



# Portsmouth, NH City Council

Municipal Complex, Eileen Dondero Foley Council Chambers, Portsmouth, NH

**Tuesday, January 20, 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\\_qY5S7NrsTzixo4l0MHaNJw](https://us06web.zoom.us/webinar/register/WN_qY5S7NrsTzixo4l0MHaNJw)

## Anticipated Non-Public Session

**6:00 PM – Anticipated Non-Public Session is being held in Conference Room A in Accordance with RSA 91-A:3, II (d), (e) & (l)**

## Agenda

- I. Work Session**
- II. Public Dialogue Session (when applicable)**
- III. Call to Order (7:00 pm or thereafter)**
- IV. Roll Call**
- V. Invocation**
- VI. Pledge of Allegiance**  
**Proclamation – Stalking Awareness Month**
- VII. Acceptance of Minutes – (There are no minutes on this evening)**
- VIII. Recognitions and Volunteer Committee Reports**
  - 1. \*2025 Holiday Lights Contest Winners and Honorable Mentions
  - 2. \*Portsmouth High School Award-Winning Art Students  
[Scholastic Arts Awards presentation – LINK](#)
- IX. Public Comment Session**  
**This session shall not exceed 45 minutes; participation**

## X. Public Hearings and Vote On Ordinances and/or Resolutions

### **First Reading of Ordinance:**

- A. First Reading of Ordinance amending Chapter 10 , Zoning Ordinance, Article 5 – Dimensional and Intensity Standards, Section 10.515.14, Power Generators; Chapter 15, Definitions, Section 10.1530 – Terms of General Applicability, amending Building Coverage, Mechanical System, Power Generator and Structure (***Sample motion – move to pass first reading and schedule public hearing and second reading for the February 17, 2026 City Council meeting***)
- B. First reading of Ordinance amending Chapter 10, Zoning Ordinance Article I – Purpose and Applicability, Section 10.122 (1), Sustainability Objections; Article 4 – Zoning and Use Regulations, Section 10.440 – amending Table of Uses for Ground Mounted Solar Energy Systems; Article 8 – Supplemental Use Standards, Section 10.811 – amending Accessory Uses to Permitted Residential Uses; and Chapter 15, Definitions, Section 10.1530 – Terms of General Applicability, amending Solar Energy Systems and Structure (***Sample motion – move to pass first reading and schedule public hearing and second reading for the February 17, 2026 City Council meeting***)
- C. First reading of Ordinance amending Chapter 10, Zoning Ordinance, Article 8 – Supplemental Use Standards, Section 10.814 – Accessory Dwelling Units, amending ordinance to comply with state law; and amendments to Chapter 4 – Zoning and Use Regulations, Section 10.440 – amending Table of Uses for Accessory Dwelling Units (***Sample motion – move to pass first reading and schedule public hearing and second reading for the February 17, 2026 City Council meeting***)
- D. First reading of Ordinance amending Chapter 10, Zoning Ordinance, Article II Site Development Standards, Section 10.1112.311 – Off-Street Parking – Dwelling Unit Floor Area – Required Parking Spaces (***Sample motion – move to pass first reading and schedule public hearing and second reading for the February 17, 2026 City Council meeting***)

## XI. City Manager's Items Which Require Action

1. \*Optional Veterans Tax Credit for Service-Connected Total Disability
2. \*Request for Public Hearing Regarding Disabled Exemptions
3. Request for Public Hearing Regarding Elderly Exemptions
4. \*Access Easements for Water Services for Property Located at 0 Banfield Road
5. Drainage Easement at 333 Borthwick Avenue

## **XII. Consent Agenda**

- A. Eversource Petition and Pole License Requests:
  - Installation of 1 pole on Thornton Street #63-0763
  - Installation of 1 pole on Rockingham Avenue #63-0764
  - Installation of 1 pole on Bartlett Street #63-0765
  - Installation of 1 pole on Pierce Island Road #63-0766
  - Installation of 1 pole on Court Street #63-0768

