



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE

PUBLIC MEETING NOTICE  
MONDAY, FEBRUARY 24, 2025  
11:00 a.m.

Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH 03801

*Members of the public also have the option to join the meeting over Zoom.  
(See below for more details)\**

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1. Welcome and Call to Order
  2. Roll Call
  3. Review and approval of the minutes of the February 10, 2025 meeting
  4. Report on sidewalk obstruction fees historically collected and action of the Fee Committee
  5. Outdoor Dining Design Standards
  6. Brief update in follow-up from the discussion last meeting regarding Charter Departments and IT and HR coordination
  7. Public Comment
  8. Announcements
  9. Adjournment

**\*Join Zoom Meeting**

**You are invited to a Zoom meeting.**

**When: Feb 24, 2025 11:00 AM Eastern Time (US and Canada)**

**Register in advance for this meeting:**

**<https://us06web.zoom.us/meeting/register/YWWxnd5mToGQpEIYPYhKJw>**

**After registering, you will receive a confirmation email containing information about joining the meeting.**



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, February 10, 2025  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH

1. **Welcome and Call to Order:** The meeting was called to order at 11:01 a.m.
2. **Roll Call:**  
Assistant Mayor Kelley-Adams; Councilor Cook; Councilor Lombardi; and Councilor Tabor were present.  
  
Staff: Deputy City Manager / Regulatory Counsel Woodland (DCM); Ryan Babcock (Babcock), Chief Information Officer; Pat Ainsworth, Chief Information Security Officer; Police Chief Mark Newport; Daisy Lavoie, Police Department IT; Zach McLaughlin, Superintendent of the School Department; Fire Chief William McQuillan
3. **Review and Approval of the Minutes of the January 13, 2025 meeting:** Councilor Lombardi moved to accept the minutes of the January 13, 2025 meeting. Seconded by Assistant Mayor Kelley-Adams. All in favor. The motion was approved.
4. **Administrative Code – Chapter 1**
  - a. **Updates to Administrative Organization sections:** DCM presented proposed updates to Chapter 1, Article I. Most of these proposed amendments were minor updates to language reflecting current department titles and responsibilities. Proposed language changes to the Information Technology and Human Resources Department responsibilities were proposed to bring them more in line with Charter language and modern practices for efficiency.
  - b. **Ryan Babcock - Assistance with IT questions:** Babcock was invited to attend the meeting to discuss the City's IT Department's bandwidth to offer IT assistance to all of the City's departments and Charter departments. Benefits of a centralized IT Department would include having all IT expenses in one place and to be able to determine any redundancies. Assistant Mayor Kelley-Adams asked if there were known redundancies across the departments, along with how many IT help desk staff are in individual departments. Chief Newport, along with Daisy Lavoie of the Police Department's IT Department explained some of the specific requirements that the Police Department needs to comply with FBI and other regulations. Assistant Mayor asked for a matrix for the Police and Fire and what could or could not be integrated into a centralized system. Zach McLaughlin, Superintendent of Schools stated that the School Department has its own IT staff managing over 3,000 users for decades. He expressed that a deeper dive would need to occur prior to a

change of authority, along with clarifying who would make the IT and budgeting decisions. Fire Chief Bill McQuillan stated that they have a hybrid system and are on police department network for radios system and call records. He also stated that the Fire Department has had a success story with the IT Department which has been managing the department's emails and basic functionality since July 2024. The Committee expressed gratitude for the input from Babcock and the Charter Department heads. Cook stated that per the Assistant Mayor's request, that the Committee, with the assistance of the department heads, take 45 – 60 days to compile information about IT in their departments into a matrix which would be reviewed before making any changes. Information that would be included would be systems that are used, how many users, hardware and software. Kelley Harper will be invited to a future Committee meeting to discuss HR roles and systems. Department personnel left the meeting at 12:26 p.m.

