



Portsmouth, NH City Council

Eileen Dondero Foley Council Chambers

City Hall Complex, 1 Junkins Avenue, Portsmouth, NH

Monday, September 28, 2026, at 7:00 PM

Register to participate via Zoom. A unique meeting ID and password are provided once you register. To register, click on the link below or copy and paste into your web browser:

https://us06web.zoom.us/webinar/register/WN_8YFWxmsyRcedI7HMvzF7Mw

Anticipated Non-Public Session

6:00 p.m. – Anticipated Non-Public Session is being held in Conference Room A in accordance with RSA 91-A:3, II(I)

Page

1. **Work Session (when applicable)**
2. **Public Dialogue Session (when applicable)**
3. **Call to Order (7:00 pm or thereafter)**
4. **Roll Call**
5. **Invocation**
6. **Pledge of Allegiance**
7. **Acceptance of Minutes**

- A. Minutes and Actions of September 14, 2026, City Council Meeting [DRAFT](#)
[September 14, 2026 Minutes and Actions.pdf](#) 

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(Sample motion – move to accept and approve the minutes of the September 14, 2026, City Council meeting)

8. **Recognitions and Volunteer Committee Reports**

- A. Proclamations
- Children's Environmental Health Day [Children's Environmental Health Day.pdf](#) 
- B. Volunteer Committee Reports
- Housing Blue Ribbon Committee (invited for Housing Action Plan Public Information and Input Session)

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9. Public Comment Session

This session shall not exceed 45 minutes; participation may be in person or via Zoom

10. Public Hearings and Vote On Ordinances and/or Resolutions

- A. Public Hearing and Second Reading to amend Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal [LEGAL Notice Chapter 1 packet 9.22.26.pdf](#) 20
- ***PRESENTATION**
 - **CITY COUNCIL QUESTIONS**
 - **PUBLIC HEARING SPEAKERS**

(Sample motion - move to pass second reading of the amendment to Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D), Appointments, Tenure and Removal, and schedule a third and final reading at the October 13, 2026, City Council meeting)

- B. Third and Final Reading to amend Chapter 10, Zoning Ordinance, Article 2 - Administration and Enforcement, Section 10.234 - Procedures for Variances, Special Exceptions and Appeals from Decisions of Code Official; Section 10.264 - Expiration and Abandonment of Approvals and Article 10 - Environmental Protection Standards, Section 10.1017.70 Expiration and Extension [Chapter 10 ZoningOrd-Notice Second Reading.pdf](#) 23

(Sample motion - move to pass third and final reading as presented)

- C. Third and Final Reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.330 A, No Parking, which will move parking spaces from the west side to the east side of Fleet Street [Section 7.330A no parking \(002\).pdf](#) 26

(Sample motion - move to pass third and final reading as presented)

- D. Third and Final Reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street with contra-flow bike lane [Section 7.336 A fleet street one-way \(002\).pdf](#) 27

(Sample motion - move to pass third and final reading as presented)

11. City Manager's Items Which Require Action [CM Report 9 28 2026.pdf](#) 28

- A. Water Service Access Easement for Property Located at 1151 Sagamore Avenue CBC, LLC [CM Action for Water Service Access Easement for 1151 Sagamore.pdf](#) 36
- (Sample motion - move to authorize the City Manager to accept and record a Water Service Access Easement Deed from 1151 Sagamore Avenue CBC, LLC in a substantially similar form to the easement deed contained in the agenda packet)***

- B. Landscaping Installation and Maintenance Agreement for 145 Maplewood Avenue, 38

LLC [CM Action for Landscape License for 145 Maplewood.pdf](#) 

(Sample motion - move to authorize the City Manager to negotiate and execute a Landscaping Installation and Maintenance Agreement with 145 Maplewood Avenue, LLC in a substantially similar form to the agreement contained in the agenda packet)

- C. Request for Release of Funds from the Lower State Street Pocket Park Trust to Pay for Landscape and Sculpture Installation Coordination [CM Action for PARC Request for Funding.pdf](#)  45

(Sample motion - move to approve the release of \$9,500 from the Lower State Street Pocket Park Trust to pay for landscape consulting and coordination of amenity (sculpture) installation services)

12. Consent Agenda

- A. Scarecrows of the Port Event [Scarecrows 2026.pdf](#)  48
- B. Active Encumbrances [Active Encumbrances 9.28.26.pdf](#)  49

(Sample motion - move to accept Consent Agenda as presented)

13. Presentations and Written Communications

- A. *Presentation Regarding Stormwater Utility Evaluation with Raftelis Financial Consultants, Inc
- B. Email Correspondence [Email Correspondence - 9.22.26.pdf](#)  51

(Sample motion - move to accept and place on file)

- C. Letter of Request from Portsmouth Housing Authority for Sewer Extension and Reimbursement Agreement relative to the Sherburne Project [09.23.2026 PHA SEWER EXTENSION AND REIMBURSEMENT AGREEMENT.pdf](#)  92

(Sample motion - move to refer the request to the Legal, Finance, and Public Works Departments for review and report back)

14. Mayor McEachern

- A. Acceptance of resignation 100
- Anne Torrez from the Bicycle & Pedestrian Blue Ribbon Committee [Anne Torrez - Resignation B&P Committee.pdf](#) 
 - Freddy Patrone from the Bicycle & Pedestrian Blue Ribbon Committee [Freddy Petrone B&P Committee Resignation.pdf](#) 

(Sample motion - move to accept with regret the resignations of Anne Torrez and Freddy Patrone from the Bicycle & Pedestrian Blue Ribbon Committee and send letters thanking Anne and Freddy for their service to the City)

- B. Appointments to be Considered [Appointments 9.22.26.pdf](#)  102
- Alanna Lang appointment to the Behavioral Health Task Force
 - Meganne Fabrega reappointment to the Library Board of Trustees
 - Alice Carey reappointment to the Conservation Commission

- C. *Appointments to be Voted
- John Bohenko appointment to the Public Art Review Committee
 - Richard Samdperil appointment to the Library Board of Trustees
 - Jason Goodrich appointment from alternate to full member to the Economic Development Commission
 - Thomas Watson reappointment to the Economic Development Commission
 - Anne Weidman reappointment to the Economic Development Commission
- (Sample motion - move to appoint as presented)***

15. City Council Members

- A. Assistant Mayor Kelley, Councilors Tabor and Moreau 107
- Housing Action Plan [Housing Action Plan with table.pdf](#) 
 - Report Back on September 23, 2026, Public Information and Input Session (at Library)
 - Second Public Information and Input Session (tonight)
 - Planning Board Recommendation [Planning Board Report Back Housing Action Plan.pdf](#) 
- (Sample motion - move to open the Housing Action Plan Public Information and Input Session)***
- (Sample motion - move to accept the Housing Action Plan as presented)***
- B. Councilors Cook and Bagley 114
- Natural Burial Options [Natural Burials.pdf](#) 
- (Sample motion - move that the City Council direct the City Manager to dedicate staff time, or recommend an appropriation, to determine whether any city owned land is suitable for natural burials, and to recommend funding in the CIP of FY2028 budget to establish that capability, whether on City owned land or through acquisition)***
- C. Councilor Cook
- Amendment to the Downtown Workforce Parking Program & Request for Report Back
 - Expansion of eligibility effective October 1, 2026, for the Downtown Workforce Parking Program (DWPP) to all downtown workers of businesses who previously participated in DWPP who work in hourly clerical, customer service, administrative, and support staff positions until March 1, 2027, and to request a report back from City staff in October on options for businesses that are downtown that might need an off-peak solution for parking during the workweek.
- (Sample motion - move to amend the RAPP Policy eligibility effective October 1, 2026, for the Downtown Workforce Parking Program (DWPP) to all downtown workers of businesses who previously participated in DWPP who work in hourly clerical, customer service, administrative, and support staff positions until March 1, 2027)***
- (Sample motion - move to request a report back from City staff in October on options for businesses that are downtown that might need an off-peak solution for parking during the workweek)***

- D. Councilor Tabor
*City Manager Evaluation
- E. Councilor Tabor
Request Report Back on April motion the City collaborate with Prescott Park Arts Festival to plan for and initiate improvements to the park infrastructure, including a covered stage and ancillary structures funded by the Festival, to support the long-term needs of the organization

(Sample motion - move to request Report Back on April motion the City collaborate with Prescott Park Arts Festival to plan for and initiate improvements to the park infrastructure, including a covered stage and ancillary structures funded by the Festival, to support the long-term needs of the organization)
- F. Councilor Blalock
 - *Gift from the Rice Family to the Portsmouth Recreation Board
- G. Councilor Moreau
 - *Planning Board update regarding Heritage Commission

16. Approval of Grants/Donations

- A. Donation to the Sister Cities' Special Revenue Fund in honor of Eileen Dondero 115
Foley from Mary Carey Foley in the amount of \$1,000 [Donation to Sister Cities Fund From MCF.pdf](#) 

(Sample motion - move to accept the donation as presented)
- B. Portsmouth Police Department Grant [Portsmouth Police Dept Grant & Donation Packet 9.17.26.pdf](#) 116 

(Sample motion - move to accept a grant in the amount of \$14,868 to the Portsmouth Police Department from the Edward Byrne Memorial Justice Assistance (JAG) Program)
- C. Point of Graves Cemetery Donations [Point of Graves Cemetery Donations packet.pdf](#) 127 

(Sample motion - move to accept with thanks donations for the Point of Graves Cemetery Wall Replacement from Sue Kingman, Don Kingman, Alexis Hanson, Patrick Kennedy, Frank Connard, and Rebecca Martin Connard in the amounts as presented in the attached Gift and Donation Submission Forms)

17. City Manager's Informational Items

- A. *Pease Development Authority Board Meeting Update
- B. Amended RAPP Policy and Maps [City Council Policy 2026-01 RAPP CC Amended 9 14 2026 with Maps.pdf](#) 131 
- C. *Household Hazardous Waste Collection Day
- D. *Sherburne Project Update

18. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting

19. Adjournment (At 10:30 pm or earlier)

*Indicates verbal report with no attachments

Sally A. Kellar

City Clerk



Portsmouth, NH City Council

Eileen Dondero Foley Council Chambers

Monday, September 14, 2026 at 7:00 PM

Minutes

1. Non-Public Session

Councilor Blalock moved to close Non-Public Session. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

2. Public Dialogue Session (when applicable)

3. Call to Order at 7:01 pm

4. Roll Call

Present - Mayor McEachern, Assistant Mayor Kelley, Councilors Cook, Tabor, Blalock, Moreau, Flynn, and Hopkins. Absent - Councilor Bagley

5. Invocation

Mayor McEachern thanked Police Chief Mark Newport and Fire Chief Bill McQuillen for the 09/11 Ceremony last Friday. He also thanked Renee Plummer for her work with the 09/11 lighting project on top of Mt. Washington.

6. Pledge of Allegiance

Mayor McEachern led the Pledge of Allegiance.

7. Acceptance of Minutes

A. Minutes and Actions of August 17, 2026, City Council Meeting

Assistant Mayor Kelley moved to accept and approve the minutes and actions of August 17, 2026, City Council meeting. Seconded by Councilor Cook.

Motion passed 7-0. Councilor Tabor abstained.

8. Recognitions and Volunteer Committee Reports

A. Proclamations

- Try New Things Day in Portsmouth - presented by Ainsley Bennett

Mayor McEachern invited Ainsley Bennett, Mayor for the Day, to the dais to read her proclamation

- Suicide Prevention Awareness Month

Mayor McEachern invited Elisabeth Robinson to accept this proclamation in honor of her son Eli.

- Direct Support Professionals' Appreciation Week

B. Recognition

- *Friends of the South End (FOSE) – Fundraising for Point of Graves Cemetery Wall Replacement - presentations by Martin Hannssmann of FOSE, Christine Sproviero, DPW Project Manager, and Kyle LaChance, FOSE President

C. Agenda Item 16.C taken out of order - the Acceptance of Donations for Point-of-Graves Cemetery Wall Repair with Brief Presentation.

Councilor Cook moved to suspend the rules and take Item 16.C take out of order - the Acceptance of Donations for Point-of-Graves Cemetery Wall Repair with Brief Presentation. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

Councilor Hopkins moved to accept with thanks a donation from an anonymous resident from the South End, of up to \$240,000 for the Point of Graves Cemetery Wall Replacement. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

Councilor Hopkins moved to accept with thanks the additional donations for the Point of Graves Cemetery Wall Replacement from Kyle LaChance, Robert Lambert, Emily Roesler, Lenore Leonardi, Peter Morin, Elizabeth Grady, Jolanda Fannin, Donald Margeson, Nancy Hanssman, Jolanda Fannin in honor of Jim and Minxie Fannin, Douglas and Mary Nelson, Boduch Family, Daniel J. Brown, Nancy Hammond, Diane Schaefer in memory of Elisha Biard, two anonymous donations, and Geno's Chowder and Sandwich Shop with amounts as presented in the attached memorandum. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

Mayor McEachern thanked Suzanne Woodland for all her work on this item.

D. Agenda Item 11.B taken out of order - Memorandum of Agreement for Portsmouth School District Paraeducators

Councilor Blalock moved to suspend the rules and take Item 11.B out of order - the Memorandum of Agreement for Portsmouth School District Paraeducators. Seconded by Councilor Cook.

Motion passed 8-0.

Councilor Blalock moved to accept the Memorandum of Agreement for Portsmouth School District Paraeducators as presented. Seconded by Councilor Tabor.

Motion passed 8-0.

E. Agenda Item 11.A taken out of order - the Proposed Employment Agreement for Deputy

Fire Cheif Scott Egan

Councilor Blalock moved to suspend the rules and take Item 11.A out of order - the Proposed Employment Agreement for Deputy Fire Chief Scott Egan Seconded by Councilor Cook.

Motion passed 8-0.

Assistant Mayor Kelley moved to accept the proposed Employment Agreement for Deputy Fire Chief Scott Egan as presented. Seconded by Councilor Cook.

Motion passed 8-0.

9. Public Comment Session

There were 5 speakers

Stephen Longstaffe - Fleet Street bike lane and parking

Nick Hoburt - Automated License Plate Readers (ALPR) - FLOCK cameras

Tyler Garzo - support of raising on-street parking rates for non-residents and a shuttle loop

Annie Poubeau - via Zoom - supports Fleet Street contra-flow bike lane

John McCaw, Town of Lee - Young Americans for Liberty, spoke about ALPR - FLOCK cameras

10. Public Hearings and Vote On Ordinances and/or Resolutions

- A. First Reading to Amend Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal

Councilor Tabor moved to pass first reading to Chapter 1, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal and schedule a public hearing and second reading for September 28, 2026, City Council meeting. Seconded by Councilor Blalock.

Motion passed 8-0.

- B. First Reading to Amend Chapter 10, ZONING ORDINANCE, by removing most parking regulations from the Zoning Ordinance to the Site Plan Review Regulations (except one and two-family dwellings) by amending: Article 2, ADMINISTRATION AND ENFORCEMENT, Section 10.240, Conditional Use Permits; Article 5A, CHARACTER-BASED ZONING, Section 10.5A44, Off-Street Parking and Loading Requirements, Section 10.5A44.20, Number of Required Spaces; Article 5B, GATEWAY NEIGHBORHOOD MIXED USE DISTRICTS, Section 10.5B80, Parking and Loading Requirements and Standards, Section 10.5B82, Number of Required Spaces, Section 10.5B83, Location of Motor Vehicle Parking Facilities; Article 6, OVERLAY DISTRICTS, Section 10.685, Parking; Article 8, SUPPLEMENTAL STANDARDS, Section 10.815.30, Parking Requirements; Article 11, SITE DEVELOPMENT STANDARDS, Section 10.1110, Off-Street Parking, Section 10.1112, Number of Required Spaces, Section 10.1113, Location of Vehicular Use Facilities, Section 10.1114, Design of Off-Street Parking Facilities, Section 10.1115, Off-Street Parking Provisions in the Downtown Overlay District, Section 10.1116, Bicycle Parking and Section 10.1120, Off-Street Loading

Councilor Moreau moved to pass first reading and schedule a public hearing and second reading at the October 13, 2026, City Council meeting. Seconded by Councilor Flynn.

Deputy City Attorney McCourt spoke about the motion.

Councilor Moreau moved to amend the motion relative to Section 10.232.38 to strike the words "and loading zones". Seconded by Councilor Blalock.

Motion passed 8-0.

Councilor Moreau moved to further amend the motion to strike Section 10.244.50 relative to CONDITIONAL USE PERMITS conditions of approval and move to strike the entire Section. Seconded by Councilor Blalock.

Motion passed 8-0.

Additional comments from Councilors Moreau, Cook, Tabor and Mayor McEachern on the motion as amended.

A vote was taken pass first reading and schedule a public hearing and second reading at the October 13, 2026, City Council meeting as amended.

Motion passed 8-0.

- C. First Reading to Amend Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP to be amended to change the district boundary of the Historic District by adding and removing the following parcels pursuant to Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10

Councilor Cook mentioned this motion brings the map in line with Middle Street District. The goal is to remove properties that are not on Middle Street.

Councilor Blalock and Councilor Moreau spoke in favor of this motion.

Councilor Hopkins moved to pass first reading and schedule a public hearing and second reading at the October 13, 2026, City Council meeting. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

- D. Public Hearing and Second Reading to Amend Chapter 10, Zoning Ordinance, Article 2 - Administration and Enforcement, Section 10.234 - Procedures for Variances, Special Exceptions and Appeals from Decisions of Code Official; Section 10.264 - Expiration and Abandonment of Approvals and Article 10 - Environmental Protection Standards, Section 10.1017.70 Expiration and Extension

- **PRESENTATION**

Peter Stith, Assistant Director of Planning and Sustainability, gave a brief presentation about Section 10.234.50 (BOA Notice), 10.246 (Conditional Use Permits), 10.246 (Conditional Use Permits) and Section 10.1017.70 (Wetland CUPs).

- **CITY COUNCIL QUESTIONS**

Mayor McEachern - Can we describe the proactive nature of signing-up for projects? Is there anything on the website to easily see the progress of projects on Boards and Commissions? Should we also include areas of town for notices?

Councilor Tabor - If I am a neighbor, how am I notified of a project? Currently, direct abutters are notified.

- **PUBLIC HEARING SPEAKERS** - no public hearing speakers

Councilor Cook moved to pass second reading and schedule a third and final reading to amend Chapter 10, Zoning Ordinance, Article 2 - Administration and Enforcement, Section 10.234 - Procedures for Variances, Special Exceptions and Appeals from Decisions of Code Official; Section 10.264 - Expiration and Abandonment of Approvals and Article 10 - Environmental Protection Standards, Section 10.1017.70 Expiration and Extension for September 28, 2026, City Council meeting. Seconded by Councilor Moreau.

Councilor Cook thanked those involved in putting together this motion.

Motion passed 8-0.

- E. Public Hearing and Second Reading to Amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.330 A, No Parking, which will move parking spaces from the west side to the east side of Fleet Street as presented

- **PRESENTATION**

Eric Eby, DPW Traffic Engineer, and Dave Desfosses, DPW Project Manager explained contraflow bike lane, sidewalks, and overall concept plan. ADA compliance was addressed.

- **CITY COUNCIL QUESTIONS**

Councilor Moreau asked how we will prevent people from illegally parking in the bike lane. It was explained there will be clear signage.

Councilor Hopkins asked about the cross section of the bike lanes and why brick was used in one section and asphalt in another section. Mr. Desfosses explained that different materials are being discussed to clearly mark lanes.

Councilor Blalock asked for clear signage.

Councilor Cook asked about time frame and clear marking of parking spaces. Mr. Desfosses explained timeframe to potentially be late Fall and early Spring.

- **PUBLIC HEARING SPEAKERS**

Matt Flynn - in support of this motion.

