players: Benjamin Natt, Bode Dyer, Caleb Boardman, Chase Daniels, Fletcher Jackson, Harper Lefebvre, Hayes Kelly, Ian Stoll, Lukas Nunes, Mason Deese-Laurent, Max Levine, Pierce Gillen, Robby Emory, Tracker LaBarre-Gurski, Walsh Widener accepted the Mayor's Award with thanks and appreciation
8. Proclamation – CreativeMorning PKX chapter– Mayor McEachern read the Proclamation declaring November 17th, CreativeMorning PKX day, in celebration of the 10th anniversary of CreativeMorning PKC chapter and in recognition of its enduring commitment to creativity, community, and the power of connection. Reminding all citizens to continue to gather, listen, create, and grow together. Members of the PKX Community accepted the proclamation with thanks and appreciation.
9. Acceptance of Minutes – September 8, 2025, and September 24, 2025 - **Voted** to accept and approve the minutes of the September 8, 2025, and September 24, 2025, City Council meetings.
10. Public Comment – There were 8 speakers: Wyatt James (New Franklin School Renovation), Kim James (New Franklin School Renovation), Nellie Clark (New Franklin School Renovation), Elyse Gallo (Impact Fees & Staggered Terms), Francesca Marrconi Fernald (Police), Petra Huda (Change in Reporting), Chris Dwyer (Bohenko Park Sculpture), Linnea Grim (Arts and Cultural Banner Program).
11. First Reading of Ordinance amending Chapter 1 – Administrative Code, Article IV – Commissions and Authorities, Section 1.414 – Establishing a Permanent Energy Advisory Committee – **Voted** to pass first reading and schedule a public hearing and second reading at the December 8, 2025, City Council meeting.
12. Public Hearing on FY2027 – FY2032 Capital Improvement Plan – Held a public hearing. **Voted** to hold a continuation of the Public Hearing at the December 8, 2025, City Council meeting, where it is anticipated the adoption of the FY2027-FY2032 Capital Improvement Plan will take place.
13. **Voted** to suspend the rules to bring forward Items XIII. C – Water/Sewer Rate Model Study Presentation and XIII. D. – Presentation from the Schleyer Foundation and PMAC regarding Reuse of the South Meeting House.
14. Presentation from the Schleyer Foundation and PMAC regarding Reuse of South Meeting House – Dave Schleyer with the Schleyer Foundation, Russ Grazier, with PMAC, Tracy Koziak from ARCove Architects, and Karen Oliver from Hoefle, Phoenix, Gormley and Roberts Attorney's Office presented a joint proposal for long-term preservation and community reuse of the South Meeting House to Mayor McEachern and City Council members.

15. **Voted** to suspend the rules to bring forward Item XI. A.8. – South Meeting House Reuse Schleyer Foundation and PMAC Lease and Sublease.
16. South Meeting House Reuse Schleyer Foundation and PMAC Lease and Sublease – **Voted** to authorize the City Manager to accept and approve a lease of the South Meeting House with the Schleyer Foundation and substantial similar form to the lease contained in the agenda packet.
17. Water/Sewer Rate Model Study – Al Pratt, Water Resource Director presented the Water/Sewer Rate Model Study which highlighted both the Water Enterprise Fund and Sewer Enterprise Fund to Mayor McEachern and City Council members.
18. **Voted** to suspend the rules to bring forward Item X.I. – Public Hearing and Second Reading of Ordinance amendment to Chapter 10 – Zoning Ordinance – Zoning Map, Article 4, Zoning District and Use Regulations, Section 10.421 – District Location and Boundaries, Section 10.421.10, be amended to remove 109 Dennett Street, Tax Map 142, Lot 27 from the Historic District Commission.
19. PUBLIC HEARING AND SECOND READING of Ordinance amendment to Chapter 10 – Zoning Ordinance – Zoning Map, Article 4, Zoning District and Use Regulations, Section 10.421 – District Location and Boundaries, Section 10.421.10, be amended to remove 109 Dennett Street, Tax Map 142, Lot 27 from the Historic District Commission – Held a public hearing. City Manager Conard advised Mayor McEachern and City Council members that the contractor working on 109 Dennett Street had been issued a permit on November 12, 2025, to complete work in the Historic District.
- Voted** to postpone the Public Hearing indefinitely; with no action taken to remove the property from the overlay district.
20. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 6 – Licenses, Article I – General Provisions, by amending the title of Chapter 6 to Licenses and Encumbrances and replacing Article I in its entirety, with Article I – Encumbrances Permits and Licenses for Use of Public Property, Sections 6.101 – 6.110 – Held a public hearing. Senior Assistant City Attorney Ferrini presented to Mayor McEachern and City Council members on behalf of the work completed by Councilor Cook and the Governance Committee. The goal of the Governance Committee is to centralize the City's Encumbrances.

The City Council held extensive deliberations regarding this Ordinance Amendment.