**(Sample motion – move to refer to the City Manager with Authority to Act)**
- B. Letter from Michaela Kneuer, Big Brothers Big Sisters, requesting permission to hold the 18<sup>th</sup> Annual Stiletto Sprint on Saturday, September 19, 2026, from 1:00 p.m. to 4:00 p.m. **(Sample motion – move to refer to the City Manager with Authority to Act)**
- C. Letter from Rich Clyborne, Gundalow Company, requesting permission to conduct the 2026 Riverfest event on Saturday, July 11, 2026, from 10:00 a.m. to 4:00 p.m. at the Puddle Dock area **(Sample motion – move to refer to the City Manager with Authority to Act)**

## **XIII. Presentations and Written Communications**

1. \*Fiscal Year 2025 Audit Summary, CLA – Matthew Hunt, CPA and Phil Hwang, CPA
2. Email Correspondence
3. Letter from Julien Icher, The Lafayette Trail, Inc., requesting permission to donate and install an official Lafayette Trail Revolutionary War sign at the Plains **(Sample motion – move to refer to the City Manager with Authority to Act)**
4. Letter from Attorney Derek Durbin requesting the City Council authorize the City Manager to execute an easement deed for 4 Sagamore Road in substantially similar form to the draft easement deed **(Sample motion – move to refer to the Legal Department for report back)**

## **XIV. Mayor McEachern**

1. \*Ethics Committee Drawing by Lot
2. Board, Commission, and Committee Assignments for City Councilors
3. Approval of City Council Rules and Orders
4. Ratification of City Council Policies
5. \*Ratification of Blue Ribbon Committees
  - African Burying Ground Memorial Park Committee
  - Citywide Neighborhood Committee

- Energy Advisory Committee
- Housing Committee
- Municipal Building Blue Ribbon Committee
- Safe Water Advisory Group (SWAG)
- Sister Cities Blue Ribbon Committee

6. Reappointment of City Manager Conard to the Pease Development Authority
7. Appointments to be Considered:
  - Reappointment of Jeffrey Cooper to the Arts & Cultural Commission
  - Appointment of Demi Dubois to the Arts & Cultural Commission
  - Reappointment of Eli Kaynor to the Arts & Cultural Commission
  - Appointment of Hope Anderson Puzzo to the Arts & Cultural Commission
  - Appointment of Margherita Giacobbi as an Alternate to the Arts & Cultural Commission
  - Appointment of Joshua Cyr to the Economic Development Commission
  - Appointment of Jason Goodrich as an Alternate to the Economic Development Commission
  - Appointment of Amy Dutton to the Cemetery Committee
  - Appointment of Jennifer Merriam to the Cemetery Committee
  - Appointment of Susan Sterry to the Municipal Building Blue Ribbon Committee
8. Resignation of Cassandra Lund from the Arts and Cultural Commission
9. \*City Council Retreat Update

## **XV. City Council Members**

### **A. Councilor Cook**

1. Public Art Review Committee Recommendation for Temporary Art Display of PRIDE Mural (***Sample motion – move to approve the recommendation of the PARC***)

### **B. Councilor Blalock**

1. Request for first reading of Ordinance creating a permanent Sister City Committee (***Sample motion – move to schedule first reading of the draft Sister City Committee Ordinance at the February 2, 2026 City Council meeting***)

2. \*Request a report back from Planning & Sustainability Staff on how to remove new construction from Historic District Commission's purview

**C. Councilor Moreau**

1. \*Request to Schedule a Work Session to consider enacting RSA 79-E (Community Revitalization Tax Relief Incentive) into our Zoning Ordinance

**XVI. Approval of Grants/Donations**

1. Acceptance of Donation to the Senior Activity Center Luncheon Fund 13 from Karen Parnes - \$500.00 (**Sample motion – move to approve and accept the donation as presented**)

**XVII. City Manager's Informational Items**

1. \*Update on 2123 Time Capsule
2. \*Master Plan Update
3. \*Pease Development Authority Board Meeting Update

**XVIII. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting**

**XIX. Adjournment (At 10:30 pm or earlier)**

\*Indicates verbal report with no attachments

KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

The Council Chambers  
City Hall  
Portsmouth, New Hampshire

A Proclamation

**Whereas:** January was declared National Stalking Awareness Month in 2011 because the continuing prevalence of stalking in every community and its effect on all people regardless of age, socio-economic status, sexual orientation, gender, race, religion, or nationality; and

