

TO: KAREN S. 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, OCTOBER 20, 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. Proclamation – Community Clean Up Day in Portsmouth – Student Mayor for a Day Jacob Turk, read his Proclamation declaring Community Clean Up Day in Portsmouth and urged all members of the community to do their part everyday but especially on June 15th the last day of school.
3. Proclamation – Good Neighbor Day in Portsmouth – Student Mayor for a Day David Flavin, read his Proclamation declaring Good Neighbor Day in Portsmouth and called on every citizen able to volunteer their time, money or expertise to find an organization in need and help their neighbors on October 20, 2025.
4. Proclamation – Halloween Parade – Mayor McEachern read the Proclamation marking the 30th March of the Halloween Parade and declared October 31st as Halloween Parade Day.
5. Recognitions & Volunteer Committee Reports – Portsmouth High School Clipper Golf Team – Mayor McEachern recognized the Portsmouth High School Clipper Golf Team for winning the NHIAA Division II Golf State Championship at the Mount Washington Golf Course. He announced that this is the school's first state golf championship since 1962! He also recognized Junior Grey Gagnon who was the medalist and low scorer of the tournament for the 2nd year in a row, with a score of 69 (Par 72)!

Coach Kyle Harrison thanked Mayor McEachern and City Council for this recognition and spoke to how coachable the kids are, and they genuinely care about each other and are a respectful group.
6. Acceptance of Minutes – August 18, 2025 – **Voted** to approve and accept the minutes of the August 18, 2025 City Council meeting.
7. Public Comment Session – There was one speaker via zoom. Tyler Garzo, asked the City Council to look into the license plate scanners and to take a position on this matter.

8. First 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 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 - **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.
9. First 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 – **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.
10. First Reading of Ordinance amending Chapter 7 – Vehicles, Traffic and Parking, Article I – Parking Meters, Section 7.114 – Construction Permit be deleted in its entirety – **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.
11. First 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 – **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.
12. First Reading of Ordinance amending Chapter 9, Article V – Public Way Obstructions, Placement & Registration including Sections 9.501 – 9.511 be deleted in its entirety – **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.
13. First 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 – **Voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting.

14. First 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 – **On a roll call 6-3, voted** to pass first reading and schedule a public hearing and second reading at the November 17, 2025, City Council meeting. Assistant Mayor Kelley, Councilors Tabor, Denton, Blalock, Bagley and Mayor McEachern voted in favor. Councilors Cook, Moreau and Lombardi voted opposed.
15. Public Hearing and Adoption of Resolution Appropriating Two Million Five Hundred Thousand Dollars (\$2,500,000.00) to Purchase One Fire Apparatus and Authorizing a Bond Issue and/or Notes of up to Two Million Five Hundred Thousand Dollars (\$2,500,000.00) to meet this Appropriation – **On a unanimous roll call 9-0, voted** to adopt the Resolution as presented.
16. Approval of Change to Authorized Representative for Education Coalition Communities 2.0 NH – **Voted** to authorize Nathan D. Lunney, Deputy City Manager – Finance & Administration, as the City's authorized representative to the Education Coalition Communities 2.0 NH.
17. Email Correspondence – **Voted** to accept and place on file.
18. Appointment to be Considered – Tara Rix to the Cemetery Committee – The City Council considered the appointment of Tara Rix to the Cemetery Committee and will be acted upon by the City Council at the November 17, 2025, meeting.
19. Appointment to be Voted – Reappointment of Patricia Bagley to the Trees & Public Greenery Committee – **Voted** the reappointment of Patricia Bagley to the Trees & Public Greenery Committee.
20. Request for First Reading of a new Ordinance to establish a permanent Energy Advisory Committee – **Voted** to request the Legal Department draft an ordinance for first reading amending Chapter 1, Administrative Code, Article IV, Commissions and Authorities, Section 1.414 to establish a permanent Energy Advisory Committee for the November 17, 2025, City Council meeting.
21. Audit Committee Update – Councilor Tabor provided a brief update regarding the Audit Committee. He reported that the committee voted to recommend to the City Council we stay with CLA in 2026.
22. Municipal Arts and Cultural Banner Program Policy for Review – Councilor Cook reported that the Municipal Arts and Cultural Banner Program Policy will come back for approval at the November 17, 2025, City Council meeting.

23. Portwalk Place – **Voted** to approve renewal of annual valet license agreement for Hampton Inn & Suites.
24. Portwalk Place – **Voted** to approve renewal of annual valet license agreement for Marriott Residence Inn.
25. Parking & Traffic Safety Committee Action Sheet and Minutes of October 2, 2025 – **Voted** to approve and accept the action sheet and minutes of the October 2, 2025, Parking & Traffic Safety Committee meeting.
26. City Manager's Informational Items

Upcoming Visits with the City Manager at the Library – City Manager Conard announced with the 2025 Farmers' Market season comes to a close on Saturday, October 25th, she would welcome members of the public to visit with members of City staff and her on the following dates from 10:00 a.m. to Noon at the Library:

- *November 8th*
- *December 20th*
- *January 10th*
- *February 14th*
- *March 14th*
- *April 11th*

Food Permits – City Manager Conard reported that there are 284 Food Permits and 159 with Liquor Licenses and 125 are without Liquor Licenses. She also indicated that the total number of seats under the license for October 2025 is 31,271.

27. Adjournment – At 8:10 p.m., **voted** to adjourn the meeting.

Respectfully submitted:

Kelli L. Barnaby, MMC/CMC
City Clerk