Arthur Carakatsane - spoke about residents of Portwalk as they relate to Fleet Street and Vaughan Mall pedestrian access.

Tyler Garzo - spoke in favor of this motion but would like the slightly wider lane in one section to be explained.

Councilor Blalock moved to pass second reading and schedule a third and final reading to Amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.330 A, No Parking, which will move parking spaces from the west side to the east side of Fleet Street as presented for September 28, 2026, City Council meeting. Seconded by Councilor Moreau.

Motion passed 8-0.

- F. Public Hearing and Second Reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street with a contra-flow bike lane as

presented

- **PRESENTATION** - see 10.E presentation
- **CITY COUNCIL QUESTIONS**

Councilor Moreau addressed Mr. Garzo's aforementioned question about lane width. The slightly wider lane is due to the corner turning lane.

Councilor Cook talked about the safety of bikers travelling through town.

- **PUBLIC HEARING SPEAKERS** - no public hearing speakers

Councilor Flynn moved to pass second reading and schedule a third and final reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street with a contra-flow bike lane as presented for September 28, 2026, City Council meeting. Seconded by Councilor Hopkins.

Motion passed 8-0.

11. City Manager's Items Which Require Action

- A. Approval of 2027 City Council Meeting Calendar

Councilor Moreau moved to approve the 2027 City Council meeting calendar as presented. Seconded by Councilor Flynn.

Motion passed 8-0.

12. Consent Agenda

- A. Community Event Request from Millennium Running for New Castle 10K on April 25, 2026
- B. Community Event Request from Seacoast Paddleboard Club for Halloween Costume Paddle on October 25, 2026
- C. Community Event Request for Pro Portsmouth Events:
- First Night Portsmouth 2027 - December 31, 2026
 - Children's Day - May 2, 2027
 - 50th Annual Market Square Day Festival & 10K Road Race - June 12, 2027
 - 24th Annual Summer in the Street - July 3, 10, 17, 24, 31, August 7 of 2027
- D. Active City Encumbrances Report

Councilor Hopkins moved to adopt the Consent Agenda as presented. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

13. Presentations and Written Communications

- A. Petition for Discontinuation of Abandoned Portion of Cornwall Street; RSA 231:43

Councilor Cook moved to request the Planning Board for a Report Back and schedule a public hearing to consider the discontinuance to coincide with receipt of the Report Back. Seconded by Assistant Mayor Kelley.

Motion passed 7-0. (Councilor Flynn stepped out)

- B. Email Correspondence

Councilor Blalock moved to accept and place on file. Seconded by Councilor Moreau.

Motion passed 7-0. (Councilor Flynn stepped out)

14. Mayor McEachern

- A. Acceptance of resignation - Anna Howard from the Economic Development Commission effective October 1, 2026.

Councilor Hopkins moved to accept with regret the resignation of Anna Howard from the Economic Development Commission and send a letter thanking Anna for her service to the City. Seconded by Councilor Moreau.

Motion passed 7-0 (Councilor Flynn stepped out)

- B. Appointments to be Considered

- John Bohenko appointment to the Public Art Review Committee
- Richard Samdperil appointment to the Library Board of the Trustees
- Jason Goodrich appointment to the Economic Development Commission as a regular member
- Thomas Watson reappointment to the Economic Development Commission
- Andrew Ward reappointment to the Economic Development Commission
- Anne Weidman reappointment to the Economic Development Commission

- C. *Appointments to be Voted

- John (Jack) Holzman to the Board of Adjustment

Assistant Mayor Kelley moved to appoint John Holzman to the Board of Adjustment. Seconded by Councilor Cook.

Motion passed 8-0.

- D. *CIP Citizen Request Subcommittee - Appointment of Council Members

Mayor McEachern appointed Councilors Tabor, Blalock, and Moreau to this committee

- E. *Status of Former Recreation Area Under the I-95 Bridge

Assistant Mayor Kelley moved to request a report back to address the former recreation area under the I-95 bridge. Seconded by Councilor Moreau.

Councilor Blalock and Councilor Hopkins spoke about the need for this area to be addressed and to see if this can be a better used space for the Atlantic Heights Community. Councilor Cook would like to see this space enhanced with public art.

Motion passed 8-0.

A brief recess was taken at 8:49 p.m. The meeting resumed at 9:02 p.m.

15. City Council Members

Councilor Moreau moved to suspend the rules and bring Item 17.C out of order the Report Back on Parking Ecosystem (Downtown Workforce, RAPP, Parrott Avenue, Parrott Avenue Lot, ParkMobile fees and Locations of Free Parking) Seconded by Councilor Hopkins.

Motion passed 8-0.

Carl Weber, Deputy City Manager, gave a report back presentation on Downtown Workforce parking, RAPP, Parrott Avenue, Parrott Avenue Lot, Park Mobile Fees and

Locations of Free Parking.

Councilor Cook moved to suspend the rules and take items 15.B, 15.E, 15.F and 15.C out of order. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

A. Agenda Item 15.B Assistant Mayor Kelley, Councilor Cook, Councilor Flynn, and Councilor Hopkins

- Amendment to City Council Policy 2026-01 Resident Access Parking Program (RAPP) Pilot to include the following amendments:
 - Remove the 35 cent transaction fee from the Downtown Workforce Parking Program (DWPP) on Parrott Avenue.
 - Increase the number of hours per sticker from 10 to 12 for the DWPP at the Foundry Garage.
 - Increase the number of monthly DWPP stickers from 20 to 26.
 - Clarify who qualifies for the DWPP, with the following proposed definition:
 - The DWPP was created to support small business owners and employees of restaurant, hospitality, retail and personal service businesses located downtown.

Councilor Hopkins, Assistant Mayor Kelley, and Councilors Blalock, Moreau and Flynn spoke.

Councilor Cook moved to adopt the amended City Council Policy 2026-01 Resident Access Parking Program (RAPP) pilot as presented. Seconded by Councilor Kelley.

Motion passed 8-0.

B. Agenda Item 15.E Councilors Cook and Flynn

- Amend RAPP Policy to include Parrott Avenue Lot for Resident and Downtown Workforce Parking only

Councilor Cook moved to amend the RAPP Policy to limit parking in the Parrott Avenue Lot to Resident and Downtown Workforce Parking only, with a small number of parking spaces set aside for Portsmouth District Court defendants. Seconded by Councilor Flynn.

Councilors Blalock, Moreau, Hopkins, Mayor McEachern and Assistant Mayor Kelley all spoke.

Councilor Moreau moved to amend the motion to charge no fee. Seconded by Councilor Hopkins.

Motion passed 8-0.

Councilor Moreau moved to pass the motion as amended. Seconded by Councilor Hopkins.

Motion passed 8-0.

C. Agenda Item 15.F Councilor Blalock

- Remove Parrott Avenue from RAPP Policy

Councilor Blalock moved to amend the RAPP Policy by removing the section of Parrott

Avenue from Roger Street to Richards Avenue. Seconded by Councilor Flynn.

Councilor Moreau is in favor of this motion.

Councilor Cook is not in favor if this change.

The gavel was passed to Assistant Mayor Kelley. Mayor McEachern spoke about camper vans along Parrott Avenue. The regulation of camper vans should be a separate topic and not a part of the RAPP program.

Councilor Hopkins is hesitant in supporting this motion at this time. She is concerned about library and school staff parking. A list of employees will be given to parking enforcement.

Councilor Blalock spoke in favor of his motion as it relates to recreation programs.

Assistant Mayor Kelley asked if we monitor parking usage at the Connie Bean Recreation Center. Mr. Weber explained that they can try to bring more data back on that area.

Councilor Blalock moved to amend the motion to have free parking for 4 hours. Seconded by Assistant Mayor Kelley.

Councilor Tabor opposes this motion and would like to continue the RAPP pilot for more data collection.

Assistant Mayor Kelley believes we need more time to collect data now that school is back in session.

Councilor Moreau also believes we need to get more data to make more concrete decisions.

Councilor Hopkins supports the statements from Assistant Mayor Kelley and Councilor Moreau.

Councilor Cook would like a few more weeks of data before we change parking on Parrott Avenue.

Motion passed 7-1 (Mayor McEachern)

There was a roll call vote on the motion as amended.

On a roll call vote, motion passed 5-3.

Assistant Mayor Kelley - YES Councilor Cook - NO, Councilor Tabor - YES, Councilor Blalock - YES, Councilor Moreau - NO, Councilor Flynn - YES, Councilor Hopkins - NO, Mayor McEachern - YES

- D. Agenda Item 15.C Assistant Mayor Kelley, Councilor Cook, Councilor Flynn, and Councilor Hopkins

- Maintain the existing resident rate for on-street and lot parking

Councilor Flynn moved to maintain the existing parking fees for on-street and lot parking for residents for FY2027: \$1.25 per hour for first 3 hours and \$2.25 per hour thereafter pursuant to Chapter 1, Administrative Code, Article XVI, Adoption of Fees, Section 1.1601, Procedure. Seconded by Councilor Cook.

Motion passed 8-0.

E. *Assistant Mayor Kelley

- Motion to set parking fees for on-street and lot parking

Assistant Mayor Kelley moved to [change the existing nonresident parking rate from \$2 per hour for first 3 hours and \$5 per hour thereafter] to parking fees for on-street and lot parking for FY27: \$3 per hour for first 3 hours and \$6 per hour thereafter pursuant to Chapter 1, Administrative Code, Article XVI, Adoption of Fees, Section 1.1601, Procedure. Seconded by Councilor Moreau.

Councilor Cook was not originally in favor of this motion, but with all the changes made, she now favors this motion.

Assistant Mayor Kelley agrees with Councilor Cook's statements, and this now matches our policy.

Councilor Moreau and Hopkins spoke in favor of this motion.

Councilor Tabor commented demand is out stripping supply. We need other long-term solutions in order to increase inventory. We need a way to fund future options. He talked about short term solutions and long-term problems. He is in favor of this motion.

Assistant Mayor Kelley moved to amend the motion with an effective date of October 1, 2026, Seconded by Councilor Hopkins.

Motion Passed 8-0.

F. Councilor Tabor

- Municipal Solar Generation Plan

Councilor Tabor explained the costs and savings initially and over time. The location of the solar array will make good use of the land, on Jones Avenue, that is of no public benefit at this time.

Councilor Moreau asked if maintenance costs were included.

Mayor McEachern asked if there are any tax credits if the plan could be in service in 2027. Councilor Tabor does not believe we would be able to get the tax credit this quickly. Councilor Tabor's number and benefits do not include a tax credit at this time.

Councilor Flynn suggested a work session after the report back.

Councilor Cook thanked those involved for all the hard work put into this plan.

Councilor Tabor moved the Council request a plan for solar generation on City land and buildings incorporating DPW recommendations, including both near-term, smaller, high-ROI projects and also including a solar array project at the Jones Avenue landfill site as a \$4.1 million item in the Capital Improvement Plan, carrying forward and refining the current CIP element BI-27-PW-52: Solar Arrays and Potential Power Generation, and furthering Jones Avenue as a City Council goal for this term, with a report back at the October 13, 2026 City Council meeting. Seconded by Councilor Cook.

Motion passed 8-0.

Councilor Moreau moved to continue the meeting past 10:30 p.m. Seconded by

Councilor Cook.

Motion passed 7-1. (Assistant Mayor Kelley)

G. Councilor Bagley - This item was not taken-up.

- Parking Fees and Management

(Sample motion - move that the City Council maintain the hourly rate at the High Hanover Parking Facility at an amount equal to or lower than the on-street parking rates as set forth in Parking Principle #7)

H. Councilor Flynn

- *Status Update on the Sherburne School Project

Councilor Flynn, Assistant Mayor Kelley, and the Housing Committee to be invited to this presentation and update.

Councilor Flynn moved to request that City staff, in coordination with the Portsmouth Housing Authority, provide the City Council with a status update on the Sherburne School project. The update should include current progress, anticipated timelines, key milestones, and any recent developments or challenges that may affect next steps. This information will help the Council and the community understand where the project stands and how it is moving forward. Seconded by Councilor Blalock.

Motion passed 8-0.

I. Councilor Hopkins

- *Establish a Shuttle Loop Working Group

Councilor Hopkins moved to establish a Shuttle Loop and Public Transit Working Group, as outlined in the attached memo, to serve as the task force called for in the 2026-2027 City Council Goals. This time bound working group will consolidate existing studies, plans, and data on expanding public transit in Portsmouth, and report back to the City Council by January 29, 2027, with either a recommended pilot scope or a consultant-ready design scope. Seconded by Councilor Cook.

Assistant Mayor Kelley asked what will happen if the report back considers other options in addition to what is described in the motion. She is in favor of a working group. If we have a shuttle loop, where will we tell people to park?

Councilor Hopkins would like the working group to look at the data already collected. It will be a bonus if a consultant is not needed. She is looking for an output that will generate action. Looking at data, is there anything that will work for Portsmouth? Would a shuttle loop assist with housing or public health?

Mayor McEachern would like to see if we can spend money on doing something instead of spending money on researching an idea. It will be interesting to see if something can be presented that will improve the quality of life for our residents. He is in favor of this group before the budget process is in full swing.

Councilor Blalock does not want to see efforts wasted. He is not confident there is a perfect solution. He also asked where the loop may include. He feels it is an unrealistic feel-good idea. He also spoke about his experiences using shuttle loops. In order for this to work, we would need a change of behavior.

Councilor Tabor is in favor of this working group. Councilor Hopkins has laid out the deliverables with a solid timeline. There has been no past success because NH funds public transportation less than any other state. Because the state allows parking money to be used for transportation as legal use, there is a funding mechanism that is not burdening the taxpayer.

Councilor Cook mentioned the need of this working group as it relates to greenhouse gas emissions and City parking issues.

Motion passed 7-1 (Councilor Blalock)

16. Approval of Grants/Donations

- A. Donation to the Senior Activity Center Luncheon Fund - \$500 from Karen Parnes

Councilor Tabor moved to accept the donation in the amount of \$500 as presented. Seconded by Assistant Mayor Kelley.

Motion passed 8-0.

- B. Donation of a Granite Bench at Four Tree Island

Councilor Moreau moved to accept the donation of a granite bench as presented. Seconded by Councilor Flynn.

Motion passed 8-0.

17. City Manager's Informational Items

- A. *Pease Development Authority Board Meeting Update

The 2025 Annual Report and Economic Impact Study were shared with the Council. The air traffic control tower is back in operation.

- B. *Upcoming Mechanic Street Pump Station Feasibility Study Public Input Meeting

There will be a meeting, Monday, September 21, 2026, at 6:20 p.m. at City Hall, Conference Room A.

- C. *Next Portsmouth Room Art Exhibit -Light Falls - There will be a welcome reception before the September 28, 2026, City Council Meeting.

18. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting

19. Adjournment

Councilor Moreau moved to Adjourn at 10:58 p.m. Seconded by Councilor Blalock.

Motion passed 8-0.

**The Council Chambers
City Hall
Portsmouth, New Hampshire
A Proclamation**

Whereas: The aim of Children’s Environmental Health (CEH) Day is to raise awareness about the importance of clean air and water, safe food and consumer products, healthy environments, and stable climates to children’s health and development; and

Whereas: CEH Day was created by the Children’s Environmental Health Network and celebrated for the first time on October 13, 2016. It is observed on the second Thursday in October as a means to celebrate the progress of the children’s environmental health movement and create a strong network of child health advocates; and

Whereas: CEH Day is a national effort supported by individuals, non-profit organizations, and government agencies. Its goal is to encourage individuals and organizations to raise awareness and understanding of children’s environmental health issues, seek improved protections for all children, and perform acts of sustainability or environmental health wellness; and

Whereas: together, we can safeguard the health, safety, and well-being of our most precious resource: children.

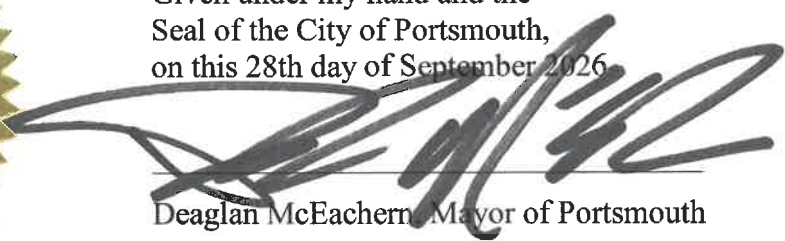
Now, therefore, I, Deaglan McEachern, Mayor of the City of Portsmouth, on behalf of the members of the City Council and the citizens of Portsmouth, do hereby proclaim October 8, 2026, as:

Children’s Environmental Health Day

and encourage everyone in Portsmouth to observe this day by raising awareness and taking part in environmental health and stewardship activities that create a healthier environment for children.



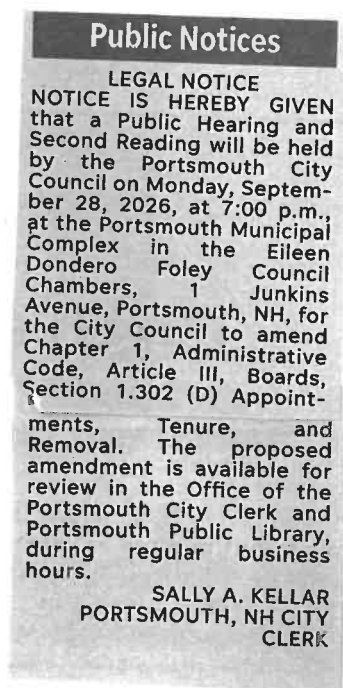
Given under my hand and the
Seal of the City of Portsmouth,
on this 28th day of September 2026


Deaglan McEachern, Mayor of Portsmouth

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing and Second Reading will be held by the Portsmouth City Council on Monday, September 28, 2026, at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, 1 Junkins Avenue, Portsmouth, NH, for the City Council to amend Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal. The proposed amendment is available for review in the Office of the Portsmouth City Clerk and Portsmouth Public Library, during regular business hours.

SALLY A. KELLAR
PORTSMOUTH, NH CITY CLERK



ORDINANCE

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 1, Article III, Section 1.302 (D) – **Appointments, Tenure and Removal** of the Ordinances of the City of Portsmouth be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

Section 1.302: APPOINTMENTS, TENURE AND REMOVAL

A. All appointees to Boards shall serve for the term appointed or until a successor shall have been appointed and qualified. Appointments for unexpired terms shall be for the remainder of that term or until a successor shall have been appointed and qualified.

B. At the first meeting of the Board, Commission, or Authority in January of each year, the committee shall elect a Chair, unless a procedure is otherwise specified in the enabling section of the ordinance. Records of attendance shall be kept by the Chair of Boards and Commissions appointed by the City Council. The attendance records of Boards and Commissions shall be reported to the City Council on an annual basis. If a member notifies the Chair of the Board or Commission prior to a meeting that he/she/they will not be able to attend the meeting due to sickness, vacation or out of town business travel, such absence will be considered an excused absence and so noted in the minutes of the meeting and the attendance sent to the Council. The City Council shall declare vacant the office of any member who has unexcused absences from more than one-third of the regularly scheduled meetings of the board or commission in any calendar year.

C. In the case of appointees who must be removed pursuant to State Statute, the Chair of the Board or Commission shall notify the City Council in writing of any members in violation of the previous paragraph and such violation may be found by the City Council to be neglect of duty and may be grounds for dismissal.

~~D. Every member of a board, commission or committee of the City, whose term is to expire, shall receive a notice from the City Clerk sixty (60) days prior to the expiration of his or her term. A copy of the notice shall be sent to the City Council. Public notice of the upcoming vacancy shall be advertised in the local newspaper.~~

D. The City Clerk shall provide reasonable notice to board, commission and committee members of upcoming expiring terms. The City Clerk shall provide reasonable notice to the public of existing vacancies and expiring terms through the City's website or other municipal communication tools that are or may become available.