21. On a roll call 8-1, **voted** to suspend the rules to continue the meeting beyond 10:30 p.m. Assistant Mayor Kelley, Councilors Tabor, Cook, Denton, Blalock, Moreau, Lombardi, and Mayor McEachern voted in favor. Councilor Bagley voted opposed.

22. Moved to pass second reading of Ordinance amending Chapter 6 – Licenses, Article I – General Provisions, by amending the title of Chapter 6 to Licenses and Encumbrances and replacing Article I in its entirety, with Article I – Encumbrances Permits and Licenses for Use of Public Property, Sections 6.101 – 6.110 and hold third and final reading at the December 8, 2025, City Council meeting.

Voted to amend Section 6.103 A of the ordinance requesting to strike the words *and an annual permit to revocable permit* and add at the end of the sentence *City Zoning Ordinance when approved. A Certificate of Insurance, naming the City as additional insured with any cancellation or loss of policy notice to the City from the Insurance Company.*

Voted to pass main motion as amended.

23. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 6 - Licenses, Article X – Theatricals, Parades, Open Air Meetings, Section 6.1001 – License Required, Section 6.1002 – License Form, Section 6.1003 – Fee, Section 6.1004 – Penalty for Failure to License be deleted in its entirety – Held a public hearing. **Voted** to pass second reading and hold third and final reading at the December 8, 2025, City Council meeting.

24. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 7 – Vehicles, Traffic and Parking, Article I – Parking Meters, Section 7.114 – Construction Permit be deleted in its entirety – Held a public hearing. **Voted** to pass second reading and hold third and final reading at the December 8, 2025, City Council meeting.

25. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 8 – Encumbrances and Injurious Practices in Streets, Article I - Encumbrances, Section 8.101 – Encumbrances, General, Section 8.105 – Digging up a Street, Section 8.106 – License to Obstruct Street, Section 8.114 – Awning and Signs, Section 8.120 – Displaying Merchandise on Sidewalk be deleted in its entirety – Held a public hearing. **Voted** to pass second reading and hold third and final reading at the December 8, 2025, City Council Meeting

26. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 9, Article V – Public Way Obstructions, Placement & Registration, Sections 9.501 – 9.511 regarding public way obstructions be deleted in its entirety – Held a public hearing. **Voted** to pass second reading and hold third and final reading at the December 8, 2025, City Council meeting.

27. PUBLIC HEARING AND SECOND READING of Ordinance amending Chapter 11, Sidewalks, Sewers, Layout of Streets, Subdivision of Land, Article VI – Referrals to Planning Board, Section 11.602 A 1, Referral and Report be amended to delete the word license – Held a public hearing. **Voted** to pass second reading and hold third and final reading at the December 8, 2025, City Council meeting.

28. Approval of Employment Agreement with Fire Chief William McQuillen – **Voted** to approve and accept the Employment Agreement as presented.
29. Approval of Employment Agreement with Assistant Fire Chief Jason Gionet – **Voted** to approve and accept the Employment Agreement as presented.
30. Approval of 2026 City Council Meeting Calendar – **Voted** to approve proposed City Council meeting calendar for 2026 as presented.
31. Request to Renew License with Coast Guard Auxiliary to Dock Vessel at Prescott Park – **Voted** to authorize the City Manager to negotiate the terms of a lease agreement with the United State Coast Guard Auxiliary for a Coast Guard vessel to berth at the Prescott Park Dock if all slips are repaired prior to next season.
32. Authorization of Sidewalk License for Novocure, Inc. – **Voted** to authorize the City Manager to execute and deliver the Sidewalk License as presented to Novocure, Inc
33. Betty's Dream PILOT Agreement (FY 2026) – **Voted** to authorize the City Manager to enter into a PILOT Agreement with Betty's Dream in the amount of \$3,000.00 for FY 2026.
34. Maplewood Avenue Drain Line Project – **Voted** to authorize the City Manager to negotiate, accept, and record a license from CSX, Inc. and an easement from 90 Maplewood Avenue, LLC in support of the North Mill Pond stormwater outfall improvements.
35. Consent Agenda – **Voted** to adopt the Consent Agenda.
- A. Request from Veterans Count, requesting permission to hold Veterans Count Seacoast Pack and Boots 5k Road Race on Sunday, July 5, 2026 (***Anticipated action – move to refer to the City Manager with Authority to Act***)
- B. Request from Nuttaya Suriyanyong, of LumSum LLC d/b/a The Ramen Club, to install a Projecting Sign at 148 Fleet Street (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request***)

Planning Director's Stipulations:

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

- C. Request from Ian Buckley of Buckley's Market–Café of Portsmouth, Inc., installing Projecting Signs at 60 Penhallow Street (***Anticipated action – move to approve the aforementioned Projecting Signs 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***
- D. Request from the Public Art Review Committee (PARC) for an additional installation of a functional sculpture in Bohenko Gateway Park (***Sample motions:***
- 1) move to authorize PARC to raise approximately \$10,000.00 in private funds to complement the funds committed to the project to date by a major donor.***
 - 2) move to expend resources from PARC funds to undertake any soils testing and costs associated with engineering for installation.***
 - 3) move to work with the Legal Department to contract with Chen, aligning payments to fundraising and development phases; and***
 - 4) move to work with the Department of Public Works to locate and install the sculptural bench)***

36. Email Correspondence – **Voted** to accept and place on file.

37. Letter from Dean Savramis, Executive Director, The Portsmouth Submarine and Maritime Association, requesting a zoning change for the Albacore Park for property located at 569 Submarine Way – **Voted** to refer to the Planning Board for a report back to the City Council.

38. Appointments to be Considered – The City Council considered the appointments listed below that will be voted upon at the next City Council meeting.

- Appointment of James (Jim) Wilson to the Cable and Broadband Internet Commission
- Appointment of Wendy Courteau-Clement to the Economic Development Commission
- Appointment of Daniel Finan to the Safe Water Advisory Group
- Reappointment of Thomas Nies to the Zoning Board of Adjustment

39. Appointments to be Voted – **Voted** to appointment Tara Rix to the Cemetery Committee until November 17, 2027.
40. Education Coalition Communities 2.0 NH – **Voted** to ask the Education Coalition Communities 2.0 NH (f/k/a Coalition Communities 2.0 “CC2”) at its November 18, 2025, meeting whether it would consider expanding its mission to include the following education funding issues:
Homestead exemptions.
Special education funding; and
Classroom efficiency.
41. Feasibility and Practicality of providing Green Burials as an option in Portsmouth – **Voted** to request a report back from City staff and the Cemetery Committee regarding the feasibility and practicability of providing green burials as an option in Portsmouth.
42. Modify CIP request #BI-26-PL-29: Microtransit Study – Moved to modify CIP request #BI-26-PL-29: Microtransit Study (page 88 of the November 12 CIP document) to change the funding source from Federal grant funds to Capital Outlay (GF) and/or Revenues in FYs 2027 and 2028.
- Voted** to request a report back from the Sustainability Committee to the City Council on the Microtransit Study.
43. Municipal Arts & Cultural Banner Program Policy - **Voted** to approve the draft Municipal Arts & Cultural Banner Program Policy, and to ask the City Manager to report back to the City Council on the status of program development three months after passage of this policy.
44. Parking & Traffic Safety Committee Action Sheet & Minutes of the November 6, 2025, meeting – **Voted** to approve and accept the action sheet and minutes of the November 6, 2025, Parking & Traffic Safety Committee meeting.
45. Downtown Holiday Parking Promotion – **Voted** that the City Council authorize a Downtown Holiday Parking Promotion offering three (3) hours of the free parking in al City-owned parking garages beginning Monday, December 15, 2025, (the start of Hanukkah) through Thursday, January 1, 2026, to promote holiday spirit, support downtown businesses, and encourage community activity during the holiday season.
46. Acceptance of Donation from Flatbread Portsmouth for the Portsmouth Police Explorer Program - \$687.50 – **Voted** to accept the donation as presented.
47. Acceptance of unsolicited cash Donation from an anonymous passerby to support the Portsmouth Police Department - \$100.00 – **Voted** to accept the donation as presented.

48. City Manager Informational Items

Update on Fiscal Year End Financial Summary:

City Manager Conard spoke to monthly financial summary reports for the period of July through May and an example of what will be published for financial fiscal year end is included in the City Council packet. She spoke to the goal is to provide final report after the auditor's fieldwork is completed.

Resident Access Parking Program (RAPP) Pilot 2026 Update:

City Manager Conard spoke to City Staff making great progress toward a Pilot Program which will emphasize priority parking to all residents. Greater details will be provided to City Council at the December 8, 2025, City Council meeting.

October 2025 Pease Development Authority Board Meeting Update:

City Manager Conard spoke to three (3) items of interest at the October 21, 2025, meeting. First, an audit presentation by outside auditor Barry Dunn was completed, and a clean unmodified opinion was given, which is the highest possible opinion. No adjustments, no deficiencies. Second, during the Federal Shutdown at Pease International Airport the air traffic control tower experienced no operational impacts and remained fully staffed, and thirdly, the State Fish Pier saw return to all commercial fisherman, and the return of their rights of entry, as well as a return of the bay cooler, and both fuel pumps.

Water Service Line Public Notification:

City Manager Conard spoke to the water service line public notification as required to provide annual updates to New Hampshire Department of Environmental Services (DES), and presently there are water services materials which are being reviewed to remain in compliance with Federal and State regulations.

49. Adjournment – At 11:54 p.m., **voted** to adjourn the meeting.

Respectfully submitted:

June H. Philbrook, CNHMDC
Deputy City Clerk