**Whereas:** One in every three women and one in every six men are victims of stalking in their lifetimes; and

**Whereas:** An estimated 13.5 million people are stalked in a one-year period in the United States and a majority of these stalking cases are perpetrated by someone the victim knows; and

**Whereas:** Stalking has long-lasting negative effects that can upend the lives of victims and their families, forcing them to make tough decisions including changing jobs, relocating homes or even hiding their addresses through state offered programs to protect themselves and their families; and

**Whereas:** Here in Portsmouth, since 2015 when A Safe Place and Sexual Assault Support Services (SASS) officially merged as a single nonprofit, that organization HACEN has provided support services and prevent education to those impacted by stalking, domestic violence and sexual violence; and

**Whereas:** The City of Portsmouth has employed a Victim Witness Advocate since 1999 with funding from the Violence Against Women Act to work with the Portsmouth Police Department and the City Legal Departments Prosecutors to support victims of stalking; and

**Whereas:** The City reminds everyone that confidential, local help is available, 24 hours a day, at the HAVEN Violence Prevention and Support Hotline: 603-994-SAFE; and

**Whereas:** The City of Portsmouth stands with all New Hampshire Prosecutors and Law Enforcement as sentries on the front lines, advocating on behalf of victims of stalking; and

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

**Stalking Awareness Month**

And call on our citizens to come together to reaffirm our commitment to ending stalking and supporting survivors.

Given with my hand and the  
Seal of the City of Portsmouth,  
on this 20th day of January 2026

 Deaglan McEachern, Mayor of Portsmouth

ORDINANCE # -26  
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended as follows: Article 5- Dimensional and Intensity Standards, Section 10.515.14, Power Generators; Chapter 15, Definitions, Section 10.1530- Terms of General Applicability, amending Building Coverage, Mechanical System, Power Generator and Structure, be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

**10.515.10 Yards**

10.515.11 For a **corner lot** or **through lot**, all requirements related to the **front yard** shall apply to the **principal front yard** and all **secondary front yards**.

10.515.12 Determinations of **yards** shall not include:

- (a) gutters, **cornices** or eaves projecting not more than 30 inches from a vertical wall; or
- (b) balconies, bay windows or awnings projecting not more than 2 feet from a vertical wall, not exceeding 4 feet in width, and cumulatively not exceeding 50% of the width of the **building** face; or
- (c) **structures** (such as decks and patios) less than 18 inches above ground level.
- (d) **mechanical systems**

10.515.13 Fences not over 4 feet in height shall be exempt from **front yard** requirements, and fences not over 8 feet in height shall be exempt from side and **rear yard** requirements.

10.515.14 **Power generators** shall be setback a minimum of 5 feet from any lot line in all Districts.

**Building coverage**

The aggregate horizontal area or percentage (depending on context) of a **lot** or **development site** covered by all **buildings** and **structures** on the **lot**, excluding

- (a) gutters, **cornices** and eaves projecting not more than 30 inches from a vertical wall, and
- (b) **structures** less than 18 inches above ground level (such as decks and patios);
- (c) balconies, bay windows or awnings projecting not more than 2 feet from a vertical wall, not exceeding 4 feet in width, and cumulatively not exceeding 50% of the width of the **building** face;
- (d) fences; and
- (e) **mechanical system** (i.e. HVAC, power generator, etc.) **that is less than 36 inches above the ground level with a mounting pad not exceeding 10 square feet**.

**Mechanical system**

Equipment used to provide a **structure's** heating, cooling, ventilation or electrical services.

**Power generator**

A stationary or portable mechanical device using an internal combustion engine to generate electrical power to a **structure**.

**Structure (including roof structure)**

Any production or piece of work, artificially built up or composed of parts and joined together in some definite manner. **Structures** include, but are not limited to, **buildings**, fences over 4 feet in height, **signs**, and swimming pools. (See also: **temporary structure**.) Structures shall not include **mechanical systems** or **power generators**.