E. Eligibility for appointment to Municipal Boards shall be limited to residents of the City of Portsmouth. Any individual who is a resident of the City at the time of appointment to a Municipal Board shall become ineligible to remain on that Municipal Board in the event that the individual shall discontinue residency in the City. (Adopted 9/22/97)

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Sally Kellar, City Clerk

ORDINANCE #0 -26
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended as follows:
Article 2- Administration and Enforcement, Section 10.234 –
Procedures for Variances, Special Exceptions and Appeals from
Decisions of the Code Official; Section 10.246 Expiration and
Abandonment of Approvals and Article 10 – Environmental
Protection Standards, Section 10.1017.70 Expiration and Extension be
amended as follows (deletions from existing language ~~stricken~~;
additions to existing language **bolded**; remaining language unchanged
from existing):

10.234 Procedures for Variances, Special Exceptions and Appeals from
Decisions of the Code Official

10.234.50 In any case in which the **Board** of Adjustment is required to give notice of
a public hearing, ~~such notice shall be provided~~ in accordance with ~~the~~
~~provisions of State law., all persons owning property within 300 feet of~~
~~the property involved in the appeal or request shall be given notice in the~~
~~manner set forth by State law, provided that failure to give notice beyond~~
~~statutory requirement shall not give rise to any right of appeal or protest.~~
~~The requirements of this paragraph shall not apply in Character Districts 4~~
~~and 5 (CD4 and CD5) and the Downtown Overlay District.~~

Section 10.240 Conditional Use Permits

10.246 Expiration and Abandonment of Approvals

10.246.10 ~~Except as otherwise allowed in this section, A~~ a conditional use permit
shall expire unless a **building permit** is obtained within a period of one
year from the date granted, unless otherwise stated in the conditions of
approval. ~~The Board may, for good cause shown, extend such period by as~~
~~much as one year if such extension is requested and acted upon prior to the~~
~~expiration date. No other extensions may be requested.~~

~~Where a conditional use permit is approved in conjunction with a site plan,
the conditional use permit shall remain valid for the duration of the
associated site plan approval, including any extensions granted under the
Site Plan Review Regulations. Additional extensions beyond the initial
one-year extension may be granted only when concurrent with a Planning
Board extension of the associated site plan approval.~~

~~For any conditional use permit not approved in conjunction with a site plan
under Article 10, the Planning & Sustainability Director may, for good
cause shown, grant the first extension of up to one (1) year, provided the
request is submitted prior to the expiration date. Any subsequent extension~~

shall require approval following a public hearing by the Planning Board and shall not exceed one (1) additional year.

10.1017.70 Expiration and Extension

10.1017.71 A conditional use permit shall expire one year after the date of approval by the Planning Board unless a **building permit** is issued prior to that date.

10.1017.72 **Extensions of a Wetland Conditional Use Permit may be granted in accordance with Section 10.246.10.** ~~The Planning Board may grant a one-year extension of a conditional use permit if the applicant submits a written request to the Planning Board prior to the expiration date. Any other extension may be granted only after a new public hearing on the reconsideration of the application.~~

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are

hereby deleted. This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Sally Kellar, City Clerk

ORDINANCE

THE CITY OF PORTSMOUTH ORDAINS

That the Ordinances of the City of Portsmouth, Chapter 7, VEHICLES, TRAFFIC and PARKING, Article III, TRAFFIC ORDINANCE, Section 7.330 A, NO PARKING, be amended by adding a portion of Fleet Street as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

CHAPTER 7 VEHICLES, TRAFFIC and PARKING

ARTICLE III: TRAFFIC ORDINANCE

Section 7.330: NO PARKING

- A. Unless otherwise designated by ordinance, parking shall be prohibited at all times in the following described streets and locations:
42. Fleet Street
- Easterly side from Court Street to ~~Hanover~~ **Congress** Street.
 - Westerly side from State to Court Street ~~and the parking space nearest Hanover Street, provided that trucks may load or unload in said parking space.~~
 - Westerly side, from Congress Street to ~~a point 135 feet in a northerly direction~~ **Hanover Street.**

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon its effective date.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Sally A. Kellar, City Clerk

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That the Ordinances of the City of Portsmouth, Chapter 7, VEHICLES, TRAFFIC and PARKING, Article III, TRAFFIC ORDINANCE, Section 7.336 A, ONE-WAY STREETS, be amended by adding a portion of Fleet Street as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

CHAPTER 7 VEHICLES, TRAFFIC and PARKING

ARTICLE III: TRAFFIC ORDINANCE

Section 7.336: ONE-WAY STREETS

A. Vehicular traffic shall move only in the indicated directions on the following streets:

11. Fleet Street: northerly from Congress Street to Hanover Street. Bicycle operators may ride in the opposite direction within the marked contra-flow bike lane.

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon its effective date.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Sally A. Kellar, City Clerk



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

Municipal Complex
1 Junkins Avenue
Portsmouth, New Hampshire 03801
kconard@portsmouthnh.gov
(603) 610-7201

Date: September 25, 2026

To: Honorable Mayor McEachern and City Council Members

From: Karen S. Conard, City Manager *KSC*

Re: City Manager's Comments on City Council Agenda of September 28, 2026

10. Public Hearings and Vote on Ordinances and/or Resolutions:

A. Public Hearing and Second Reading to Amend Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal:

At its meeting of September 14, 2026, the City Council passed first reading of an amendment to Administrative Code, Chapter 1, Article III, Section 1.302 (D) which currently requires the City Clerk's office to publish notice of Board, Committee and Commission vacancies in a newspaper. The amendment consists of a minor update to the Administrative Code to remove the newspaper publication requirement (vacancies are identified on the City's website) and rework notice provisions to be more flexible. Staff will provide a brief presentation for the public hearing.

This amendment is consistent with efforts over the past several years to update the City's ordinances to remove old processes and institute new ones. The procurement ordinance update is one similar example. After the procurement ordinance change and the implementation of new processes the City saved money on publishing costs and administrative staff time. The new technology deployed has delivered more bidders and better pricing in several areas.

I recommend that the City Council move to pass second reading of the amendment to Chapter 1, Article III, Section 1.302 (D), Appointments, Tenure and Removal, and schedule a third and final reading.

B. Third and Final Reading to Amend Chapter 10, Zoning Ordinance, Article 2 - Administration and Enforcement, Section 10.234 - Procedures for Variances, Special Exceptions and Appeals from Decisions of Code Official; Section 10.264 - Expiration and Abandonment of Approvals and Article 10 - Environmental Protection Standards, Section 10.1017.70 Expiration and Extension:

The Planning Board, at its meeting of July 16, 2026, voted to recommend that the City Council hold first reading on amendments to Article 2 of the Portsmouth Zoning Ordinance.

The amendments address public notice requirements for land use applications and the expiration and extension provisions for Conditional Use Permits (CUPs).

The City Council held first reading on August 24, 2026, and held a public hearing and second reading on September 14, 2026.

1. Public Notice Requirements for Board of Adjustment Applications

The amendments to Section 10.234.50 revises language regarding public hearing notices for variances, special exceptions, and appeals before the Zoning Board of Adjustment (ZBA). The amendments remove local notification requirements that exceed state law and provide that notice shall be given in accordance with New Hampshire law.

In 2024, the New Hampshire Legislature amended RSA 672:3 to provide a more precise and uniform definition of an "abutter." The amendment clarified which properties located across a street or stream from a project site qualify as abutters for notification purposes and established a consistent statewide methodology for making that determination. By relying on the statutory definition, the City ensures that its notification procedures remain consistent with current state law while eliminating the need to maintain separate local notification standards. The change also reduces the number of notices required for many applications, thereby decreasing administrative processing time for staff and lowering mailing costs for applicants.

The amendment is not intended to reduce public access to information regarding pending land use applications. In the fall of 2025, the City created an electronic subscription system to receive agendas and meeting packets for the Planning Board, Zoning Board of Adjustment, Historic District Commission, Conservation Commission, and City Council. This service notifies interested individuals when meeting materials are posted regardless of their proximity to a particular project. To date, the following individuals have subscribed to the service: City Council: 78, Planning Board: 65, HDC: 53, BOA: 57, TAC: 53, and Conservation Commission: 60.

2. Conditional Use Permit Expiration and Extension Provisions

The amendments to Section 10.246 and Section 10.1017.70 deal with the expiration and extension of Conditional Use Permits. Under the current ordinance, a CUP generally expires if a building permit is not obtained within one year, with the Planning Board authorized to grant a single one-year extension. No additional extensions are presently permitted.

The proposed amendment would:

- Allow a CUP approved in conjunction with a site plan application to remain valid for the duration of the associated site plan approval, including any extensions granted under the Site Plan Review Regulations.
- Establish a process for stand-alone CUPs not associated with site plan approval, allowing the Planning & Sustainability Director to grant an initial extension of up to one year for good cause shown if requested prior to expiration.

- Require any subsequent extension of a stand-alone CUP to be approved by the Planning Board following a public hearing, with each additional extension limited to one year.

The purpose of these changes is to better coordinate CUP approvals with the lifecycle of site plan approvals, thereby avoiding situations where a CUP may expire while a related site plan approval remains active. The amendment also provides greater administrative flexibility to address project delays while ensuring continued Planning Board oversight for longer-term extensions.

I recommend that the City Council move to pass third and final reading as presented.

C. Third and Final Reading to Amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.330 A, No Parking, which will Move Parking Spaces from the West Side to the East Side of Fleet Street as Presented:

The Parking and Traffic Safety Committee recommended that the Council approve a staff recommendation to change the traffic flow on Fleet Street to one-way from Congress Street to Hanover Street, switch the eight parking spaces from the west side to the east side of Fleet Street and create a contra-flow bike lane from Hanover Street to Congress Street. Prior to accepting these recommendations, the Council received a report back from staff on the Fleet Street Section 1 Reconstruction on July 13, 2026.

During the report back, staff explained that changing the traffic flow on Fleet Street to one-way from Congress Street to Hanover Street will allow for wider sidewalks while keeping on-street parking spaces. Staff also relayed that the 18-foot pavement width will meet minimum requirements of the Fire Department for emergency vehicle use, while also allowing for the provision of a 6-foot-wide marked and signed contra-flow bike lane from Hanover Street to Congress Street.

Staff further explained that, with the introduction of a contra-flow bike lane, the parking spaces should be relocated from the west side of Fleet Street to the east side. Although the parking spaces are not required to be moved to accommodate the contra-flow bike lane, relocating them would provide significant safety and operational benefits for both motorists and bicyclists. With parking on the right-hand side of Fleet Street, vehicles would not need to cross the bike lane to enter the spaces, drivers would parallel park on the customary right-hand side of the road, vehicle doors would not open into the bike lane, and drivers would not exit parking spaces blindly into oncoming bicycle traffic traveling in the contra-flow bike lane. The relocation can be accommodated on the east side of Fleet Street with the closing of the Gilley's parking lot and construction of new sidewalk and curbing along the Gilley's site frontage. Relocating the eight parking spaces to the east side of Fleet Street would also provide a larger turning radius and better alignment with the ticket gate for vehicles entering the Hanover Garage. The one-way traffic flow would also eliminate the blocking of both travel lanes on Fleet Street by vehicles waiting to turn left into the Hanover Garage entrance.

After the report back, Council voted, based upon the recommendation of the Parking and Traffic Safety Committee, to schedule a first reading on August 17th of the ordinances necessary to effectuate these changes for the Fleet Street Section 1 Reconstruction.

At the August 6, 2026, Parking and Traffic Safety Committee meeting, the Committee voted to recommend approval of the two proposed ordinance amendments, which are required to effectuate these changes.

I recommend that the City Council move to pass third and final reading as presented.

D. Third and Final Reading to Amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.336 A, One-Way Streets, changing Fleet Street to One-Way from Congress Street to Hanover Street with a Contra-Flow Bike Lane as Presented:

Please see prior comments under Item C.

I recommend that the City Council move to pass third and final reading as presented.

11. City Manager's Items Which Require Action:

A. Water Service Access Easement for Property Located at 1151 Sagamore Avenue CBC, LLC:

At its regularly scheduled meeting on Thursday, April 16, 2026, the Planning Board granted Site Plan Review approval for the demolition of the existing structure and the construction of four (4) standalone, single-family condominium structures, together with associated site improvements, at 1151 Sagamore Avenue. As part of the Site Plan approval, the Planning Board recommended that the City Council accept a Water Service Access Easement over the parcel. The Easement will permit City staff to enter the property to detect leaks and operate valves in an emergency.

Approval was granted to 1151 Sagamore Avenue CBC, LLC. The applicant has provided the enclosed deed which conforms with the City's ordinary form for water service access easements. The Legal and Planning and Sustainability Departments have reviewed the deed for form and recommend acceptance.

I recommend that the City Council move to authorize the City Manager to accept and record a Water Service Access Easement Deed from 1151 Sagamore Avenue CBC, LLC, in a substantially similar form to the easement deed contained in the agenda packet.

B. Landscaping Installation and Maintenance Agreement for 145 Maplewood Avenue:

At its regularly scheduled meeting on May 16, 2019, the Planning Board granted Subdivision and Site Plan approval, along with a Conditional Use Permit, for construction of a four-story office building and related site improvements at 145 Maplewood Avenue. The building has since been completed. In connection with the property owner's request for final project closeout, the Department of Planning and Sustainability recently reviewed the project for

compliance and discovered that the Planning Board had recommended granting the property owner a license to install and maintain landscaping, including planters, within the adjacent right-of-way. This Landscape License was never addressed when the project started, however Development Compliance Planner Vincent Hayes identified this requirement within his final compliance report.

A draft Landscape License and a drawing depicting the landscape area to be maintained by the property owner are enclosed. The Legal Department has reviewed the Landscape License for form and recommends that the City Council grant a License in a substantially similar form.

I recommend that the City Council move to authorize the City Manager to negotiate and execute a Landscaping Installation and Maintenance Agreement with 145 Maplewood Avenue, LLC in a substantially similar form to the agreement contained in the agenda packet.

C. Request for Release of Funds from the Lower State Street Pocket Park Trust to Pay for Landscape and Sculpture Installation Coordination:

The Public Art Review Committee (PARC) previously recommended acceptance of a plan to revitalize the Jay Smith pocket park, as well as upgrade the amenity of a sculpture (bust) in honor of Jay Smith who was a catalyst in purchasing the park and giving it to the City of Portsmouth as a gift.

PARC received a briefing from Landscape Artist Terrence Parker about the plans for the rehabilitation of the pocket park on Lower State Street that was donated to the City by Jay Smith. Terrence noted the goal is to create a more visible space for the public to enjoy. PARC members are pleased that the park is receiving attention and will be maintained by the City going forward.

PARC members appreciated the plan to replace the current head which did not represent a known person with a bronze sculpture depicting Jay Smith to be created by local (South Berwick, ME) artist Carl Aichele. While not within PARC's authority, members commented positively on plans to remove lilac bushes that have obscured the park as well as bushes that are not in good condition and replace them with more appropriate plantings. Small plaques that recognize Jay Smith and Kate Crowell will be relocated within the park, recognizing Crowell for her work in maintaining the park.

The proposed installation will require coordination between the Public Works Department and the landscape artist Terrence Parker, the details which have been reviewed and agreed upon. The new bust is complete and is the key amenity to be placed in the park as allowed by the Lower State Street Pocket Park Trust.

As a City park, the Public Works Department has the responsibility for maintenance as well as oversight of improvements which this request will facilitate. The Trustees of Trust Funds require approval by City Council to accompany a request to release these funds in the amount of \$9,500.

I recommend that the City Council move to approve the release of \$9,500 from the Lower State Street Pocket Park Trust to pay for landscape consulting and coordination of amenity (sculpture) installation services.

13. Presentations and Written Communications:

A. Presentation Regarding Stormwater Utility Evaluation with Raftelis Financial Consultants, Inc:

The City has contracted with Raftelis Financial Consultants, Inc. to lead the comprehensive evaluation of a Stormwater Enterprise Utility, a process centered on developing fair funding and equitable solutions for sustainable management of the City's stormwater infrastructure. Members of the Raftelis team will be with us at the City Council meeting to be introduced to the City Council and public.

Portsmouth's stormwater system is currently funded through a 50/50 split between the General Fund and Sewer Funds — a model that is increasingly difficult to sustain given the costs of complying with U.S. Environmental Protection Agency MS4 permit requirements and the Great Bay Total Nitrogen general permit. This funding structure also does not align cost with impact; single-family homes make up roughly 70% of the City's parcels but account for only about 15% of total impervious area, meaning the properties delivering the least stormwater runoff to the system currently bear a disproportionate share of the cost. A dedicated Stormwater Enterprise Utility, funded through a fee based on each property's impervious cover, would allow costs to be distributed more equitably while securing a sustainable, dedicated revenue source for infrastructure maintenance and regulatory compliance.

Raftelis will provide the City Council and the community with the data, policy frameworks, rate models, and operational structures necessary to make an informed decision regarding formal adoption of a Stormwater Enterprise Utility.

Raftelis is part of the largest water, wastewater, and stormwater consulting practice in the country, with a dedicated stormwater team of more than 20 specialists. The firm brings technical and strategic expertise to our evaluation process, having successfully implemented over 75 stormwater utilities nationwide including providing rate setting, data maintenance, and implementation support to help the Boston Water and Sewer Commission successfully launch its stormwater fee in 2024.

Raftelis will serve as a partner, working alongside City staff to review our existing feasibility data and integrating our capital improvement needs into updated multi-year financial forecast models. By supporting our finance and public works teams, Raftelis will help us establish stormwater program revenue requirements and evaluate the rate impacts of different operational levels of service. Based on this financial foundation, Raftelis will assist the City in evaluating several rate structure alternatives, focusing on simplified tiering for single-family residential properties and Equivalent Residential Unit (ERU) increments for non-residential parcels with the goal of bringing greater fairness to the collection of revenues for stormwater

projects. They will also collaborate directly with our staff to design policies for fee credits and incentives.

To build public trust in advance of any City Council decision, the Raftelis team will support our internal public outreach efforts by conducting in-depth interviews with community stakeholders and deploying a digital public survey to evaluate baseline awareness. Using these findings, they will help us develop an accessible messaging plan, explainer videos, fact sheets, and facilitate community open houses. On the technology front, Raftelis will assist our IT and GIS departments in developing a public-facing GIS web application where property owners can view their digitized impervious area footprint and calculate fee estimates. Furthermore, they will aid our staff in building an online appeals and abatement process integrated into this property viewer. Finally, the consultant team will work closely with City legal staff to draft a comprehensive utility ordinance, credit policies, and fee resolutions that ensure compliance with New Hampshire law.

The engagement of Raftelis is supported through budgeted stormwater funds. We look forward to presenting initial findings, rate scenarios, and public engagement updates to the City Council as milestones are completed.

15. Approval of Grants/Donations:

A. Donation to the Sister Cities' Special Revenue Fund in Honor of Eileen Dondero Foley from Mary Carey Foley in the amount of \$1,000:

Mary Coley Foley has made a \$1,000 donation to the Sister Cities' Special Revenue Fund in honor of Eileen Dondero. That donation form is enclosed.

I recommend that the City Council move to accept the donation as presented.

B. Portsmouth Police Department Grant:

Enclosed please find a grant in the amount of \$14,868 from the Edward Byrne Memorial Justice Assistance (JAG) Program to fund the upgrade of police rifles for the Police Department.

I recommend that the City Council move to accept a grant in the amount of \$14,868 to the Portsmouth Police Department from the Edward Byrne Memorial Justice Assistance (JAG) Program.

