

SUSTAINABILITY COMMITTEE, CITY OF PORTSMOUTH, NEW HAMPSHIRE MEETING MINUTES

Date: November 20, 2025

Time: 6:30 — 8:30 PM

Location: Conference Room A City Hall

Committee Members in Attendance: Effie Malley, Nancy Clayburgh Fred Calcinari, Rhianne Tallarico, Bill Lyons, Colleen Spear, Bert Cohen, Josh Denton, Peter Britz, Sully Otis (PHS), Emmie Wentworth (PHS)

Excused Absences: Jessica Blasko

Staff in Attendance: Kate Homet, Peter Britz, Sean Clancy (EDC), Kristin Shaw (Health Dept. on Zoom)

Guests in Attendance: Rad Nichols (COAST), Margot Doering (COAST), Tyler Garzo, Evy Douglas (Zoom), Daryll Kelly (Zoom)

Facilitator: Torey Brooks

Minutes: Bill Lyons

Agenda

- 1. Acceptance of Minutes**
- 2. Capital Budget Requests from Sustainability Committee**
- 3. Community Engagement**
- 4. CAP – Committee Action Spreadsheet**
- 5. Master Plan – Sustainability Committee Priorities and Involvement**
- 6. Energy Advisory Committee Update**
- 7. Content Topics, Presentations from Experts**
- 8. Other Business**

Topic/Time	Commentary	Final/Vote/Motions/Actions
Acceptance of Minutes	Bill Lyons and Torey Brooks offered edits to NHCAP entry and priority for Committee to focus on CIP recommended projects.	All agreed to accept Minutes with edits; Kate to revise and distribute for approval at December meeting.
Capital Budget (CIP) Requests: Microtransit Feasibility Study	<p>Microtransit Study -- addressed first so COAST, EDC, and Committee members can attend Planning Board meeting.</p> <p>Discussion in response to Council request from 11/17/25 meeting for recommendations from the Sustainability Committee, Josh described process, format, and timing for receiving recommendations.</p> <p>Bill summarized Committee comments and Council discussion and discussed possible recommendations with Committee.</p> <ul style="list-style-type: none"> • Interest in broadening to consider range of alternative/public transit options (e.g., shuttle, increased frequency and direct connectivity of COAST routes), as well as, but not limited to microtransit, relevance for parking management, and regional connectivity; • It is important to identify related Portsmouth priorities and opportunities (grounded in sustainability principles), e.g., affordable housing and affordable access to jobs, availability of workers, car-free tourism, reduced traffic and parking demand, bringing residents downtown, in addition to GHG reductions to implement CAP. • It is important to consider potential beneficiaries, partners, and funding sources, e.g., hospitality industry, other employers, and developers. • Consistent with clarifying recommendation for broader approach, change CIP project title from “Microtransit Feasibility” (CAP action DTS-4) to “Expanding Public Transit Strategy” (CAP action DTS-3) linked to DTS-4 and Implementation of Bike-Pedestrian Plan (DTS-3). This is consistent with the text description for the CIP project. <p>Rad Nichols – provided background on COAST and bus service in Portsmouth; availability of federal/state</p>	<p>Bill and Colleen will write a short summary of recommendations based on agreed-upon outline.</p> <ul style="list-style-type: none"> • To Kate and Josh before Thanks-giving. • Josh to include in packet for Council meeting 12/8/25 and summarize during meeting. • Members are encouraged to attend Council meeting 12/8/25 and provide Public Comments; Bill will comment on the

	<p>funding including possible Planning grants, and interest in the CIP project recommended by the Committee. Discussion to recommend a small task force/working group to do initial research and focus for an RFP.</p> <ul style="list-style-type: none"> • Possible members: city staff, Sustainability Committee COAST, Rockingham Planning Comm., other interested Committees (e.g., Traffic and Parking and EDC); business, community members. • Possible topics: availability of federal/state funds; potential partnerships and innovative funding; “problem statement” and opportunities; options to attract riders to public transit and reduce personal vehicle trips. • Connections and support for relevant city plans (e.g., Parking Strategy, EDC microtransit presentation, bike/pedestrian plan, Master Plan, Market Square Plan) 	<p>Alternative Transportation project.</p>
Other CIP requests	<p>Josh, Effie, Torey, Colleen, and Peter summarized other Committee proposals and Council discussion of options</p> <ul style="list-style-type: none"> • Greenhouse Gas Inventory – options to use a UNH fellow or consultant to update periodic inventory and the importance of consistency and quality to track GHG reductions and identify priorities. • Solar Inventory • Electrification of City Fleet – Develop Plan 	<p>GHG Inventory: Peter will continue pursuing a UNH fellow who might also support CAP implementation. Josh will consider making a motion to fund regular updates by a consultant to improve data quality and consistency.</p> <p>Solar Inventory: Committee is recommending including city land, parking, lots, etc. in addition to buildings.</p> <p>Fleet Electrification Plan: in current CIP as proposed. Thank Council.</p>

Community Engagement	<p>Effie – provided update on plans for the Sustainability Fair April 10, 2026; asked members to consider tabling. Jess is the lead organizer; planning is underway.</p> <p>Kate – provided update on the BrightAction platform, including new admin ability, current level of use. Bright Action is planning a user newsletter.</p> <p>Bill and Bert – possible Community Climate Conversations in 2026 with the Committee and Portsmouth Climate Action on CAP implementation; also to support a potential task force on a Public Transit Strategy.</p>	BrightAction: members will provide input to Kate for resources and links to add to the platform based on interests before the December meeting, to be finalized in January.
CAP – Action Spreadsheet	To be discussed next week. Committee will continue to provide updates as useful to Kate, Effie, and Jess before monthly meetings; Kate will distribute updated spreadsheet with monthly agenda.	All to provide updates to Kate, Effie, and Jess before monthly meetings; Kate will update and distribute with monthly agenda.
Master Plan	<p>Committee will continue to be involved to support Sustainability perspective and consideration of Committee priorities.</p> <p>Jessica is the Committee liaison and participates on the advisory group.</p> <p>The city and consultant are preparing draft summaries.</p>	Rick Chellman, Chair of the Planning Board, will discuss the master planning process at the January Sustainability Committee meeting.
Energy Advisory Committee	Fred is the Committee liaison and provided an update including plans to transition to a Standing Committee.	
Presentations from experts	Similar to EV school bus presentation, Committee will continue to invite experts to make presentations.	Rick Chellman will discuss master planning process next month.
Other Business	<p>Fred, Colleen, and Kate reviewed updates to the Committee’s webpage.</p> <p>Colleen reviewed a tracking table for committees and organizations that the Committee could track to identify common interests and potential for collaboration.</p>	Colleen and Kate will distribute Colleen’s draft table to members who will contact Colleen with

	<p>Colleen reviewed a draft of strategies to strengthen communication and participation in events and other activities.</p> <p>Guest Margot Doering commented about city regulations related to tree cutting and development; Peter provided information on state and city requirements.</p>	<p>revisions and additions including groups they volunteer to track or connect to.</p> <p>Kate will distribute both items for review.</p> <p>Potential topic for a future meeting.</p>
Next Meeting	<p>Next meeting is December 18 6:30-8:30pm to accommodate the holidays.</p> <p>Bill will facilitate and Rhianne will take minutes.</p> <p>Agenda items include the CAP tracking table, CIP updates, and review of organizations for collaboration and communication strategies</p>	

Motion to adjourn. All approved.