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:

---

Kelli L. Barnaby, City Clerk

ORDINANCE #0-25  
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amending as follows: Article I - Purpose and Applicability, Section 10.122 (1), Sustainability Objections; Article 4- Zoning and Use Regulations, Section 10.440 - amending Table of Uses for Ground Mounted Solar Energy Systems; Article 8- Supplemental Use Standards, Section 10.811 – amending Accessory Uses to Permitted Residential Uses; and Chapter 15, Definitions, Section 10.1530 - Terms of General Applicability, amending Solar Energy Systems and Structure, be amended as follows (deletions from existing language ~~strieken~~; additions to existing language **bolded**; remaining language unchanged from existing):

## 10.122 Sustainability Objectives

This Ordinance is intended to promote **sustainable** and balanced **development** in support of the following **sustainability** objectives:

1. Reduce dependence upon fossil fuels, extracted underground metals and minerals **and promote the use of alternative energy sources such as solar and wind;**
2. Reduce dependence on chemicals and other manufactured substances that accumulate in nature;
3. Reduce dependence on activities that harm life-sustaining ecosystems; and
4. Meet the hierarchy of present and future human needs fairly and efficiently.

## Section 10.810 Residential and Institutional Residence or Care Uses

### 10.811 Accessory Uses to Permitted Residential Uses

10.811.10 The following **uses** are permitted as **accessory uses** to permitted residential **uses**, in addition to those **accessory uses** listed in Section 10.440:

- (a) The keeping of dogs and cats and other **household pets**, but not including **kennels**.
- (b) **Yard sale.**
- (c) The **outdoor storage** of one travel trailer or camper that is not used for occupancy or business purposes. The connection of any utility or service such as electrical, water, gas or sewage to the travel trailer or camper for any continuous period exceeding 48 hours shall be *prima facie* evidence that it is being used for habitation or business purposes.
- (d) Roadside stand or display area in conjunction with a farm for the sale of products raised on the premises by the owner or lessee thereof provided that all the following conditions are met:

- (1) Such stand or display area shall not cover more than 150 square feet of **gross floor area** or ground area.
- (2) Such stand or display area shall be located at least 30 feet from the **street** right-of-way.
- (3) Adequate **off-street parking** shall be provided and arranged in such a way that vehicles will not back into the **street**.

**(e) EV fueling space A.**

**(f) Roof-mounted Solar Energy Systems**, less than or equal in area to the roof area of the structures on the lot.

**(g) Ground-mounted Solar Energy Systems**, provided: 1) Its solar panels are less than or equal in area to 25% of the footprint (SF) of the principal **structure** on the **lot**; and that the area for the structural portion attached directly to the ground, together with the other coverage for existing and any proposed buildings and structures, does not exceed the maximum lot coverage allowed in that zone.

## Article 15 Definitions

### **Roof appurtenance**

A device or **structure** not designed for human occupancy, attached to the exterior of the roof of a **building**, such as a stair or elevator tower, cooling tower, mechanical equipment housing, storage tank, antenna, **roof-mounted solar energy system** or similar equipment.

### **Solar Energy Systems**

Any device or structural design feature, including accessory equipment associated with the system, whose primary purpose is to provide for the collection, generation, storage, or distribution of solar energy. This includes **Roof-mounted Solar Energy Systems** and **Ground-mounted Solar Energy Systems**.

#### **Roof-mounted Solar Energy System**

A solar energy system that is structurally mounted to the roof of a building or structure.

#### **Ground-mounted Solar Energy System**

A solar energy system that is structurally mounted to the ground and is not roof-mounted. The horizontal setback requirement shall be to that part of the **Ground-Mounted Solar Energy System** nearest to a property line, but not less than the vertical height of the highest element of the **Ground-Mounted Solar Energy System**.

### **Structure (including roof structure)**

Any production or piece of work, artificially built up or composed of parts and joined together in some definite manner. **Structures** include, but are not limited to, **buildings**, fences over 4 feet in height, **signs**, swimming pools and **Ground-mounted Solar Energy Systems**. (See also: **temporary structure**.)