C. Point of Graves Cemetery Donations:

Enclosed please find donation submissions for the Point of Graves Cemetery from Sue and Don Kingman in the amount of \$100, Alexis Hanlon in the amount of \$200, Patricia Kennedy in the amount of \$300, and Frank Connard and Rebecca Martin Connard in the amount of \$1,000.

I recommend that the City Council move to accept with thanks donations for the Point of Graves Cemetery Wall Replacement from Sue Kingman, Don Kingman, Alexis Hanson, Patrick Kennedy, Frank Connard, and Rebecca Martin Connard in the amounts as presented in the attached Gift and Donation Submission Forms.

17. City Manager's Informational Items:

A. Pease Development Authority Board Meeting Update:

I will give a verbal update on the September 15, 2026, Pease Development Authority Board Meeting.

B. Amended RAPP Policy and Maps:

The enclosed RAPP Policy and maps reflect the amendments made to the Policy at the September 14, 2026, City Council meeting.

C. Household Hazardous Waste Collection Day:

The Department of Public Works will hold its semiannual Household Hazardous Waste Collection Day on Saturday, October 24, 2026 at the Public Works facility at 680 Peverly Hill Road. Residents of Portsmouth, New Castle, Greenland, and Newington are encouraged to bring household chemicals for safe disposal between 8 am and 12 noon.

Household hazardous waste collection helps safely dispose of items that can harm residents' health, the environment, and drinking water supplies.

D. Sherburne Project Update:

Representatives from the Portsmouth Housing Authority plan to present an update on the Sherburne Project in person at this evening's meeting.

ACCESS EASEMENT FOR WATER SERVICES

KNOW ALL MEN BY THESE PRESENTS, that 1151 Sagamore Avenue CBC, LLC, a Massachusetts limited liability company with an address of 76 State Street, Newburyport, MA 01950, for consideration received, grants to the City of Portsmouth, a municipal body politic having a mailing address of 1 Junkins Avenue, Portsmouth, County of Rockingham and State of New Hampshire 03801, with **QUITCLAIM COVENANTS** an easement over, below, along, and across the premises described herein, located at 1151 Sagamore Avenue, City of Portsmouth, County of Rockingham, State of New Hampshire, (Tax Assessor's Map No. 224 Lot 19), and being more particularly described as follows:

A certain lot of land with the buildings thereon, situate on the Westerly side of Sagamore Avenue in Portsmouth, in the County of Rockingham and State of New Hampshire, bounded and described as follows, viz:

Beginning at the Northeasterly corner of the within described land at a stone in the Westerly sideline of Sagamore Avenue and thence running in a Southwesterly direction on a line with the stone wall by land now or formerly of Junkins et al three hundred (300) feet; thence turning and running Southeasterly in a line parallel with Sagamore Avenue, still by other and now formerly of Junkins et al one hundred (100) feet; thence turning and running in a Northeasterly direction on a line parallel with the first mentioned line three hundred (300) feet to Sagamore Avenue, still by other land now or formerly of Junkins et al; thence turning and running in a Northwesterly direction by said Sagamore Avenue one hundred (100) feet to the point of beginning.

Meaning and intending to convey an easement over the premises conveyed to the within grantor by Deed of Michelle Firmbach Nadeau dated July 10, 2025, and recorded in the Rockingham County Registry of Deeds at Book 6633, Page 1720.

Purpose and Rights: The Grantee shall have a perpetual, permanent uninterrupted and unobstructed nonexclusive easement for the purpose of enabling the City of Portsmouth to access private water infrastructure including mains, water shutoffs, and valves for the limited purpose of leak detection and similar infrastructure inspection services and for access to valves for purposes of turning on and shutting off municipal water service. Grantee shall have no responsibility for installation, maintenance, operation, or replacement of the water infrastructure.

Retained Rights: Grantor retains the right to freely use and enjoy its interest in the easement area insofar as the exercise thereof does not interfere with the purpose of this instrument.

Easement To Run With Land: All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

This is an exempt transfer per R.S.A. 78-B:2(I).

IN WITNESS WHEREOF, the parties have executed this document on the ____ day of _____, 20__.

1151 Sagamore Avenue CBC, LLC
By: CBC Financial LLC, its manager

Witness: _____

By: _____

Name: David Kennedy, Manager of CBC
Financial LLC

STATE OF NEW HAMPSHIRE
COUNTY OF _____

Personally appeared the above-named _____, in **his/her** capacity of _____ and acknowledged the foregoing instrument to be **his/her** free act and deed executed for the purposes contained therein.

Notary Public/Justice of the Peace
My commission expires: _____

LANDSCAPING INSTALLATION AND MAINTENANCE AGREEMENT

THIS LANDSCAPING INSTALLATION AND MAINTENANCE AGREEMENT (“Agreement”) is made as of the ____ day of _____, 2026 by and between the CITY OF PORTSMOUTH, NEW HAMPSHIRE a municipal corporation with a principal place of business at 1 Junkins Avenue, Portsmouth, New Hampshire 03801 (“City”), and 145 MAPLEWOOD AVENUE, LLC, a New Hampshire limited liability company having an address at 210 Commerce Way, Suite 300, Portsmouth, New Hampshire 03801 (“145MW”).

WITNESSETH THAT

WHEREAS, 145MW has constructed an office building on certain property adjacent to Raynes Avenue and Vaughan Street and located at 145 Maplewood Avenue, Portsmouth, New Hampshire, and now identified on the City of Portsmouth tax maps as Tax Map 124, Lot 8-1 (the “Project”).

WHEREAS, the Project included the installation and maintenance of plantings and other landscaping in the portions of the Raynes Avenue and Vaughan Street rights of way adjacent to the Project (the “Adjacent Streets”) shown as “City ROW area for Landscape Maintenance by Owner of 145 Maplewood” on that certain plan entitled “Landscape Planting Plan, Proposed Office Building, RW Norfolk Holdings, LLC, Portsmouth, New Hampshire” dated September 27, 2019, as revised through December 15, 2020, prepared by Allen & Major Associates, Inc.

WHEREAS, it is recognized by the City and 145MW that it is desirable to determine and agree on the responsibilities of the parties with respect to such maintenance of landscaping within the Adjacent Streets.

NOW THEREFORE, in consideration of the mutual covenants, agreements and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and 145MW agree as follows:

AGREEMENT

1. Permitted Activities: The City hereby grants a license to 145MW during the term of this Agreement to enter onto and utilize the Adjacent Streets for the purpose of constructing, installing, preparing, planting, maintaining, repairing and replacing the Landscaping described in Section 3(a)(i) of this Agreement, including all uses, rights and privileges that are incidental or ancillary thereto.
2. Term: The term of this Agreement shall commence on the date of mutual execution of this Agreement (the “Commencement Date”) and continue through the first of the following to occur:

- a. The City and 145MW mutually agree to terminate this Agreement on a date certain, and on terms mutually agreeable; or
- b. The City, by and through its City Manager, determines that it is in the City's interest to terminate this Agreement, and provides written notice of the same to 145MW at least six (6) months prior to the effective date of termination.

Upon termination of this Agreement for any reason, 145MW shall have no obligations hereunder from and after the date of such termination, unless expressly stated otherwise in this Agreement.

3. Maintenance:

- a. Maintenance shall be divided between the parties as follows:
 - i. 145MW has installed bricks, raised planting beds, and landscaping within the Adjacent Streets as shown on and in accordance with the landscaping plan(s) approved by the City Planning Board pursuant to its site plan review for the Project, as amended (the "Landscaping"), and shall maintain and replace such Landscaping as needed. For purposes of this Agreement, "as needed" shall mean when (1) any plantings die or become diseased beyond reasonable recovery, are materially damaged, or otherwise fail to meet the intended function and appearance shown on the approved Landscaping plans, and/or (2) any bricks, raised planting beds, edging, or other hardscape components installed by 145MW become materially cracked, displaced, settled, heaved, spalled, or otherwise materially deteriorated or create a tripping hazard, drainage issue, or other unsafe condition. 145MW shall be responsible for the cost of such maintenance, repair, and replacement, provided that (A) any material change in species, size, or layout from the approved Landscaping plans shall require the City's prior written approval (which may be given by the Director of Planning and Sustainability), and (B) upon written notice from the City identifying any condition requiring maintenance, repair, or replacement, 145MW shall commence corrective action within thirty (30) days (weather and seasonal constraints permitting) and diligently pursue completion.
 - ii. The City shall be responsible for all maintenance of all roadways, pavements, crosswalks, sidewalks and any hardscapes in the Adjacent Streets shown on the said landscaping plans (except for the bricks and raised planting beds described in Section 3(a)(i) above), in accord with ordinary City policies governing street maintenance. In the event that the activities described in this section by the City, or their agents, result in damage to the Landscaping, then the City shall repair the Landscaping.
- b. Subject to the provisions described in this Agreement, the City may choose to maintain the Landscaping in the event 145MW fails to do so, provided that the City shall first give 145MW written notice of and a reasonable opportunity to cure any such purported failure.
- c. 145MW shall bear the cost and expense of all obligations required under Section 3(a)(i) hereof and the reasonable costs incurred by the City with respect to Section 3(b). The City shall bear the cost and expense of all obligations required under Section 3(a)(ii).

4. Personal Liability: No trustee, director, officer, shareholder, member, manager, agent or employee of 145MW shall have any personal liability hereunder.

5. Assignment; Successors: The rights, obligations, and responsibilities created by this License shall run with the land and shall bind and benefit the parties hereto and their respective successors and assigns, including all subsequent owners of the Property, until termination of this License in accordance with its terms.
6. Notice: Any notice required to be given under this Agreement shall be in writing, sent by hand, by certified mail, return receipt requested, or by commercial overnight delivery, and addressed as follows:

If to the City: City of Portsmouth
Attn: City Attorney
1 Junkins Avenue
Portsmouth, NH 03801
Attn: Legal Department

If to 145MW: 145 Maplewood Avenue, LLC
210 Commerce Way, Suite 300
Portsmouth, NH 03801

or such other substitute addresses as subsequently provided by either party to the other pursuant to this paragraph.

7. Governing Law; Counterparts; Integration; Amendments: This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire, as amended from time to time, without regard to principles of conflicts of laws. This Agreement may be executed in counterparts, which together, shall constitute but one original. This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes all oral statements and prior writing with respect thereto and may not be terminated or amended except as provided herein. This Agreement may be amended only in a writing executed by the parties.
8. Indemnification: To the fullest extent permitted by law, 145MW shall indemnify, defend (with counsel reasonably acceptable to the City), and hold harmless the City and its elected and appointed officials, officers, employees, agents, boards, and volunteers (collectively, the “City Indemnitees”) from and against any and all claims, demands, causes of action, suits, damages, losses, liabilities, fines, penalties, judgments, costs and expenses (including reasonable attorneys’ fees and costs) arising out of or relating to (a) the exercise by 145MW or its contractors, agents, employees, invitees, or permittees of the rights granted under this Agreement, (b) the installation, maintenance, repair, replacement, or condition of the Landscaping, including the bricks and raised planting beds, and/or (c) any negligent act, error, omission, or willful misconduct of 145MW or its contractors, agents, employees, invitees, or permittees, in each case to the extent caused by 145MW. The obligations of this paragraph shall survive termination or expiration of this Agreement. Notwithstanding the foregoing, 145MW shall not be required to indemnify a City Indemnitee to the extent a claim is finally determined by a court of competent jurisdiction to have been caused by the negligence or willful misconduct of such City Indemnitee.
9. Insurance: 145MW and its successors and assigns shall carry and maintain general liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence per person and Two Million Dollars (\$2,000,000.00) in the aggregate, or in such other amounts as are reasonably approved by the City, with respect to the Easements, naming the City and its successors and assigns, as an additional named insured thereunder, with any such policy to provide that the same

may not be cancelled or not renewed unless the insurance company shall have provided the named insureds, their successors and assigns, with ten (10) days prior written notice. 145MW shall deliver a certificate of insurance and evidence of payment of the insurance premium to the City upon the execution of this Agreement and upon any renewals or updates.

10. Waiver. The failure by a party at any time to require performance of any provision of this Agreement shall not constitute a waiver of such provision and shall not affect the right of such party to require performance at a later time.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

145 MAPLEWOOD AVENUE, LLC

By: Schleicher & Stebbins Hotels L.L.C.,
its Manager

By: _____
Name: Jennifer Stebbins Thomas
Title: Manager

STATE OF NEW HAMPSHIRE
COUNTY OF _____

The foregoing instrument acknowledged before me on this ____ day of _____, 2026 by Jennifer Stebbins Thomas, the Manager of Schleicher & Stebbins Hotels L.L.C., the Manager of 145 Maplewood Avenue, LLC, a limited liability company, on behalf of the limited liability company.

Before me,

Justice of the Peace/Notary Public
My commission expires:
Name: _____
[print]

CITY OF PORTSMOUTH

Witness

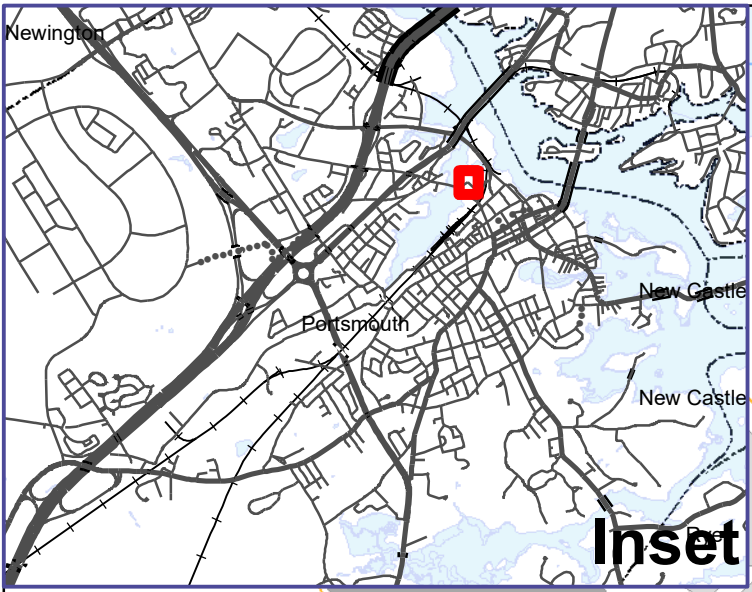
By: _____
Karen Conard, City Manager
As authorized by vote of the City Council on
_____.

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, SS.

On this day of _____, 2026, before me, _____
_____, the undersigned officer, personally appeared **Karen Conard**, who acknowledged herself to be the
City Manager, of the City of Portsmouth, a municipal corporation, and that she, as such **City Manager**,
being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing
the name of the municipal corporation by herself as the City Manager.

In witness whereof I hereunto set my hand and official seal.

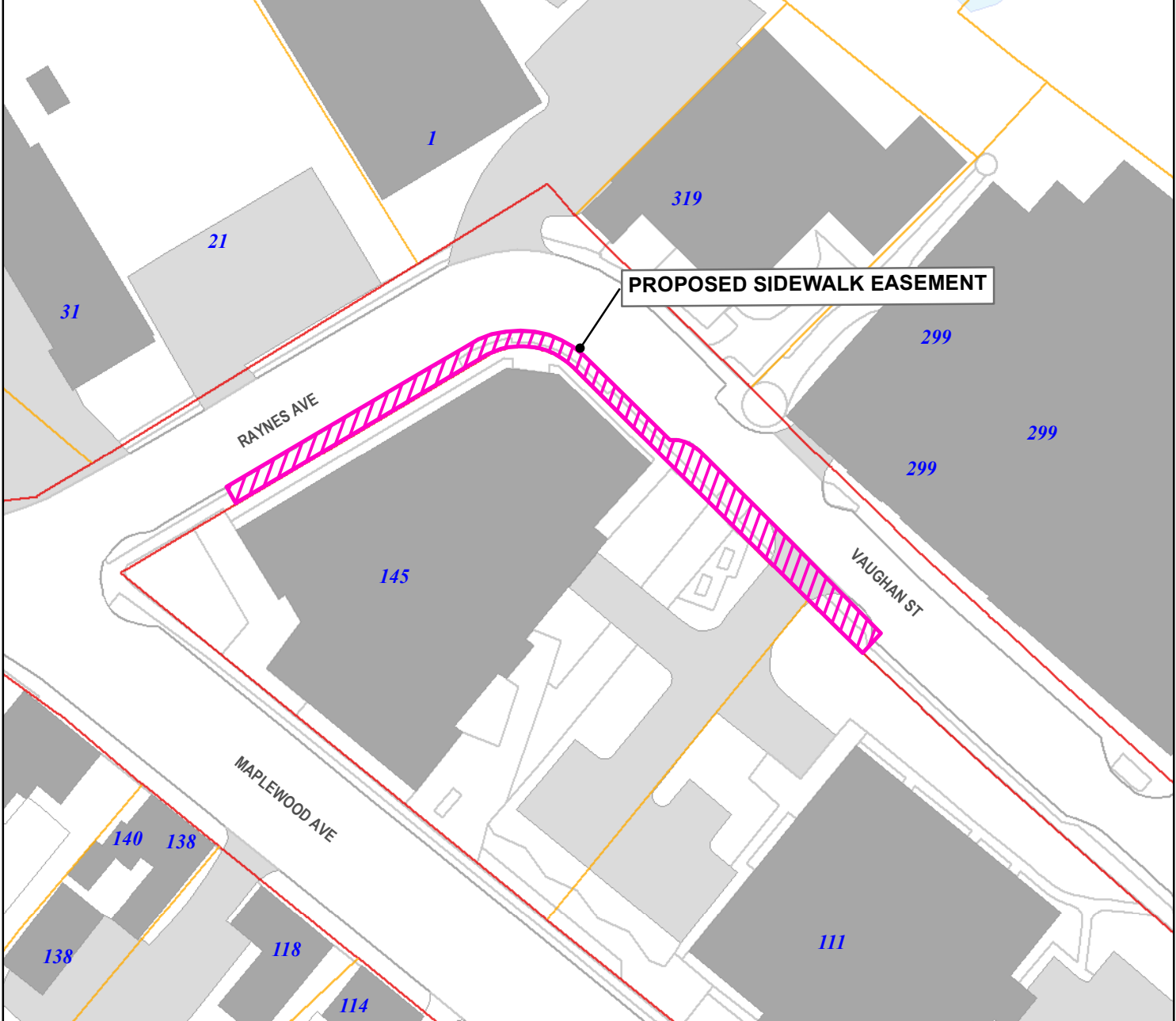
Notary Public
Printed Name: _____
My Commission Expires: _____



Inset

Legend

 PROPOSED SIDEWALK EASEMENT



**145 Maplewood Ave
Proposed Easements**



June 16, 2026

Peter Rice, Director of Public Works
680 Peeverly Hill Road
Portsmouth, NH 03801

RE: Landscape Architectural Services for Lower State Street Park

Hello Peter,

As you know I was contacted by friends of Jay Smith to renovate the park at Lower State Street that I have been formerly referring to as the Jay Smith Garden.

The design service fee in this proposal is for design services going forward and includes amending the site plan as needed, coordinating the various aspects of the design and the various players involved, selecting and detailing sculptural aspects proposed, and attending meetings and discussions with the groups in charge of the space and the funds. Those meetings will be determined by city staff.

Based on the information we have discussed to date TFLA is submitting the following proposal for landscape architectural services for the work yet to commence. Our purpose herein is to summarize the anticipated scope of services and scope of work for the project from this date forward.

Please feel free to contact me with any questions or comments on this proposal. I look forward to working with you and the city staff on this project.

Respectfully,

Terrence Parker, Landscape Architect



Scope of Work

The Scope of Work is based on conversations with the city arborist, concerned citizens, friends of Jay Smith and grounded in past design experience. TFLA will collaborate with the DPW and respond quickly to changes in direction. The below Scope of Work can be augmented to include additional items or areas of interest as necessary.

