

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, NOVEMBER 17, 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_cTtM4nCMSZ-L4Pyxbpe6QQ

**6:30PM - ANTICIPATED NON-PUBLIC SESSION IS 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 – *Cub Scout Den*

PROCLAMATION

1. CreativeMornings PKX chapter

- VII. ACCEPTANCE OF MINUTES – SEPTEMBER 8, 2025 AND SEPTEMBER 24, 2025 (*Sample motion – move to accept and approve the minutes of the September 8th and September 24th City Council meeting*)

VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS

1. Port City Soccer Recognition of Team Championships
 - U11 Girls Black Team Champions
 - U11 Boys Maroon Team Champions
 - U12 Girls Black Team Champions
 - U12 Boys Black Team Champions
 - U13 Boys Black Team Champions

- 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

First Reading of Ordinance:

- A. First Reading of Ordinance amending Chapter 1 – Administrative Code, Article IV – Commissions and Authorities, Section 1.414 – Establishing a Permanent Energy Advisory Committee (*Sample motion – move to pass first reading and schedule a public hearing and second reading at the December 8, 2025, City Council meeting*)

Public Hearing of Capital Improvement Plan:

- B. PUBLIC HEARING on FY2027 – FY2032 Capital Improvement Plan
- **PRESENTATION** (*Presentation was held at the November 12, 2025 Work Session*)
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**
- (Adoption of the FY2027 – FY2032 Capital Improvement Plan will take place at the December 8, 2025 City Council meeting)*

Public Hearing and Second Reading of Ordinances:

- C. 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 - Encumbrance Permits and Licenses for Use of Public Property, Sections 6.101 – 6.110
- **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 December 8, 2025 City Council meeting)*
- D. 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
- **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 December 8, 2025 City Council meeting)*
- E. 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
- **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 December 8, 2025 City Council meeting)*

- F. 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
- **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 December 8, 2025 City Council meeting)
- G. 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
- **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 December 8, 2025 City Council meeting)
- H. 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
- **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 December 8, 2025 City Council meeting)
- 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 Overlay
- **PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**
 - **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager’s Items Which Require Action:

1. Approval of Employment Agreement with Fire Chief William McQuillen

2. Approval of Employment Agreement with Assistant Fire Chief Jason Gionet
3. Approval of 2026 City Council Meeting Calendar
4. Request to Renew License with Coast Guard Auxiliary to Dock Vessel at Prescott Park
5. Authorization of Sidewalk License for Novocure, Inc.
6. Betty's Dream PILOT Agreement (FY 2026)
7. *Maplewood Avenue Drain Line Project
8. South Meeting House Reuse Schleyer Foundation and PMAC Lease and Sublease

XII. 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)

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. Email Correspondence ***(Sample motion – move to accept and place on file)***
- B. 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 ***(Sample motion – move to refer to the Planning Board for a report back to the City Council)***
- C. *Water/Sewer Rate Model Study Presentation
- D. *Presentation from the Schleyer Foundation and PMAC regarding Reuse of the South Meeting House

XIV. MAYOR McEACHERN

1. Appointments to be Considered:
- 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
2. *Appointments to be Voted:
- Appointment of Tara Rix to the Cemetery Committee
(Sample motion – move the appointment of Tara Rix to the Cemetery Committee)

3. *Education Coalition Communities 2.0 NH (***Sample motion – move to ask the Education Coalition Communities 2.0 NH (f/k/a Coalition Communities 2.0 “CC2”) at it 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***)

XV. CITY COUNCIL MEMBERS

A. COUNCILOR COOK & COUNCILOR BAGLEY

1. Feasibility and Practicability of providing Green Burials as an option in Portsmouth (***Sample motion – move to request a report back from City staff and Cemetery Committee regarding the feasibility and practicability of providing green burials as an option in Portsmouth***)

B. COUNCILOR COOK & COUNCILOR MOREAU

1. Modify CIP request #BI-26-PL-29: Microtransit Study (***Sample motion – move 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***)

C. COUNCILOR COOK

1. Municipal Arts and Cultural Banner Program Policy (***Sample motion – move to approve the draft Municipal Arts & Cultural Banner Program Policy, and ask the City Manager to report back to the City Council on the status of program development three months after passage of this policy***)

D. COUNCILOR BAGLEY

1. Parking & Traffic Safety Committee Action Sheet and Minutes of November 6, 2025, meeting (***Sample motion – move to accept and approve the Action Sheet and Minutes of the Parking & Traffic Safety Committee meeting of November 6, 2025***)
2. *Downtown Holiday Parking Promotion (***Sample motion – move that the City Council authorize a Downtown Holiday Parking Promotion offering three (3) hours of free parking in all 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***)

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Donation from Flatbread Portsmouth for the Portsmouth Police Explorer Program - \$687.50 (***Sample motion – move to accept the donation as presented***)
- B. Acceptance of unsolicited cash Donation from an anonymous passerby to support the Portsmouth Police Department - \$100.00 (***Sample motion – move to accept the donation as presented***)

XVII. CITY MANAGER'S INFORMATIONAL ITEMS

- 1. Update on Fiscal Year End Financial Summary
- 2. *Resident Access Parking Program (RAPP) Pilot 2026 Update
- 3. *October 2025 Pease Development Authority Board Meeting Update
- 4. *Water Service Line Public Notification

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**