5. **Encumbrance Ordinance and Policies:** Committee discussed fees collected for sidewalk obstruction and outdoor dining permitting. Attorney Ferrini provided a chart describing the types of fees and the authority pursuant to which they are collected for the Committee's use. The fees charged for outdoor dining, tables and chairs and community space were discussed in detail. Cook stated that businesses are suffering, businesses are closing, rents are going up and tourism is down. People are investing money in tables and chairs and benches and planters which benefit the community as this beautifies the downtown area, however, they feel that they are nicked and dimed by the City. A discussion of community space easements are treated differently than privately maintained spaces. Assistant Mayor asked if a report could be run to determine the amount of sidewalk obstruction and outdoor dining fees the City has taken in as revenue for a 5-year period from 2019. DCM said that this information has been pulled in the past and she will work on this. It was also discussed that including detailed definitions of all the different easements to the easement matrix would be helpful. The design standards of the encumbrances will be discussed at the next meeting. It was also mentioned that if changes are to be made to outdoor dining permit the permit it should be revised soon before the permit applications are opened in March (with an effective date of May 1<sup>st</sup>).
6. **Public Comment:** There were no public comments.
7. **Announcements:** The next Governance Committee meeting will be on Monday, February 24, 2025 at 11:00 a.m.
8. **Adjournment:** Motion by Councilor Lombardi to adjourn the meeting, seconded by Councilor Tabor. All in favor. Motion was approved. Meeting adjourned at 1:58 p.m.

DRAFT Meeting Minutes prepared by:  
Barbara Zulkiewicz

Minutes approved: \_\_\_\_\_

**City of Portsmouth**  
**Outdoor Dining Design Standards | Best Practices**

The following represents best practices for the design of outdoor dining:

**Objectives**

- Regulate the safety and flow of pedestrian and vehicular traffic.
- Define a standard of visual appropriateness and streetscape conformity within historic downtown Portsmouth.
- Create outdoor dining spaces easily usable by people with disabilities.

**Furniture**

- Restaurants must provide sturdy tables and chairs suitable for outdoor use and capable of withstanding different weather conditions. Tables made of metal, finish grade wood and sturdy recycled materials are encouraged. Seating must be properly finished such that there is no rust, splintering or deterioration.
- Tables may not exceed 30" in height.
- Tables must accommodate people who use wheelchairs either by using movable seating, no less than a 19" deep tabletop overhang, or a space for a wheelchair.
- No advertisements or logos on umbrellas.

**Barriers: Sidewalks**

- Sturdy barriers such as freestanding sectional fencing, rope or chain are acceptable, not to exceed three feet (36") in height. Barriers may not be supplemented with plants or other materials that cause the height to exceed three feet (36"). No advertisements are allowed on barrier fencing. Stanchions with rope or chain are permitted for sidewalk use.
- Entry access to dining spaces to be no less than 44" wide.
- Materials not manufactured for fencing or pedestrian control, including but not limited to buckets, food containers, tires, tree stumps, pallets, etc. may not be used as components of barriers. Chain link fencing, plastic, vinyl, chicken wire or cyclone fencing are not permitted. Alternative materials may be used with City approval.

**Barriers: Parking Spaces, Loading Zones and Travel Lanes**

- Maximum barrier height of 3 feet (36").
- Planters may be used as part of or on top of barriers; combination barriers/plants/greenery are not to exceed 6' feet (72") in height above the street. Maximum total height not to exceed 3 feet (36") within 20 feet of an approach to a crosswalk .

- City-provided jersey barriers will be used on the leading edge of dining areas and may also be used on other edges for safety, to be determined by City.
- Alternate barriers must have approval from the City.

#### **Platforms, Parklets**

- Platforms or parklets must be used in all on-street dining in both parking spaces, loading zones and travel lanes, unless the space is curbless.
- Platforms and parklets must be flush with the curb to create a seamless extension of the sidewalk.
- Platforms and parklets are limited to a maximum width of the on street parking space so as to not encroach upon any travel lanes, or not more than 10' in the case of diagonal parking spaces.
- Platforms and parklets will be built from durable materials such as wood or metal.
- Parklets may extend taller than 3 feet (36"), The space above 36" must be primarily transparent (see-through) to maintain visibility of street level activity. In no case should height exceed 6 feet (72").