It is expected that *terrafirma landscape architecture* will use the site survey information developed by TFLA and the city tax map. The tasks below will be based on the use of the information developed in creating the existing conditions plan.

The landscape architect will be involved in the following tasks associated with the Scope of Work for this project:

Task	Description
1	Meet with various city staff to communicate the proposed plans as needed to implement proposed plans. Fee: \$1,250.00
2	Meet with various contractors, sculptors, foundry personnel, and friends of Jay Smith to coordinate the work. Fee: \$1,000.00
3	Visit DPW stone yard or other stone yard to find a suitable base stone for the bust of Jay Smith. Fee: \$300.00
4	Amend Construction Plans as needed. Develop details to be approved by the DPW for the installation of Jay Smith bust. Fee: \$1,200.00
5	Observe construction implementation and assist sculptor in mounting Jay Smith bust to plinth stone. Fee: \$1,250.00

Total fee for the above Construction Detailing: \$5,000.00

Respectfully,

Terrence Parker, Registered Landscape Architect

INVOICE

Green Foundry
117 Bolt Hill Rd
Eliot, ME 03903-2257

greenfoundry@gmail.com
+1 (207) 475-6669
<http://www.greenfoundry.org/>

Bill to

Peter Rice
Portsmouth

Invoice details

Invoice no.: 1608
Terms: Due on receipt
Invoice date: 06/10/2026
Due date: 06/10/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Bronze Cast	Bronze casting <i>Jay Smith Bust</i>	1	\$4,500.00	\$4,500.00

Ways to pay

VISA  DISCOVER  AM  BANK  PayPal  VENMO  affirm

View and pay

September 15, 2026

City Council
1 Junkins Avenue
Portsmouth New Hampshire 03801

Dear Portsmouth City Council,

Happy Fall! I am connecting to request your approval to put our Scarecrow of the Port friends up in Portsmouth for the 2026 | 18th season.

As in the past years, the scarecrows will be placed in designated locations throughout Portsmouth to continue the tradition the community enjoys every year.

We are planning to put up the 26 scarecrows in downtown and 4 at Pease.

With your approval, *we would like to put the scarecrows* in Portsmouth, Sunday October 4th and *take them down*, Sunday November 1st. The Scarecrows of the Port volunteers will be responsible for the placement and removal of the Scarecrows.

We recognize with the dates being during the weekend, the DPW will not be able to help us. We appreciate the City of Portsmouth's time and support over the years during the week; however, we have found weekends are easier for us to recruit more volunteers.

The COI insurance will be provided along with a document for Scarecrow of the Port locations.

Thank you for your continued support, we are beyond grateful for all you do to keep our scarecrow friends hanging out in Portsmouth capturing many smiles.

With gratitude,



Laurie A. Mantegari
Scarecrows of the Port Volunteer

City of Portsmouth

Department of Public Works



Request for inclusion on a City Council Agenda

TO: Karen Conard, City Manager

CC: Carl Weber, Deputy City Manager
Sally Kellar, City Clerk
Jessica Griffin, Asst. to the City Manager

FROM: Peter Rice, Director of Public Works

DATE: 9/18/2026

AGENDA ITEM: Active City Encumbrances Report



REQUESTED MEETING DATE: 9/28/2026

RECOMMENDED BY: Peter Rice, Director of Public Works

STAFF RECOMMENDATION:

On December 8, 2025, the City Council approved an amendment to Chapter 6 which consolidated all references to licenses and permits for encumbering City property into one ordinance. The ordinance provides that the City Manager will provide the City Council with monthly written reports for all permits for temporary encumbrances. The Council's acceptance of the report constitutes its acceptance and endorsement of the permits listed. The attached Active City Encumbrances Report should be included under the Consent Agenda for acceptance by the Council.

Proposed Motion: Move to accept the Active City Encumbrances Report as presented.

Active Encumbrance Permits

Record #	Encumbrance Requested	Applicant Name	Address	Start Date	Completion Date	Work Detail
ENCM-26-60	30-Day	409 Franklin Pierce HWY LLC	24 Market St	8/31/2026	9/29/2026	Replace wood siding. Using walk-thorough staging.
ENCM-26-62	30-Day	Cedar Run LLC	53 Tanner St	9/28/2026	9/28/2026	Residential tree pruning with chipper truck.
ENCM-26-63	30-Day	Ricci Construction LLC	134 Pleasant St/Parrot Ave Lot	10/5/2026	10/23/2026	Storm Drain connection and excavation in parking area.
ENCM-26-64	30-Day	J. Carnes and Son Roofing	760 State St	9/22/2026	9/22/2026	Partial roof and gutter replacement.

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/9/2026 9:59 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/09/2026 - 21:58

Submitted by: Anonymous

Submitted values are:

First Name

Adam

Last Name

Marcionek

Email

[REDACTED]

Subject

Housing Action Plan

Address

[REDACTED]

Portsmouth , New Hampshire. 03801

Message

I'm writing to voice support for Gerald Duffys oped regarding the upcoming Housing Action Plan. It is my belief that the State government and private developers are not going to solve the housing crisis for us. The city should enact Gerald's suggestion of a task force whose sole purpose is finding city owned land to build affordable housing. We have plenty of examples of success using this model. Link: <https://www.seacoastonline.com/story/opinion/columns/guest/2026/09/09/lets-talk-real-housing-policy-for-portsmouth-nh-duffy/91663360007/>

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sat 9/19/2026 6:39 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sat, 09/19/2026 - 18:38

Submitted by: Anonymous

Submitted values are:

First Name

Anne

Last Name

Romney

Email

[REDACTED]

Subject

Adult Day Care Program

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hi Councilors,

I just learned that there is no longer an Adult Day Care program and the Senior Center and was very disappointed to hear that. I heard it from attendees at a Veterans Conference today at the Community Center. I was there at a table for the Alzheimer's Association where I've volunteered as a community educator and support group facilitator for the past 16 years. My father and many others I know have suffered from this disease which also has a huge impact on the caregivers who NEED a break. This type of program is so helpful to both people living with the disease and those doing 24/7 care. I am wondering what it would take for this type of program to be reinstated. The need is huge and growing all the time. Thank you for your consideration of this and any thoughts you may have. Anne

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Fri 9/11/2026 12:20 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Fri, 09/11/2026 - 12:19

Submitted by: Anonymous

Submitted values are:

First Name

Arthur

Last Name

SCOTTI

Email

[REDACTED]

Subject

Affordable and workforce housing

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

As a renter, and as a retail shopper and supporter who tries to buy local, please make housing more affordable for the people who serve us and for seniors. Enact whatever policies in divorce public lands to increasing partnerships with nonprofits to make housing permanently affordable for new units going up. Thank you.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Fri 9/11/2026 10:30 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Fri, 09/11/2026 - 10:30

Submitted by: Anonymous

Submitted values are:

First Name

Briana

Last Name

Bruinooge

Email

[REDACTED]

Subject

in favor of supporting bike lanes

Address

[REDACTED]

Dover, New Hampshire. 03820

Message

I am a local to the seacoast and am in favor of supporting safe bike lanes. It is especially important as I am also a pedestrian who was hit by a car on Islington street.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 9:47 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 09:47

Submitted by: Anonymous

Submitted values are:

First Name

Caleb

Last Name

Ginsberg

Email

[REDACTED]

Subject

Fleet Street Bike Lane

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hello Council Members,

I'm writing in support of the proposed contra-flow bike lane on one block of Fleet St in downtown Portsmouth. As a regular bike commuter in town, the addition of a designated and clearly marked bike lane in the heart of downtown would be a strong upgrade for the cycling community, further encourage non-motor vehicle travel downtown (reducing congestion), and generally serve as a safety enhancement for all (giving cyclists an option to avoid the busy Congress/Maplewood/Islington intersection).

Thanks for your consideration.

Best,

Caleb Ginsberg

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/16/2026 3:59 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/16/2026 - 15:59

Submitted by: Anonymous

Submitted values are:

First Name

Craig

Last Name

Willever

Email

[REDACTED]

Subject

Speeding and large truck traffic on Jones Ave

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

As a resident on Jones Ave for over 40yrs. I am concerned about the increase in speeding on the street. I am also concerned about the Large out of town scrap 18 wheel trucks that do not abide by the speed limit. The neighborhood is changing with younger families with children and pets. I usually walk Jones Ave everyday and notice vehicles exceeding the speed limit. I also noticed beer cans along my route.. Jones Ave. does not have curbs or sidewalks, and the speed limit should be lowered and enforced to accommodate a safer environment for pedestrians.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 3:25 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 15:25

Submitted by: Anonymous

Submitted values are:

First Name

Daniel

Last Name

Katsekas

Email

[REDACTED]

Subject

9/14/26 City Council Meeting

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hello,

Thank you all for your efforts in serving Portsmouth and its community. I graduated UNH in '06, and knew I would move back eventually. I took my time, but it is a pleasure to finally live in Portsmouth.

I'm writing in support of the revitalization of a park with dog access under the bridge in the Atlantic Heights neighborhood. Though I'm sure there was a reason the park is not maintained currently, I was not privy to that discussion, so can't speak to any changing particulars.

Whatever the reason, I would urge a reconsidering. Atlantic Heights is geographically dispersed from any off leash areas Portsmouth has to offer, and is teeming with puppies and people. I've found Portsmouth to be the least dog friendly place I've lived, including previous residences in Manchester,

Concord, Brentwood and Dover when taking into account banning dogs from the farmers market, all outdoor parks and spaces including prescott park / the arts festival events, and bars / community hubs such as Treeline or Reedmor.

I appreciate the consideration.

Respectfully,
-Daniel Katsekas

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Thu 9/10/2026 10:41 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Thu, 09/10/2026 - 10:41

Submitted by: Anonymous

Submitted values are:

First Name

Effie

Last Name

Malley

Email

[REDACTED]

Subject

Draft housing action plan - needs permanently affordable workforce housing on city land

Address

[REDACTED]

Portsmouth, New Hampshire. 03801-4533

Message

Hello, I thank you all for your work on housing for Portsmouth. It's great we have the draft housing action plan; however, I want to be sure the City makes building permanently affordable workforce housing on city-owned land a standing practice. The city council could also name the first site. It is wonderful we have Ruth Griffin Place and will soon have Sherburne School, but we need to build many more units.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sun 9/13/2026 6:56 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 09/13/2026 - 18:56

Submitted by: Anonymous

Submitted values are:

First Name

Elizabeth

Last Name

Mooney

Email

[REDACTED]

Subject

Request Proactive and Expeditious Solicitation of a Pharmacy for unused space at former RiteAid at 1303 Woodbury Avenue

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Dear City Councilors: Convenient MD Primary Care will soon occupy about 2/3 of the roughly 11,000-square foot former RiteAid at the corner of Woodbury Avenue and Market Street, a high-traffic area with hundreds of new housing units under construction or in planning nearby. We need a pharmacy!!! The remaining space includes a drive-through, a high priority for pharmacies looking for new sites, as I understand it.

RiteAid failed as a national pharmacy chain for reasons that had nothing to do with this prime location, which, as an added benefit, will soon have a primary care practice next door.

Furthermore, pharmacies are rethinking their unsuccessful expansion into retail convenience stores because of too much competition in that space. Even the behemoth CVS is starting to open just pharmacies without the retail merchandise that shoppers can easily get elsewhere nearby. We do not need more retail! Heaven help us! We do need a pharmacy, and we do need more competition in the

pharmacy space.

I have included links here For Walgreens and Sugar River Pharmacy...I have also included a link to the realtor marketing 1303 Woodbury Avenue. You may need to copy and paste them into your browsers because this format doesn't allow transmission of live links:

sugarriverpharmacy.com

WAGRealEstate@walgreens.com

<https://www.loopnet.com/Listing/1303-Woodbury-Ave-Portsmouth-NH/38516521/>

Sincerely,
Liz Mooney

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sat 9/12/2026 8:09 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sat, 09/12/2026 - 20:09

Submitted by: Anonymous

Submitted values are:

First Name

Eric

Last Name

Leaver

Email

Subject

Support for Fleet St contraflow bicycle lane (14-Sep Item 10.F public hearing)

Address

Dover, New Hampshire. 03820

Message

I support construction of a contraflow bike lane along Fleet St between Hanover and Congress. When I bike in Portsmouth, I frequently ride this block. I usually get my bike to/from Portsmouth via the COAST bus, which has its terminal at the Hanover garage. Most of my rides to/from that terminal then include this block of Fleet St because it's more mellow than Maplewood or Market St. I'd hate to see this block get converted to strictly one-way and force me to bike on more dangerous streets.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sun 9/13/2026 1:02 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 09/13/2026 - 13:02

Submitted by: Anonymous

Submitted values are:

First Name

Gerald

Last Name

Duffy

Email

Subject

Let's move on solar . . .

Address

Portsmouth, New Hampshire. 03801

Message

Dear Mayor McEachern, Assistant Mayor Kelley, and Councilors:

I'm writing this as a free man with choices, but I wouldn't want to face my wife and sustainability advocate, Effie Malley, if I didn't add my voice to this initiative. I'm asking you to support Councilor Tabor's motion under item 15.D on Monday's agenda: a municipal solar generation plan built on DPW's recommendations, with the Jones Avenue landfill array carried forward as a \$4.1 million CIP item and a report back on October 13.

Importantly, the vote appropriates nothing, but it does lay out a prioritized set of options — from rooftops to the treatment plants to Jones Avenue — in front of you before the FY28 CIP cycle begins. It also resolves a CIP element that currently assumes a power purchase agreement, which APEX found is the ownership model delivering the least value to the City. On APEX's figures, Jones Avenue pays for

itself without the federal credit, on land that has no other current use.

The big picture these days is so big, it's easy to miss. It's not the transportation of renewable energy that is being throttled in the Strait of Hormuz and it's not the use of renewable energy that edges our world's vast climatic and oceanic systems closer to unpredictable chaos. Every community has an obligation to weigh the risks of inaction and act accordingly.

It is the kind of project the Council's 2017 Renewable Energy Policy and the Climate Action Plan committed the City to. My thanks to Councilor Tabor, PEAC, and DPW for the work behind it.

Gerald Duffy

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sun 9/13/2026 11:52 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 09/13/2026 - 11:52

Submitted by: Anonymous

Submitted values are:

First Name

Gerald

Last Name

Duffy

Email

[REDACTED]

Subject

Fleet Street traffic design — support contra-flow bike lane

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Dear Mayor and Councilors::

I recommend you support the proposal to include a contra-flow bike lane in the Fleet Street traffic redesign. The concept is well thought out, has a long history in biking infrastructure, is generally supported by all the key departments involved, and its rationale is thoroughly documented by our local cycling infrastructure experts — SABR. I've personally ridden in urban settings in major European cities where this approach has been common in confined downtown streets for decades. Portsmouth's dynamics are no different. It's a relatively small thing, but it is an important signal and confirmation that Portsmouth understands how to make it easier for its citizens to leave the car at home. Please vote in favor of the change. Many thanks.

Gerald Duffy

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 11:43 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 11:43

Submitted by: Anonymous

Submitted values are:

First Name

Grace

Last Name

Lessner

Email

[REDACTED]

Subject

In favor of the contraflow lane on Fleet Street

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

I am writing in favor of establishing a contraflow lane on Fleet Street when changes are established between Hanover and Congress streets. For many bike riders such as myself, Fleet St is a valuable safer alternative to the overly wide Maplewood Ave, and two-way bike flow is critical to having a bike-friendly downtown. Thank you for considering this innovation that will greatly benefit the safety and well-being of bike riders in Portsmouth.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 9:10 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 09:10

Submitted by: Anonymous

Submitted values are:

First Name

Jeff

Last Name

Randall

Email

[REDACTED]

Subject

Fleet St

Address

[REDACTED]

Portsmouth , New Hampshire. 03801

Message

Re: Fleet St. I am in support of the one way Fleet st w a contra bike lane. Is it "giving something " to the bike folks? No, it is a reasonable use of just 6 ft of pavement based on the priorities of surveys regarding parking and options. As a rider I often come from the New Franklin neighborhoods to run errands. A dedicated lane will add to my safer riding options, allowing me access to the Middle school and library, not to mention City Hall.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 8:45 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 08:45

Submitted by: Anonymous

Submitted values are:

First Name

Jonathan

Last Name

Sandberg

Email

Subject

Bicycle Contraflow Lane on Fleet Street

Address

Portsmouth, New Hampshire. 03801

Message

Dear Mayor and Members of the City Council,

I am writing to urge you to support the inclusion of a bicycle contraflow lane in the Fleet Street upgrade project.

Fleet Street provides an important connection for people traveling by bicycle between Maplewood Avenue and destinations south of downtown. From Maplewood, the most direct and comfortable route is to turn left onto Hanover Street and then right onto Fleet Street, continuing across Congress, State, Court, and Parrott streets.

Without a contraflow lane, people on bicycles would instead have to climb the hill past the parking garage and merge with traffic on Market Street. That alternative is longer, more difficult, and—most

importantly—less safe and comfortable. Removing the ability to use Fleet Street in this direction would weaken the downtown bicycle network at precisely the point where a better connection is needed.

Each year, the Mayor's Ride tours Portsmouth's bicycle routes, beginning and ending at the Middle School. We rely on a police escort to travel safely through the weakest connections in that network. The difficulty of getting through downtown from Maplewood Avenue is one of those weaknesses, and the Fleet Street project gives the city an opportunity to address it.

Encouraging bicycling benefits Portsmouth by reducing traffic congestion, parking demand, and pollution while supporting public health and making transportation more affordable. Including a contraflow lane on Fleet Street is a practical and relatively simple way to make our street network safer, more connected, and more useful.

Please vote to include the bicycle contraflow lane in the Fleet Street project.

Thank you for your consideration.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/16/2026 3:31 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/16/2026 - 15:31

Submitted by: Anonymous

Submitted values are:

First Name

Josh

Last Name

Schaer

Email

[REDACTED]

Subject

Jones Ave Traffic Study

Address

[REDACTED]

Portsmouth , New Hampshire. 03801

Message

City Counselors, my neighbor Mike McGovern has requested a traffic study on Jones Av due to the high volume of speeding cars that are often driving in safely down Jones Ave. Please support this study to help keep our street safe so that our children are safe in the neighborhood. We appreciate your support

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sun 9/13/2026 9:24 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 09/13/2026 - 09:24

Submitted by: Anonymous

Submitted values are:

First Name

Karen

Last Name

Jacoby

Email

[REDACTED]

Subject

Support of Fleet St changes between Hanover and Congress

Address

[REDACTED]

Portsmouth, New Hampshire. 03801-5035

Message

I regularly bike downtown to go to meetings and do my errands. I often bike from Daniel Street up Congress Street, but rather than proceed to Maplewood Avenue which can be congested for a bike, I choose to turn on Fleet Street to get to Court Street. I understand that changes are proposed for Fleet Street and I would be in favor of one way car traffic, parking moved to the east side, and a contraflow bike lane. These changes would make biking safer in our City! I hope that you will support this change. Thank you for your consideration of my comments.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Fri 9/18/2026 9:32 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Fri, 09/18/2026 - 21:31

Submitted by: Anonymous

Submitted values are:

First Name

Matthew

Last Name

Roginski

Email

[REDACTED]

Subject

Jones Ave Concerns

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Dear Mayor and City Councilors,

My name is Matt Roginski, and I live on Jones Avenue.

I am writing to express my family's concern about pedestrian and traffic safety conditions on Jones Ave and to respectfully request that the City begin a formal evaluation of the roadway through Public Works and the Parking & Traffic Safety Committee.

Jones Ave is a narrow residential street with no sidewalk, yet it serves several very different uses. We have a large healthcare facility at 188 Jones Ave, the Elks Lodge at the end of the road, and the scrap-metal operation at 246 Jones Ave.

