

City of Portsmouth, New Hampshire



Municipal Building Blue Ribbon Committee *Wednesday, February 12, 2025 at 3:00 p.m.* *Conference Room A, City Hall* *1 Junkins Avenue, Portsmouth, NH*

Meeting Minutes

Committee Members Present: City Councilor John Tabor (Co-Chair), City Councilor Kate Cook (Co-Chair), Police Commission Chair Kate Coyle, Cameron Horack, Mary Lou McElwain, John O'Leary, Peter G. Weeks, Rick Chellman, Renee Plummer

Committee Members Not Present: None

Staff Present: City Manager Karen Conard, Police Chief Mark Newport, Department of Public Works Director Peter Rice, Facilities Manager Joe Almeida, Executive Assistant Jackie Burnett (minute taker)

Members of the Public: Petra Huda, Robert Corash, Susan Sterry, Pat Bagley, Karen Senecal

I. Review and Approval of 1/12/2025 and 1/31/2025 Meeting Minutes

- a. Peter Weeks made a request for the following documents: (1) a balance sheet and listing of expenditures on architectural engineering costs to-date,

and (2) the adjacency plans completed for the police department, showing what operational components need to be located near one another (e.g. dispatch center next to patrol).

- b. John O'Leary moved to accept the minutes as presented. Seconded by Mary Lou McElwain. Motion passed 9-0.

II. Reactions and Findings from Building Tour

- a. The building tour sparked a variety of reactions about the city complex. Some members suggested reconfiguring the city clerk and tax assessor's space for police department expansion, improving accessibility and building optimization. Concerns were raised about HVAC, electrical deficiencies, and the basement's condition, with one member suggesting its closure. While deficiencies exist, others felt that internal reorganization and potential expansion off the back of the building could address future needs without major external construction. Emphasis was placed on adjacencies and creating a functional, prideful workspace. Group tours of other police facilities will be scheduled soon.

III. 2015 Lavallee Brenzinger Study:

a. Slides: Council Retreat

b. Narrative: Full Discussion

The 2015 Lavallee Brenzinger Study found that the city has adequate space and staying put is more cost-effective than relocating. Discussions included relocating city departments to improve service centralization and exploring potential expansions off the back of the building. Committee members emphasized updating space planning based on new data, staffing needs, and improving space adjacencies for future growth.

IV. Feasibility of Expansion in Back Parking Lot

V. Potential Green Building Savings

VI. Future Meetings & Adjournment

Next Meeting: Wednesday, February 26, 2025

Co-Chair John Tabor moved to adjourn at 3:45 p.m. Seconded by Cameron Horack. Motion passed 9-0.