As a result, Jones Ave carries residential traffic, healthcare employees and visitors, event traffic, passenger vehicles, bicycles, pedestrians and family pets — as well as commercial vehicles, including tractor-trailers.

There is no dedicated pedestrian space.

Residents, pedestrians, cyclists and vehicles are all sharing the same narrow roadway. There are also a significant number of kids living in the neighborhood who walk or bike to school, meaning this is not simply a recreational pedestrian issue — kids are using this road as part of their daily commute.

The concern is not only that vehicles often travel too fast but that the design of the road no longer matches the amount and type of traffic it now carries.

This is also not a new concern. Over the years, residents have raised issues related to traffic volumes, speeding, heavy vehicles, and the lack of pedestrian infrastructure on Jones Ave. We appreciate that the City has processes in place to study and address these issues, and we would like to work constructively within those processes.

We respectfully request that the City direct Public Works and the Parking & Traffic Safety Committee to conduct a formal traffic-safety study of Jones Ave, including:

Traffic volume counts

Vehicle speed measurements, including 85th-percentile speeds

Heavy-truck traffic counts

Pedestrian and bicycle activity

Crash and incident history

Traffic patterns associated with the major facilities on the road

We would also ask that the City evaluate potential improvements, including:

A sidewalk or sidepath

Physical traffic-calming measures, such as speed tables or raised crossings

Other engineering solutions that staff may determine are appropriate

We are not asking the City to decide on a specific solution at this time. Rather, we are asking that the problem be formally measured, studied, and evaluated so that the neighborhood and the City can work together toward practical safety improvements.

Thank you for your time, consideration, and service to the community. We appreciate your attention to this matter.

Sincerely,

Matt Roginski
Jones Ave Resident

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/9/2026 6:17 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/09/2026 - 18:17

Submitted by: Anonymous

Submitted values are:

First Name

Michael

Last Name

Casino

Email

Subject

Fleet Street project

Address

Bow St
Portsmouth

Message

Councilors,

I would like to offer my perspective on the proposed plans to change a section of fleet street to one way. I think we would be making a very big mistake in taking this action for the following reasons.

Fleet Street is the only street in the urban core that allows traffic to move from one side of the downtown to the other with two-way traffic. That is not an insignificant fact. For the most part, streets in the downtown operate primarily with one-way flow that feed into intersections that often back up with a lot of traffic. These intersections include Congress & Maplewood, Market Square, and the multi-armed beast of Market, Bow, and Penhollow, the latter of which also has five pedestrian crosswalks and needs to be avoided by any means during the summer tourist season. We can also add to this list the Chapel & State Street intersection that can be blocked by bridge raisings every half hour in the summer with very long delays.

Amidst all this congestion is the Fleet Street corridor which acts as a pressure relief valve and functions very much as a bypass allowing traffic to move relatively unencumbered between Hanover & Court Street providing access to Prescott Park, Pierce Island, Strawberry Banke, and other locations in and around the core while avoiding the most congested intersections. As a downtown resident I can tell you that Fleet Street plays a critical role in offering options to both residents and visitors for avoiding the worst of the traffic delays. By converting this section of the street to one-way we would be eliminating half of it's functionality and forcing more traffic into congested intersections.

As a resident who regularly walks around the downtown I understand the goals of this proposed plan and fully support improving pedestrian circulation. However, I think these improvements have to be balanced with facilitating good traffic flow for the hundreds of downtown residents, a number that is increasing continuously with new housing construction, who need to get in and out of their homes every day. I also think adding a bike lane to this section of roadway makes absolutely no sense. The street has relatively low traffic volumes, slow travel speeds, and no bike lane to connect with at either end. Given the narrow width of this street and the need to improve sidewalks as a primary goal, adding a bike lane seems ridiculous to me and I say that as someone who bikes around the community.

I realize that a lot of planning has led to the proposed plan but I feel as though it has resulted in recommendations for changes without fully considering the importance of how Fleet Street functions within the overall circulation of traffic through the core. I hope that you will consider hitting the pause button on this plan and give some consideration to the points that I have made here. As someone who has worked in the planning field for many years I think moving forward with the proposal is a decision that we will regret in the future and may ultimately have to reverse at some point at considerable cost. I look forward to hearing your thoughts about these comments and/or discussing it with you further.

Thank you.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/16/2026 3:22 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/16/2026 - 15:21

Submitted by: Anonymous

Submitted values are:

First Name

Michael

Last Name

McGovern

Email

[REDACTED]

Subject

Jones Avenue Traffic Study

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hi City Council,

Hope all is well! Reaching out to let you know that I am in touch with Eric Eby from the city regarding a request for a traffic study on Jones Avenue. He has been super responsive and let me know the city will be conducting a study in the coming weeks. Good stuff. That's all I can ask for! He has provided prompt responses and explained how the city will go about it.

I wanted to put it on your radar because our street feels it is a serious safety concern for the children and families in the neighborhood. This is NOT related to MAC, but more so the regular cars that often speed up/down to/from Elks and the Cedar Health facility.

Our main ask is that there are speed limit signs posted and ideally speed bumps in certain areas

similar to what is on Aldrich between Islington and Middle.

Please let me know if you have any questions. I'd appreciate any guidance you could provide so we can take the appropriate action to enable a safer street on Jones. I look forward to working with you all on a resolution that balances safety with reasonable precautions.

Thank you,
Mike McGovern

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 12:38 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 12:38

Submitted by: Anonymous

Submitted values are:

First Name

Nicole

Last Name

LaPierre

Email

Subject

361 Hanover Street

Address

Portsmouth, New Hampshire. 03801

Message

September 14, 2026

Dear Council members,

In the Islington Creek neighborhood, there used to be a beautiful open space by the creek where one could watch the sunset turn a sweet golden orange. There were tracks, a small brick artist studio building. It was vast, urban but yet open. It was a space where nature and industry met but the land was wide enough to clearly see North Mill Pond.

Back behind the old Heineman building to the north, there was a public garden. It was beautiful. It was a true example of community. Every plot claimed. It thrived and then....
It became a parking garage. Then nothing grew. Flowers and vegetables became concrete blocks.

So, I ask you:

Why would you be willing to give Steve Wilson, a very successful wealthy developer with questionable regard for where he develops public land, even one square foot? That is what he is very clearly asking for: gifted public land. In addition to requesting free public land that belongs to the city and to the residents of Portsmouth, he wants to put

1. A large and unattractive transformer on a cement pad on the City-owned lawn area between the development and Rock Street. Is that fair to the abutting neighbors and the community using Rock Street Park. Do you want to set a precedent of gifting land for developers' transformers?
2. He also plans on installing a similarly unattractive and huge triple box with 2 electrical vaults and 1 communications vault on a cement pad in the back right corner, again on City-owned land.

This development is oversized and will forever irreversibly change the character of the neighborhood so....

No! No transformer, no triple box with 2 electrical vaults and no communication vault on public land. That can go on the land that he actually purchased and owns. There is no excusable reason for suggesting otherwise! It is the people's land, public land that residents have always paid for with their taxes. There is an increasing shortage of green space in the Islington Creek neighborhood and the whole city for that matter.

Regarding the public plot of land behind the old Heinemann building:

I am requesting that land absolutely remain public and I am suggesting it would be a beautiful space for a community garden. It could be a place for members of the community and new members of the neighborhood to meet and share the joy of growing vegetables and flowers from spring through autumn.

My questions for you:

Why were we not worthy of an abutter notice regarding Mr. Wilson's ridiculous self-serving request? How could anyone possibly justify just gifting public land to a developer with nothing in return?

When he claims to be beautifying it and maintaining it... nothing is more beautiful than a public garden because it builds community and green space. It will not be accessible to the public with his current plan.

If you don't like my idea that is fine but please don't justify wealthy builders being given public land and putting necessary electrical equipment for their increased wealth on it.

Sincerely,
Nicole LaPierre

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/9/2026 6:19 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/09/2026 - 18:18

Submitted by: Anonymous

Submitted values are:

First Name

Rebecca

Last Name

Evans

Email

Subject

Housing Plan

Address

Portsmouth, New Hampshire. 03801

Message

I support the Housing Action Plan and ask for one addition before it's adopted. Make it the city's standing practice to build permanently affordable workforce housing on land the city already owns — the approach chosen for the Sherburne School — and name the first site.

As a single working mother in the area for over 15 years, it's becoming less and less affordable to keep my son in the school system he's grown up in from Dondero to now the middle school and hopefully high school. Rents are insane and should be stabilized or have more workforce housing available for those who have been here for years.

Please include this comment in the public record.

Please indicate if you would like your comment to be part of the public record for the upcoming

City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Wed 9/9/2026 1:29 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/09/2026 - 13:28

Submitted by: Anonymous

Submitted values are:

First Name

Robin

Last Name

Schnell

Email

Subject

Permanently Affordable Workforce Housing

Address

PORTSMOUTH, New Hampshire. 03801-5143

Message

More than anything, Portsmouth needs permanently affordable workforce housing. We know what works from Ruth Lewin Griffin Place, and we know that to make it affordable it needs to be on city owned land. the parcel near Commerce way is near other housing, making it good for mass transit. More density makes the ares more attractive for food retail, and that area already has mixed income level families. Make it bike and pedestrian-friendly! Solar panels, too? Small dog park? Exercise trail?

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Mon 9/14/2026 10:02 AM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/14/2026 - 10:02

Submitted by: Anonymous

Submitted values are:

First Name

Sheri

Last Name

Nadeau

Email

[REDACTED]

Subject

Fleet St Contraflow

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hello, I am sending this email in favor of the Fleet St contra-flow bike lane.

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Thu 9/17/2026 1:35 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Thu, 09/17/2026 - 13:35

Submitted by: Anonymous

Submitted values are:

First Name

Ted

Last Name

Jankowski

Email

[REDACTED]

Subject

Let's test the air quality around Pike Industries and our new fields

Address

[REDACTED]

Portsmouth, New Hampshire. 03801

Message

Hi - Please read the linked OpEd and please let us know if you will support testing. Let's get these fields tested right away - right now is the highest level of seasonal use. Thank you for your service and let me know if you have any questions.

<https://www.seacoastonline.com/opinion/>

Ted Jankowski

[REDACTED]

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>

Date Sun 9/13/2026 8:23 PM

To Webform Submission <webformsubmission@portsmouthnh.gov>

Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 09/13/2026 - 20:23

Submitted by: Anonymous

Submitted values are:

First Name

Thomas

Last Name

Nies

Email

Subject

Proposed Amendments to Chapter 10, Zoning Ordinance - First Reading

Address

Portsmouth, New Hampshire. 03801

Message

I have two comments regarding the proposed changes to Chapter 10 of the Zoning Ordinance that would move most parking requirements to the Site Plan Review regulations.

First, I question whether this action is appropriate. As is abundantly clear, parking is a very contentious issue in Portsmouth. By moving most parking requirements to the Site Plan Review regulations, the responsibility for making policy changes is turned over to the Planning Board. This board only has one elected representative and arguably is not responsive to the concerns of the public. While I am sure some view this as a feature and not a bug, I do not agree.

Second, this proposal is incomplete and as drafted will create an inconsistency in the Zoning Ordinance. As a condition of granting a Special Exception, Section 10.232.28 of the current ordinance allows the Zoning Board of Adjustment (ZBA) to require off-street parking in excess of the

requirements of the ordinance. Moving parking requirements to the Site Review Regulations largely removes parking from the purview of the ZBA – which begs the question why the ZBA should be allowed to add parking requirements when granting a special exception. I suggest for clarity that if the proposed changes move forward Section 10.232.28 should be removed or revised to limit its role, as appropriate. There might be a few examples of Special Exceptions that can be granted to one- and two-family dwellings where the ZBA may still have a role in parking.

Thomas Nies

Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.

Yes

{Empty}

*subject - Subject



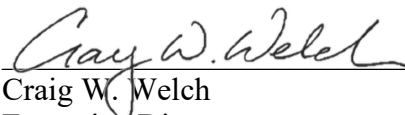
September 23, 2026

Dear Members of the Portsmouth City Council,

Please find the attached proposal from the Portsmouth Housing Authority for a sewer agreement to support the construction of 90 homes at the Sherburne School site. The proposed agreement would provide a practical framework for financing the sewer improvements necessary to advance this important housing development. Under the arrangement, Portsmouth Housing Authority would submit documentation of eligible sewer improvement costs to the City for reimbursement. Portsmouth Housing Authority would then repay those costs over a 40-year period through a sewer charge.

Please let us know if you have any questions or require additional information as you review the proposal in advance of the City Council meeting. We would be pleased to provide any further details or supporting documentation that may be helpful.

Sincerely,



Craig W. Welch
Executive Director



CITY OF PORTSMOUTH
SEWER EXTENSION AND REIMBURSEMENT AGREEMENT

This SEWER EXTENSION AND REIMBURSEMENT AGREEMENT (this “**Agreement**”) is made and entered into as of the ____ day of _____, 202_ (the “**Effective Date**”), by and between the CITY OF PORTSMOUTH, NEW HAMPSHIRE, a municipal corporation organized under the laws of the State of New Hampshire, with an address of 1 Junkins Avenue, Portsmouth, New Hampshire 03801 (the “**Municipality**” or the “**City**”), and the PORTSMOUTH HOUSING AUTHORITY, a public body corporate and politic organized under the laws of the State of New Hampshire, with an address of 245 Middle Street, Portsmouth, New Hampshire 03833, and its successors and permitted assigns (the “**Developer**”). The Municipality and the Developer are referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

WHEREAS, the City owns a certain parcel of land, with improvements thereon, situated at 35 Sherburne Road, Portsmouth, New Hampshire, including the building that was the former site of the Robert J. Lister Academy (the “**Property**”), and has leased the Property to the Developer pursuant to a certain Ground Lease between the City, as Lessor, and the Developer, as Lessee (as amended from time to time, the “**Ground Lease**”);

WHEREAS, the Developer intends to redevelop the Property into a multifamily rental apartment complex comprised of workforce housing, to be developed in two phases consisting of the construction of new buildings and the redevelopment of the former Robert J. Lister Academy building (collectively, the “**Project**”);

WHEREAS, the Project requires the construction of certain off-site sanitary sewer and water improvements in order to provide adequate sanitary sewer and water service to the Project, as more particularly described on Exhibit A attached hereto (collectively, the “**Improvements**”);

WHEREAS, the Parties acknowledge and agree that the City has a substantial interest in financing and constructing, or causing the construction of, the Improvements, and that the Improvements will not only benefit the Project but will also benefit the City's water and sewer system capacity as a whole;

WHEREAS, New Hampshire law authorizes the City, for the defraying of the cost of construction of newly constructed sewer systems, to establish a scale of rents to be called “sewer rents” and to prescribe the manner and time of payment thereof, and to assess upon persons whose lands receive special benefit their just share of the expense of constructing the same;

WHEREAS, the Parties intend that the Developer reimburse the City for the cost of the Improvements through monthly infrastructure reimbursement charges payable in addition to the ordinary water and sewer usage charges applicable to the Project; and

WHEREAS, the Parties desire to set forth the terms and conditions governing the payment and construction of the Improvements and the Developer's reimbursement of the costs thereof.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. DEFINITIONS

1.1 “**Estimated Cost**” means One Million Two Hundred Fifty Thousand Dollars (\$1,250,000), the Parties' good-faith estimate of the total cost of the Improvements as of the Effective Date.

1.2 “**Recoverable Cost**” means the actual, documented total cost incurred by the Developer to construct, or cause the construction of, the Improvements, including hard and soft costs, engineering, permitting, and financing costs; provided that the Recoverable Cost shall not exceed the Estimated Cost except as the Parties may agree in writing pursuant to Section 2.3.

1.3 “**Infrastructure Reimbursement Charge**” has the meaning set forth in Section 3.1.

1.4 “**Repayment Term**” means the period of forty (40) years commencing on the date the Infrastructure Reimbursement Charge is first billed to the Developer, as provided in Section 3.3.

1.5 Capitalized terms used but not defined herein shall have the meanings given to them in the Ground Lease.

ARTICLE 2. FINANCING AND CONSTRUCTION OF THE IMPROVEMENTS

2.1 Construction by the Developer. The Developer shall finance and construct, or cause to be constructed, the off-site sanitary sewer and water Improvements necessary to provide sanitary sewer and water service to the Project, substantially as described on Exhibit A. The Developer shall have control over the design, procurement, and construction of the Improvements, and shall cause the Improvements to be constructed in a good and workmanlike manner and in compliance with applicable governmental requirements.

2.2 Estimated Cost. The Estimated Cost of the Improvements is One Million Two Hundred Fifty Thousand Dollars (\$1,250,000).

2.3 Reconciliation and Reimbursement of Actual Cost. Upon completion of the Improvements, the Developer shall determine the Recoverable Cost and provide the City with a written statement thereof, together with reasonable supporting documentation. The City shall reimburse the Developer for the Recoverable Cost within 30 days of receiving the written statement. If the Recoverable Cost differs from the Estimated Cost, the Infrastructure Reimbursement Charge and the aggregate amount to be recovered under this Agreement shall be adjusted to equal the Recoverable Cost, and the City shall deliver to the Developer a revised payment schedule under Section 3.3. In no event shall the Recoverable Cost exceed the Estimated Cost without the prior written agreement of both parties.

2.4 Ownership. The Improvements shall be and remain the property of the City and shall constitute a part of the City's municipal water and sewer systems.

ARTICLE 3. REIMBURSEMENT OBLIGATION; INFRASTRUCTURE REIMBURSEMENT CHARGE

3.1 Reimbursement Obligation. The Developer shall reimburse the City for the Recoverable Cost of the Improvements through a monthly charge (the “**Infrastructure Reimbursement Charge**”), payable in addition to, and separately from, the ordinary water and sewer usage charges applicable to the Project. The Infrastructure Reimbursement Charge is imposed, and shall be construed, as an infrastructure charge, a special sewer charge, and a connection/capacity charge, established as a sewer rent and water rate to defray the cost of construction of newly constructed sewer and water infrastructure.

3.2 Amount. The Infrastructure Reimbursement Charge shall be Five Thousand Two Hundred Eight and 33/100 Dollars (\$5,208.33) per month, which amount is calculated to recover the Estimated Cost of \$1,250,000 in equal monthly installments, without interest, during the Repayment Term. The Infrastructure Reimbursement Charge shall be subject to adjustment upon reconciliation of the Recoverable Cost pursuant to Section 2.3.

3.3 Repayment Term; Continuation Until Full Recovery. The Developer shall pay the Infrastructure Reimbursement Charge monthly during the Repayment Term of forty (40) years, commencing on the date the charge is first billed. First billing will occur twenty (20) years after the Project receives the first Certificate of Occupancy. Notwithstanding the stated Repayment Term, the Infrastructure Reimbursement Charge shall continue to be assessed and payable until the City has recovered the full Estimated Cost of \$1,250,000 (or the Recoverable Cost, if adjusted pursuant to Section 2.3), together with any interest and charges accrued on delinquent amounts as provided in Article 6.

3.4 In Addition to Usage Charges. The Infrastructure Reimbursement Charge is in addition to, and shall not be credited against, the ordinary water and sewer usage charges, rates, fees, and assessments otherwise applicable to the Project.

ARTICLE 4. BILLING AND COLLECTION

4.1 Billing. The City shall bill the Infrastructure Reimbursement Charge to the Developer on a monthly basis. The City may combine the Infrastructure Reimbursement Charge in a single bill with the ordinary water and sewer usage charges and other municipal service charges applicable to the Project, provided that the Infrastructure Reimbursement Charge is separately stated.

4.2 Payment. Each Infrastructure Reimbursement Charge shall be due and payable in accordance with the payment terms stated on the bill. Charges not paid when due shall bear interest and be subject to collection as provided in Article 6. The Developer may prepay the reimbursement at any time.

ARTICLE 5. COVENANT RUNNING WITH THE LAND; SURVIVAL

5.1 Survival of Sale or Transfer. The obligation to pay the Infrastructure Reimbursement Charge shall survive, and shall not be extinguished, diminished, or discharged by, any sale, conveyance, assignment, lease, sublease, or other transfer of the Property or any interest therein.

No transfer of the Property shall relieve the transferor of charges accrued prior to the transfer, and the transferee shall be liable for charges accruing from and after the transfer.

5.2 Notice of Agreement. The Parties shall execute, and the City may record, a notice or memorandum of this Agreement in the Rockingham County Registry of Deeds to provide record notice of the covenant and obligations set forth herein to future owners of the Property.

ARTICLE 6. DEFAULT; MUNICIPAL LIEN RIGHTS

6.1 Default. The Developer shall be in default under this Agreement if any Infrastructure Reimbursement Charge is not paid when due and such nonpayment continues for thirty (30) days after written notice from the City.

6.2 Interest. In the City's discretion, interest on overdue Infrastructure Reimbursement Charges shall be assessed in accordance with RSA 76:13, as provided under RSA 149-I:11.

6.3 Municipal Lien. For unpaid Infrastructure Reimbursement Charges, the City shall have, and may enforce, all liens and collection remedies available to a municipality for the collection of sewer and water charges.

ARTICLE 7. TERM

7.1 Term. This Agreement shall commence on the Effective Date and shall continue until the City has recovered the full Estimated Cost of \$1,250,000 (or the Recoverable Cost, if adjusted pursuant to Section 2.3), together with all accrued interest and charges, at which time the Infrastructure Reimbursement Charge shall cease and this Agreement shall terminate, except for those provisions that by their terms survive termination.

ARTICLE 8. GENERAL PROVISIONS

8.1 Notices. All notices under this Agreement shall be in writing and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or by recognized overnight courier, to the Parties at the addresses set forth above, or to such other address as a Party may designate by notice given in accordance with this Section.

8.2 Assignment. The Developer may not assign this Agreement except in connection with a transfer of the Property, and any such assignment shall not relieve the Developer of obligations accrued prior to the assignment. The obligations of this Agreement shall run with the land and bind all successors and future owners as provided in Article 5.

8.3 Amendment. This Agreement may be amended only by a written instrument executed by both Parties.

8.4 Governing Law and Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New Hampshire, without regard to its conflict-of-laws principles. The Parties agree that the exclusive venue for any action arising out of or relating to this Agreement shall be the state courts of competent jurisdiction sitting in Rockingham County, New Hampshire.

8.5 Dispute Resolution. The Parties shall endeavor in good faith to resolve any dispute arising under this Agreement through negotiation and, if the Parties agree, non-binding mediation, before commencing litigation. This Section shall not limit either Party's right to seek injunctive or other equitable relief or, in the case of the City, to exercise its lien and collection remedies under Article 6.

8.6 Severability. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect, and the invalid or unenforceable provision shall be deemed modified to the minimum extent necessary to make it valid and enforceable.

8.7 Entire Agreement. This Agreement, together with the Ground Lease and the Exhibits attached hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, with respect thereto.

8.8 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Signatures delivered electronically or by other reliable means shall be deemed original signatures.

Signature Pages Follow

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CITY OF PORTSMOUTH, NEW HAMPSHIRE

By: _____

Name: _____

Title: _____, its duly authorized _____

PORTSMOUTH HOUSING AUTHORITY

By: _____

Name: Craig Welch

Title: its duly authorized Executive Director

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, SS.

On this ____ day of _____, 20, before me, the undersigned notary public, personally appeared _____, duly authorized _____ of the City of Portsmouth, New Hampshire, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as the free act and deed of the City of Portsmouth, New Hampshire.

Notary Public/Justice of the Peace My commission expires: _____

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, SS.

On this ____ day of _____, 20, before me, the undersigned notary public, personally appeared Craig Welch, duly authorized Executive Director of the Portsmouth Housing Authority, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as the free act and deed of the Portsmouth Housing Authority.

Notary Public/Justice of the Peace My commission expires: _____

EXHIBIT A

Description of the Improvements

This project consists of a 90-unit apartment, a potentially, a 29-unit apartment and the conversion of part of Sherburn School into an 8- unit apartment. The units are serviced by gravity sewers. Proposed onsite sewer improvements consists of 790 linear feet of 8” SDR 35 gravity sewer main and 2 proposed sewer manholes. Proposed offsite improvements include 1,350 lf of slip lining existing sewer pipes, 1,110 lf of proposed 12” SDR 35 gravity sewer mains, 170 lf of proposed 8” SDR 35 gravity sewer mains, and 7 proposed sewer manholes, all as more comprehensively detailed in a certain Application for Sewer Connection Permit submitted to the New Hampshire Department of Environmental Services and the City of Portsmouth on or about May 8, 2026.

See Offsite Sewer Plan Set, titled “Offsite Sewer Improvement Plans, Proposed Housing Development, 35 Sherburne Road, Portsmouth, New Hampshire, Owned by the City of Portsmouth, Prepared for PHA Housing Development LTD”, dated January last revised May 8, 2026.

[[Insert specifications and estimated cost breakdown or site to info submitted separately.
Estimated Cost: \$1,250,000.]]

EXHIBIT B

Description of the Property

[Insert legal description of the Property at 35 Sherburne Road, Portsmouth, NH]

From: Anne Torrez - Tri It Your Way <anne@triityourway.com>

Sent: Friday, September 11, 2026 10:54 AM

To: Stephanie Seacord <sseacord@portsmouthnh.gov>; Councilor Annie Hopkins <councilor.hopkins@portsmouthnh.gov>

Subject: bike/ped note

You don't often get email from anne@triityourway.com. [Learn why this is important](#)

Hello Councilor Hopkins and Stephanie-

Apologies if you're getting this twice - I got a notification that this wasn't delivered the first time so I am resending.

I'm writing to let you know that I now have an ongoing schedule conflict on Thursday evenings. My daughters have conflicting sports schedules, so unfortunately I will not be able to make the time work any more. Since I will be driving during the time of the meetings, I won't be able to attend via Zoom.

As I won't be able to make committee meetings for the next year, I think it makes sense for me to step down.

Thank you for the invite to join and for the great work you're doing to improve bike/ped in Portsmouth. I'm looking forward to hearing about the things that the committee will accomplish!

Thank you,

Anne Torrez

Multisport Coach: Tri It Your Way

Co-Founder: Rise & Tri Mentor Program

Founder & Head Coach: SHEcoast Multisport

Anne Torrez

Multisport Coach

www.triityourway.com

Founder + Head Coach, SHEcoast Multisport

www.shecoastmultisport.com

Bike / Ped committee resignation

From Freddy Petrone <freddy@igotbridged.com>

Date Tue 9/22/2026 1:35 PM

To City Clerk - Shr <cityclerk@portsmouthnh.gov>; Mayor <mayor@portsmouthnh.gov>

You don't often get email from freddy@igotbridged.com. [Learn why this is important](#)

Hello,

Due to scheduling conflicts I need to resign from the bike / ped committee.

Thank you.

Sincerely,

Freddy Petrone / jb

Cell: (502) 387-1773

[Watch 10 Minute Video HERE:](#)

 [image.png](#)



City of Portsmouth, NH

Boards, Committees, and Commissions

INITIAL APPLICATION

The application may be printed and hand-delivered, or electronically submitted to the Office of the City Clerk.

Please list experience you have in respect to this Board, Committee, or Commission:

Please see attached.

Would you be able to commit to attending all meetings? YES/NO



Reasons for wishing to serve: Please see attached.

Please list any organizations, groups, or other committees you are involved in:

Greater Portsmouth Youth Wellness Coalition, Portsmouth Mental Health Alliance, Best Buddies, Seacoast

Pathways, Positive Presence

Please list two character references not related to you or City staff members (Portsmouth references preferred):

1. Christina Delesandro, [REDACTED] Portsmouth, NH, [REDACTED]
Name, address, telephone number
2. LaTonya Wallace, Portsmouth, NH, [REDACTED]
Name, address, telephone number
3. Kristin Jeffrey, [REDACTED] Portsmouth NH [REDACTED]

By submitting this application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission/Committee; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Your application will be kept on file for one year from date of receipt.
6. IF APPOINTED, YOU WILL BE REQUIRED TO REVIEW AND ACKNOWLEDGE THE BOARD, COMMISSION AND COMMITTEE HANDBOOK FOR VOLUNTEERS AND TO PARTICIPATE IN ALL TRAININGS.
7. Sign the Oath of Office book preserved with the Office of the City Clerk

Signature: [Handwritten Signature]

Date: 9/4/2026

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

Occupational Background:

I am a PHS (1999) and UNH graduate with a degree in Food Service Management. My work history includes largely public facing roles: customer service, hospitality, food service, administrative work, and quality control. For over a decade, I have been a stay-at-home mother raising our now teenage daughters. Additionally, my husband and I have owned and operated a Portsmouth-based commercial fishing business for the last 25 years.

Please list experience you have in respect to this Board, Committee, or Commission:

For nearly a year, I have been an active participant in the Greater Portsmouth Youth Wellness Coalition and have participated in the Mental Health Alliance. I attended the first Behavioral Health Task Force meeting in April, and also local presentations focused on mental health and wellness. I have been leveraging my network to support Positive Presence, Best Buddies, and Seacoast Pathways to help expand their reach and scale their impact.

In 2015, I graduated from the NH Leadership Series through UNH's Institute on Disability (UNH IOD), where I expanded multiple skillsets including advocacy, community leadership, inclusion, and collaboration.

My extensive community involvement and diverse personal and professional experiences have allowed me to cultivate a broad network of individuals and organizations from varied backgrounds and perspectives. I thrive on bringing people together to overcome complex hurdles—a collaborative approach that directly aligns with the task force's mission.

Reasons for wishing to serve:

My interest in behavioral health is deeply personal as well as community-driven. As a parent of two daughters at Portsmouth High School—one of whom has complex physical, developmental, and behavioral health needs that impact multiple areas of her life—I have firsthand experience navigating care systems and advocating for support. I understand how the needs of one family member can ripple out and affect the well-being of an entire family.

These experiences combined with my involvement in local mental health and wellness initiatives, the Portsmouth school system, and the broader community, drive my desire to deepen impact. As a parent, and lifelong Portsmouth resident of 45 years, and member of a multi-generational local family, I am eager to bring my unique perspective and deep community connections to the Behavioral Health Task Force. I look forward to contributing meaningfully to our collective efforts to strengthen local networks, improve resource accessibility and awareness, and support the well-being of individuals and families across all demographics of the community we love!

I am passionate about making a positive difference, and I believe that meaningful change starts right here at home.



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

REAPPOINTMENT APPLICATION

Instructions: Please print or type and complete all information

Committee: Library Board of Trustees

Name: Meganne Fabrega

Please confirm or update your contact information below:

Street Address: ☒ No Change ☐ Updated: _____

Mailing Address: ☒ No Change ☐ Updated: _____

Telephone Number: ☒ No Change ☐ Updated: _____

Email Address: ☒ No Change ☐ Updated: _____

Eligibility and Availability

Do you remain a resident of Portsmouth? ☒ Yes ☐ No

Changes to meeting availability? ☒ No ☐ Yes: _____

Continued Service

Do you wish to be considered for reappointment? ☒ Yes ☐ No

Interested in other boards if not reappointed? ☐ Yes ☒ No

Acknowledgment

By signing, you certify the above is accurate and understand that:

- (1) Reappointment is at the discretion of the Mayor and City Council;
- (2) Review and acknowledgment of the Volunteer Handbook is mandatory (information will be emailed to you and can be found on the City Clerk's webpage); and
- (3) The taking of the Oath of Office and signing of the oath book at the City Clerk's office is required after appointment.

Signature: Meganne Fabrega

Date: 9.15.2026

Submit to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

REAPPOINTMENT APPLICATION

Instructions: Please print or type and complete all information

Committee: Conservation Commission

Name: Alice Carey

Please confirm or update your contact information below:

Street Address: ☒ No Change ☐ Updated: _____

Mailing Address: ☒ No Change ☐ Updated: _____

Telephone Number: ☒ No Change ☐ Updated: _____

Email Address: ☒ No Change ☐ Updated: _____

Eligibility and Availability

Do you remain a resident of Portsmouth? ☒ Yes ☐ No

Changes to meeting availability? ☒ No ☐ Yes: _____

Continued Service

Do you wish to be considered for reappointment? ☒ Yes ☐ No

Interested in other boards if not reappointed? ☐ Yes ☒ No

Acknowledgment

By signing, you certify the above is accurate and understand that:

- (1) Reappointment is at the discretion of the Mayor and City Council;
- (2) Review and acknowledgment of the Volunteer Handbook is mandatory (information will be emailed to you and can be found on the City Clerk's webpage); and
- (3) The taking of the Oath of Office and signing of the oath book at the City Clerk's office is required after appointment.

Signature:  Date: 9/10/2026

Submit to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801

HOUSING ACTION PLAN

July 2026

DRAFT

The Housing Committee presented its recommendations to the City Council on July 13, 2026. The Council referred the matter to the Planning Board for further review. It is anticipated that the Planning Board will discuss the recommendations at its [August 20, 2026](#) meeting.



Ruth Lewin Griffin Place Below Market Rate Housing Complex

Purpose

Identify practical steps to increase housing options and improve affordability.

Approach

Coordinate zoning, redevelopment strategies, housing programs, and the Master Plan.

Outcome

Provide a clear roadmap with actions, responsible parties, and timeframes.

In This Plan

Over the past decade, the City of Portsmouth has taken a consistent and proactive approach to understanding and addressing local housing needs.

This effort has included a combination of planning studies, public engagement, zoning ordinance and map updates, and policy initiatives aimed at increasing housing opportunities, improving affordability, and supporting long-term community stability.

City Council direction

- Increase housing supply
- Reduce costs and simplify development
- Expand below market-rate housing options
- Coordinate with the Master Plan update



A strong foundation for this work was established through a series of housing-related studies and reports. Beginning with the Housing Committee Final Report and City Council Housing Policy in 2016, the City has continued to build on its understanding of local housing conditions through ongoing research and analysis. This includes the "Places to Live" study circle dialogue in 2024, an Inclusionary Zoning Analysis completed the same year, and earlier efforts such as the Portsmouth Market Study (2022) and Housing Development Trends analysis (2020).



An image of Market Square in Portsmouth with the North Church and Congress Street

Housing has been the top priority of both the current City Council and the prior Council. The 2026–2027 City Council set a clear goal of increasing housing supply for all income levels, reducing costs, simplifying the development process, and expanding below market-rate housing options. This Council also directed the creation of this Housing Action Plan and a comprehensive update of the zoning ordinance.

This direction builds on the goals of the 2024–2025 City Council, which emphasized expanding housing choices, increasing below market-rate housing, and advancing zoning changes to support housing development. That Council also supported initiatives such as the Housing Navigator program, the Housing Blue Ribbon Committee, and the establishment of a Below Market Rate Housing Trust Fund.

Over the past two years, residents and community advocates devoted substantial time and expertise to housing in Portsmouth, offering comment and producing research, analytical tools, and a proposed framework of actions brought to the Council and the Housing Committee. That work informed the Council's February 2026 direction to create this Housing Action Plan, and much of it is reflected in the actions that follow. The City welcomes this kind of engagement — addressing Portsmouth's housing challenges will continue to require the knowledge, energy, and participation of community members.

Zoning Changes

Key point: The City has made a number of updates to its zoning ordinance to better accommodate housing development. Portsmouth maintains a zoning framework that is regularly reviewed and amended, with updates adopted as recently as 2025 and 2026. Recent amendments have directly addressed housing-related barriers, including updates to accessory dwelling unit (ADU) regulations to comply with state law, modifications to off-street parking requirements, and the introduction of new housing types such as co-living.

Earlier zoning initiatives during this period also helped establish the framework for more flexible land use. The adoption and expansion of the Gateway zoning districts and creation of the Gateway Neighborhood Overlay District have supported redevelopment and encouraged a broader range of housing types in appropriate locations. These efforts have established important groundwork for the current Housing Action Plan.

Housing Production Incentives

Key point: In addition to regulatory updates, the City has explored and advanced a range of policy approaches to support housing production. City Council and Housing Committee discussions have focused on strategies such as allowing conversion of single-family homes into multiple units, expanding mixed-use zoning, and reducing parking-related barriers. The City has also explored financial tools, including the continued use of the Housing Trust Fund and other funding or incentive programs to support housing development.

As a result of these combined efforts, Portsmouth has built a strong foundation for continued progress. The City has not only studied housing issues extensively, but has also taken concrete steps to update regulations, test new approaches, and support development in practice. This body of work directly informs the Housing Action Plan and the recommendations that follow, providing a more coordinated framework for moving forward together with the ongoing Master Plan update.

Master Plan Integration

Key point: This Housing Action Plan is intended to support and help implement the broader goals of the Master Plan. Many of the recommended actions, particularly those related to zoning and land use, will be advanced through the Master Plan update and subsequent changes to the City's zoning regulations. By linking these efforts, the City can ensure that its housing policies are coordinated, consistent, and grounded in a long-term vision for the community.

At its core, the plan makes it easier to create housing, with a specific focus on expanding below market-rate options. Key strategies include allowing more multi-family

housing, reducing requirements such as lot size and setbacks, and making it easier to convert large single-family homes into multiple units — supporting new housing in areas that are already developed, rather than relying solely on new growth areas.

The plan also emphasizes better use of underutilized properties, including redevelopment of older commercial and office buildings into housing, and a wider range of housing types, such as smaller homes, clustered housing, workforce housing, and live/work units, to serve residents at different stages of life and income levels. Financial tools and programs round out the plan, including the Housing Trust Fund, in-lieu payment options, and homebuyer assistance programs, along with a continued commitment to preserving existing below market-rate housing, expanding senior housing options, and complying with workforce housing requirements. Each action in the plan includes clear steps, a responsible party, and a timeframe, providing a roadmap the City can track over time.

Priority	Action	Description	Key Implementation Steps	Lead	Timeframe	Metrics	Milestone
1	Expand the use and geographic applicability of RSA 79-E tax relief incentives to encourage redevelopment and housing production in underutilized areas.	Expand tax relief incentives to support redevelopment and housing construction in underutilized areas.	City Council adoption of Housing Opportunity Zones Citywide	Planning/Assessor/City Council	0-9 mo	Projects	Program used
2	Conduct a comprehensive zoning review to identify barriers to housing development and prioritize necessary regulatory reforms.	Identify regulatory barriers and prioritize zoning reforms in line with the Master Plan. Create a more user-friendly document.	Review Zoning Ordinance; recommend changes	City Staff/Consultant/Planning Board/City Council	1-2 yr	Zoning amendments to remove barriers	Amended Zoning Ordinance
3	Amend zoning regulations to allow the conversion of commercial and office buildings into residential units.	Allow office/commercial to residential conversion to increase housing supply without new land consumption.	Review Zoning Ordinance; recommend changes, Zoning Ordinance amended	Planning Staff/Planning Board/City Council	0-6 mo	Amendments to allow conversions	Amended Zoning Ordinance
4	Expand zoning provisions to allow and encourage cottage housing and clustered small-lot residential development.	Identify zoning districts and neighborhoods suitable for small clustered housing options.	Review existing Zoning Districts and revisions to Zoning Ordinance	Planning/Planning Board/City Council	6-12 mo	Zoning district changes to permit small clustered housing	Amended Zoning Ordinance and Zoning Map
5	Establish an in-lieu fee program allowing developers to contribute financially toward affordable housing in place of on-site unit provision.	Allow a payment in-lieu of fee to the Housing Trust Fund.	Recommend changes to Zoning Ordinance, Zoning Ordinance amended	Planning/Planning Board/City Council	0-6 mo	Identify amendments to Zoning Ordinance and Fee Schedule	Payments received
6	Continue to waive fees for below market rate housing projects for nonprofit entities	Waive fees as requested for nonprofits for below market rate housing projects	Continue past practice of waiving fees	City Council	Ongoing	Below market rate housing projects by nonprofit entities	Requested Fees Waived
7	Rezone Office Research (OR) and General Business (GB) districts to allow mixed-use and residential development.	Identify parcels zoned GB or OR and propose new zoning district designations.	Identify parcels; Amend Zoning Map	Planning/Planning Board/City Council	0-6 mo	Revise zoning map	Projects proposed and constructed after map amendments
	Expand multi-family zoning.	Expand areas allowing multi-family housing to increase supply. Change single-family districts to allow multi-family housing.	Review Zoning Ordinance; recommend changes	City Staff/Consultant/Planning Board/City Council	1-2 yr	Zoning Ordinance and Zoning Map amendments	Amended Zoning Ordinance and Zoning Map
	Review dimensional zoning standards.	Reduce minimum lot sizes, frontage requirements, yards (setbacks), etc. to provide more housing opportunities	Review Zoning Ordinance; recommend changes	Planning/Consultant/Planning Board/City Council	1-2 yr	Conforming lots	Amended Zoning Ordinance
	Allow conversion of existing single-family homes into multiple dwelling units.	Allow large homes to be converted into multiple units.	Review Zoning Ordinance; recommend changes, amend Zoning Ordinance	Planning/Planning Board/City Council	1-2 yr	Units	Amended Zoning Ordinance
	Deploy and expand the City’s Housing Trust Fund to support affordable and workforce housing development.	Fund housing development through local resources.	Allocate funds; track	Planning/Finance/Housing Trustees	Ongoing	Units funded	Projects completed
	Develop and implement programs to assist homebuyers in accessing homeownership opportunities.	Support homebuyers to expand ownership access.	Launch program; partner lenders	City Council/Community Development/Housing Committee	1-3 yr	Programs created	Programs active
	Plan and designate outlying areas for new residential neighborhood development to accommodate long-term housing demand.	Plan new residential growth areas for future housing demand based on Master Plan.	Identify areas from Master Plan; recommend Zoning Map changes	Planning/Consultant/Planning Board/City Council	1-2 yr	Zoning Map amendments	Amended Zoning Map
	Simplify and update Form-Based Code provisions to improve usability and encourage more below market rate housing.	Simplify Form-Based Code.	Review and revise code; Recommend Zoning Ordinance changes	Planning/Consultant/Planning Board/City Council	1-2 yr	Zoning Ordinance amendments	More below market rate housing
	Adjust Building height requirements.	Increase height limits to add density where appropriate.	Amend zoning	Planning/City Council	1-2 yr	Units	Projects built
	Allow live/work units.	Allow flexible housing with workspace integration.	Review Zoning Ordinance; Recommend Zoning Ordinance changes	Planning/Planning Board/City Council	1-2 yr	Units	Increase in live/work units
	Preserve existing below market rate housing	Protect existing affordable housing from loss.	Inventory; Provide funding/opportunities to extend terms of existing below market rate housing	Planning/Housing Trust Fund/Trustees	Ongoing	Units	No loss
	Create more senior housing.	Expand housing for older residents. Comprehensive strategy for senior housing: independent living, assisted living, memory care, aging-in-place support.	Review Programs	Community Development/City Council	2-5 yr	Available Programs and Services	Increase in Senior housing and assistance
	Create/strengthen a workforce housing ordinance (RSA 674:58-61).	Adopt or strengthen local workforce housing ordinance consistent with NH RSA 674:58-61.	Review RSA against Zoning Ordinance	Planning/Legal/Planning Board/City Council	1 yr	Adopted amendments to be consistent with RSA	Amended Zoning Ordinance to be consistent with State law



City of Portsmouth

Planning & Sustainability

Memorandum

TO: Karen Conard, City Manager

FROM: Peter Stith, AICP, Assistant Planning Director

DATE: September 22, 2026

SUBJECT: Planning Board Recommendation regarding referral of Housing Action Plan

Pursuant to the City Council's referral, the Planning Board reviewed the proposed Housing Action Plan at its September 17, 2026 meeting. The Board discussed several of the implementation items identified in the plan, including housing types and strategies such as co-living, co-housing, cottage housing, single-room rentals, manufactured housing, and the potential use of RSA 79-E tax incentives as a housing tool. The Board also noted the role the Planning Board will play in implementing many of the plan's recommendations.

Following discussion, the Planning Board voted to recommend that the City Council accept and adopt the Housing Action Plan as presented, with one member voting in opposition.

Recommended Action: Move to adopt the Housing Action Plan as presented.

Councilor Cook and Bagley – Natural Burial Options

The city does not own or manage any cemetery with active burials, as reported to the Council in December 2025. Residents are currently directed to three private cemeteries, two of which are denominational, and staff has reported that the third is running out of room. RSA 289:2 provides that every municipality shall provide or may enter into agreements with adjacent municipalities or nonprofit entities to provide one or more suitable cemeteries. Natural burial is the most cost effective and ecologically sound burial choice by most measures, requiring no vault, no embalming and no monument foundation, and it would be available to any Portsmouth resident. The city recently catalogued its parcels for the land use committee, so much of the groundwork is already done. This responds to a citizen request submitted by John and Skye Maher.

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9/23/2026
Department/Contact Person:	Sister Cities' Committee / Christine Frieze
Donation Amount:	\$1,000

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

Yes – City of Portsmouth New Hampshire Sister Cities Trust (Fund)

Is there a particular purpose intended with this donation:

--

Other information/Special Conditions:

This donation is made in honor of Eileen Dondero Foley.

Donor Information

First & Last Name:	Mary Carey Foley
Business Name:	
Address*:	
Phone*:	
Email*:	

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

PORTSMOUTH POLICE COMMISSION

MEMORANDUM

DATE: SEPTEMBER 17, 2026
TO: KAREN CONARD, CITY MANAGER
FROM: ALBERT "BUZZ" SCHERR, PORTSMOUTH POLICE COMMISSION CHAIR
MARK D. NEWPORT, CHIEF OF POLICE
RE: GRANTS & DONATION

At the Police Commission meeting on September 15, 2026, the Board of Police Commissioners approved and accepted the following grant and donation:

- a. **A \$14,868 grant award from the Edward Byrne Memorial Justice Assistance (JAG) Program to fund the upgrade of police rifles. *Of the total grant funds, \$13,827 is allocated to the Portsmouth Police Department and the remainder goes towards Rockingham County administrative fees.***
- b. **An unsolicited donation of a \$50 Panera gift card from an anonymous citizen for the purchase of food for officers at the Chief's discretion.**

We submit the information to you pursuant to City Policy Memorandum #94-36, for the City Council's consideration and approval at their September 28 meeting.

Respectfully submitted,



Jacqueline D. Burnett
Office of the Chief

copies: Board of Police Commissioners
PD Business Office



Rockingham County Finance Office

119 North Road
Brentwood, New Hampshire 03833

Charles Nickerson, Senior Director of Finance
Tel. 603-679-9341 Fax. 603-679-9346
cnickerson@co.rockingham.nh.us

September 14, 2026

Portsmouth Police Department
Attn: Karen Senecal, Operations Manager
3 Junkins Avenue.
Portsmouth, NH 03801

Re: BJA FY25 Edward Byrne Memorial Justice Assistance (JAG) Program – Local Formula Award

Dear Ms. Senecal,

I am pleased to inform you that Rockingham was awarded \$29,275 in FY 2025 JAG program funding. The award number is 15PBJA-25-GG-03083-JAGX. Rockingham County has agreed to all grant terms and conditions in the JUSTgrants system.

The City of Portsmouth's portion of the FY 2025 JAG award is as follows:

Project budget:	\$14,868.00 allocated
Less: RC admin fee	(1,040.76)
Portsmouth Police Department Project Funds	\$13,827.24

FY 2025 JAG funds can now be spent in accordance with the approved project proposal. Please see the enclosed document for a copy of the DOJ Stakeholder Award Notification for this grant.

You can email JAG expense reimbursement requests to me and Matteson Nadeau, Grant Writer, as funds are utilized by the Portsmouth Police Department. I will coordinate with Accounts Payable to ensure timely payment. Please provide progress report information for the grant to Matteson. Her email address is mnadeau@co.rockingham.nh.us. Feel free to call or email with any comments, concerns or questions.

Sincerely,

A handwritten signature in blue ink that reads "Charles W. Nickerson".

Charles W. Nickerson
Senior Director of Finance
Rockingham County, New Hampshire



Department of Justice (DOJ)

Office of Justice Programs

Office of Communications

Washington, D.C. 20530

AWARD NOTIFICATION		Award Number: 15PBJA-25-GG-03083-JAGX
Name and Address of Recipient:		ROCKINGHAM, COUNTY OF 119 NORTH RD
City, State and Zip:		BRENTWOOD, NH 03833
Recipient Point of Contact:		CHARLES NICKERSON
Email:		cnickerson@co.rockingham.nh.us
Phone:		6036799341
Solicitation Title: BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula		
Federal Award Amount: \$29,275.00	Federal Award Date: 7/31/26	
Awarding Agency:		Office of Justice Programs Bureau of Justice Assistance
Award Type:		Initial
Statutory Authority:		Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a)
Opportunity Category: Mandatory	Assistance Listing Number: 16.738	
Project Period Start Date: 10/1/24	Project Period End Date: 9/30/28	

Page 1 of 2

Project Description:

The disparate jurisdictions of the Town of Derry and the City of Portsmouth, New Hampshire, will use JAG funds for equipment purchases to support local operations.

For more information about this award, please contact the OJP Office of Communications at 202-307-0703 or OJP.OCOM@ojp.usdoj.gov.

GRANTS.GOV OPPORTUNITY NUMBER:

#O-BJA-2024-172542

THE STATE OF NEW HAMPSHIRE

KNOW ALL BY THESE PRESENT

COUNTY OF ROCKINGHAM

INTERLOCAL AGREEMENT BETWEEN:

THE CITY OF PORTSMOUTH POLICE DEPARTMENT

AND

COUNTY OF ROCKINGHAM, NH

JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this 16th day of April, 2026, by and between The COUNTY of ROCKINGHAM (hereinafter referred to as COUNTY), acting by and through its governing body, the Commissioners Board, hereinafter referred to as COUNTY, and the:

THE CITY OF PORTSMOUTH, NH POLICE DEPARTMENT

herein after referred to as CITY/TOWN, acting by and through its governing body, hereinafter referred to as CITY/TOWN, of Rockingham County, State of New Hampshire, witnesseth:

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, each governing body does hereby indicate the understanding that the COUNTY will serve as the applicant/fiscal agent for the Justice Assistance Grant funds for which the CITY/TOWN is eligible.

WHEREAS, the COUNTY agrees to provide the CITY/TOWN:

PORTSMOUTH, NH \$13,827 from the JAG award

NOW THEREFORE, the COUNTY and CITY/TOWN agree as follows:

Section 1.

COUNTY agrees to pay CITY/TOWN a total of

Allocation: PORTSMOUTH, NH	\$14,868
7% Applicant/Fiscal Agent Administrative Fee:	\$1041
Total CITY Allocation:	\$13,827

Section 2.

CITY/TOWN agrees to use \$13,827 for__ Law Enforcement __Program(s)
until the specified grant award end date.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY/TOWN other than claims for which liability may be imposed by the Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF PORTSMOUTH, NEW HAMPSHIRE, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

	
Deputy Chief of Police, PORTSMOUTH, NH	Manager, CITY of PORTSMOUTH, NH

NEW HAMPSHIRE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

Attachment: Proposal Narrative

PROPOSAL NARRATIVE: *Concisely describe the intended use of JAG funds. This must be double spaced, using a standard 12-point size font; have no less than 1 inch margins; and should not exceed 10 numbered pages. This section should include a description of the project(s) to be funded with JAG funds over the 2-year grant period.*

NARRATIVE:

Project Title: Portsmouth Police Rifle Upgrade ✱
Purpose Area: Law Enforcement
Program: Equipment
Project Budget: \$14,868 Allocated: 1,041 Administration-Rockingham County
13,827 Portsmouth Police Department

Problem Statement:

The Portsmouth Police purchases firearms for law enforcement purposes.

In 2021, the department upgraded all pistols to have one consistent model in use across the board.

Currently, there is no uniformity in the PPD patrol rifle cache. Most are over 10-years old and were standard issue back then, but now there are more options that are “patrol friendly” and make it significantly easier to get in and out of the cruiser and maneuver inside building and closed quarter engagements.

The department seeks JAG funding to contribute to this initiative.

The department plans to trade-in the current cache toward the purchase of new and upgraded rifles.

Goal: Uniformity of all rifles utilized in the police department.

Objective #1: Seek quotes for trade-in value and cost of new firearms to determine the net cost impact.

Activity #1: Inventory current stock

Activity #2: Meet with vendor and negotiate best deal

Activity #3: Complete trade-in purchase

Activity #4: Train all officers on new rifle model

Performance Measure: Positive feedback post training

Attachment: Budget Narrative

PORTSMOUTH, NH

PROJECT #1

PORTSMOUTH Police Department: Rifle Upgrade

Budget Narrative: *The budget narrative should include a full description of all costs, including administrative costs (including the 7% administrative fee). All amounts should add up to the full grant allocation for the jurisdiction.*

Narrative: Portsmouth Police Department is allocated \$14,868, whereas \$1,041 has been deducted and provided to Rockingham County as a 7% applicant and fiscal agent administrative fee. The remaining funding of \$13,827 will be used towards the purchase of rifles

The department will purchase 35 rifles and utilize JAG and local funds to complete the project.

EQUIPMENT:

Projected Costs: \$1,057 per unit with a \$450 credit = approximately \$607 per unit
 $35 \times 607 = 21,245$

TOTAL JAG Request: 13,827 (balance will be from local funds)

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2025 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2025 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDJ"), that all of the following are true and correct:

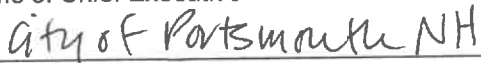
1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. If the applicant named below is not the unit of local government itself, I certify that it is an instrumentality of the unit of local government and is approved to serve as the applicant and recipient of FY 2025 JAG funding on behalf of the unit of local government.



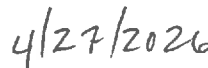
Signature of Chief Executive of the Applicant Unit of
Local Government



Printed Name of Chief Executive



Name of Applicant Unit of Local Government



Date of Certification



Title of Chief Executive

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9-17-26
Department/ Contact Person:	Police Department / Chief Mark Newport
Donation Amount:	Unsolicited \$50 Panera Gift Card

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

--

Is there a particular purpose intended with this donation:

The gift card is intended to be used to purchase food for patrol officers at the Chief's discretion. Likely to provide breakfast for a shift (e.g. bagels).

Other Information/Special Conditions:

--

Donor Information

First & Last Name:	Anonymous Donor
Business Name:	unknown
Address*:	unknown
Phone*:	Unknown
Email*:	Unknown

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9-14-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	\$100

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund-DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

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Donor Information

First & Last Name:	Sue and Don Kingman
Business Name:	
Address*:	
Phone*:	
Email*:	

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9-14-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	\$200

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

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Donor Information

First & Last Name:	Alexis Hanlon
Business Name:	
Address*:	
Phone*:	
Email*:	

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9-14-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	\$300

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

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Donor Information

First & Last Name:	Patricia Kennedy
Business Name:	
Address*:	
Phone*:	
Email*:	

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

Gift and Donation Submission Form

Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.

Date:	9-14-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	\$1,000

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

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Donor Information

First & Last Name:	Frank Connard and Rebecca Martin Connard
Business Name:	
Address*:	
Phone*:	
Email*:	

Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk () indicates it will not be publicly distributed.*

RESIDENT ACCESS PARKING PROGRAM (RAPP) PILOT – 2026

Purpose

Over the last decade, the City has implemented several pilots for Resident Neighborhood Parking Programs to address concerns of reduced parking availability for residents of neighborhoods located near the Downtown Business District.

Neighborhoods in proximity to the Downtown Business District are not metered.

Residents have raised concerns that nonresidents park in their neighborhoods because parking spaces are unmetered, which creates a shortage of parking spaces for residents.

Prior pilots have been unsuccessful because they were difficult to manage and enforce.

A new Resident Access Parking Program (RAPP) Pilot- 2026 (“Program”) has been created to address residents’ concerns and improve the operation and enforcement of the Program.

The goals of Program are to:

- * Increase parking availability for residents by charging nonresidents for parking in designated locations outside the Downtown Business District (“RAPP Zone”);
- * Provide free parking for residents and School, Recreation and Library employees who have registered their vehicle license plates with the City’s Tax or Parking Office;
- * Expand the Downtown Workforce Parking Program to limited areas in the RAPP Zone;
- * Simplify management and enforcement of the Program by using vehicle license plate enforcement; and
- * Provide parking management data from the Program to the Council to help inform future resident parking programs and parking availability in neighborhoods in proximity to the Downtown Business District.

Policy

The Program will provide free parking for residents and School, Recreation and Library employees with vehicle license plates registered through the City's Parking or Tax Office in the RAPP Zone more fully described below. Nonresidents will be charged an hourly parking rate determined by the Fee Schedule Study Committee. The Program also expands the Downtown Workforce Parking Program to Parrott Avenue and the Parrott Avenue Lot as more fully defined below.

RAPP Zone

The RAPP Zone includes the following streets listed below and set forth in the attached maps:

- a. Parrott Avenue from Rogers Street to Junkins Avenue. (This portion of Parrott Avenue is the only street in the RAPP Zone to be used by downtown workers registered for the DWPP)
- b. Hanover Street (from Bridge Street to Brewster Street);
- c. Rock Street
- d. Pearl Street
- e. Tanner Street
- f. Tanner Court
- g. Gates Street
- h. Hancock Street
- i. Washington (Court Street to Hancock Street)
- j. Parrott Avenue Lot

Downtown Workforce Parking Program (DWPP)

The Downtown Workforce Parking Program (DWPP) provides reduced parking rates for employees and owners of restaurants, retail and personal service businesses, and the hospitality industry located downtown. The purpose of this Program is to help support small businesses that fuel the local economy. Workers who have registered with the Parking Office for the DWPP may park in the following locations:

- a. **Parrott Avenue Parking.** Eligible participants in the DWPP who park on Parrott Avenue from Rogers Street to Junkins Avenue shall be charged the established workforce parking rate of **\$0.30 per hour**, with no additional transaction fee. The portion of Parrott Avenue from Rogers Street to Richards Avenue shall remain free parking subject to a 4 hour limit.

- b. **Foundry Garage Parking.** Eligible participants in the **DWPP** may purchase up to **26 parking stickers per month**. Each sticker shall provide up to **12 hours of parking** in the Foundry Garage for a flat rate of **\$3.00 per sticker**.

Parrott Avenue Lot

Registered residents and participants in the DWPP may park for free within the posted time limits in the Parrott Avenue Lot. Non-residents are prohibited from parking in the Parrott Avenue Lot during the Program.

Parking Rates in RAPP Zone

Parking Rates for the Program are set by the Fee Schedule Study Committee and hours of enforcement are set forth in Chapter 7, Article I, Section 7.102 (C).

Effective date

The Program is effective July 1, 2026.

Sally Kellar, City Clerk

Adopted by the Portsmouth City Council on June 8, 2026.

Amended by the Portsmouth City Council on September 14, 2026.

Effective date of the amendments is October 1, 2026.

RESIDENT ACCESS PARKING PROGRAM (RAPP) PILOT MAPS - 2026

As Amended by the City Council on 9/14/2026

Effective 10/1/2026