P = Permitted AP = Administrative Approval S = Special Exception CU = Conditional Use Permit N = Prohibited

Use	R	SRA SRB	GRA GRB (A)	GRC MH	GA/ CD4-L2 L1	MROCD4- CD4 MRB	CD5 GB	B G1	G2	CD4- W	WB	OR	I	WI	Supplemental Regulations
<b>14.90 Storage (other than normal accessory use), processing, disposal, or transfer of petroleum, petrochemicals, natural gas and liquid petroleum products, coal, alcohol, wood pulp, solid or liquid waste, junk or hazardous waste as classified by Federal or State law</b>															
<b>15. Transportation and Utilities</b>															
15.10 Public or private transformer station, substation, pumping station or automatic telephone exchange, not including any business office, storage yard or storage building															
15.11 Essential to service the area in which it is located	S	S	S	S	S	S	S	S	S	S	S	S	P	S	
15.12 Providing community-wide or regional service	N	N	N	N	N	N	N	S	N	N	N	N	S	S	

Use	R	SRA SRB	GRA GRB (A)	GRC MH	GA/ CD4-L2 L1	MROCD4- CD4 MRB	CD5 CD4 GB	G1	G2	B CD4- W	WB	OR	I	WI	
15.20 Heliport or helipad															
15.21 Helipad, as an accessory use to a permitted hospital use	N	N					N	N	N	N	N	S	S	S	
15.22 Heliport	N	N					N	N	N	N	N	N	N	N	
<b>15.30 Ground-mounted Solar Energy System</b>	CU	CU					N	CU	CU	CU	N	N	CU	CU	Installations that exceed the footprint area of the principal structure on a lot or those installed as a principal use.

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:

---

Kelli L. Barnaby, City Clerk

ORDINANCE #0-25

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended as follows: Article 8-Supplemental Use Standards, Section 10.814 – Accessory Dwelling Units, amending ordinance to comply with state law; and amendments to Chapter 4- Zoning and Use Regulations, Section 10.440- amending Table of Uses for Accessory Dwelling Units be amended as follows (deletions from existing language ~~strieken~~; additions to existing language **bolded**; remaining language unchanged from existing):

Section 10.440 Table of Uses – Residential, Mixed Residential, Business and Industrial Districts

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	OR	I	WI	Supplemental Regulations
<b>1. Residential Uses</b>																		
1.20 Accessory dwelling unit (Attached or Detached) up to 750 sq. ft. GLA																		
1.21 Attached accessory dwelling unit (AADU)																		
1.211 Up to 750 sq. ft. GLA and entirely within an existing single-family dwelling	P	P	P	P	N	P	P	P	N	N	P	P	N	N	N	N	N	10.814 (Accessory Dwelling Units)
1.212 Up to 750 sq. ft. GLA and in an expansion of an existing single-family dwelling	AP	AP	AP	AP	N	AP	AP	AP	CU	N	CU	CU	N	N	N	N	N	
	CU	CU	CU	CU	N	CU	CU	CU	N	N	CU	CU	N	N	N	N	N	

P = Permitted	AP = Administrative Approval	S = Special Exception	CU = Conditional Use Permit	N = Prohibited
---------------	------------------------------	-----------------------	-----------------------------	----------------

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	OR	I	WI	Supplemental Regulations
<del>1.22 Detached accessory dwelling unit (DADU)</del>																		
<del>1.221 Up to 600 sq. ft. GLA and entirely within an existing accessory building that conforms with the dimensional requirements of this Ordinance.</del>	CU	CU	AP	AP	N	AP	AP	AP	N	N	N	N	N	N	N	N	N	
<del>1.222 Up to 750 sq. ft. GLA and entirely within an existing accessory building that conforms with the dimensional requirements of this Ordinance.</del>	CU	CU	CU	CU	N	CU	CU	CU	N	N	N	N	N	N	N	N	N	
<del>1.223 Up to 600 sq. ft. GLA in an existing accessory building that does not conform with the dimensional requirements of this Ordinance or includes the expansion of the existing accessory building.</del>	CU	CU	CU	CU	N	CU	CU	CU	N	N	N	N	N	N	N	N	N	
<del>1.224 Up to 750 sq. ft. GLA on a lot and in a new building that complies with all lot and building dimensional standards of this Ordinance for a single family dwelling</del>	CU	CU	CU	CU	N	CU	CU	CU	N	N	N	N	N	N	N	N	N	

## 10.814 Accessory Dwelling Units

### 10.814.10 Purpose and Eligibility

10.814.11 The purpose of this section is to provide for additional **dwelling units** within single-family neighborhoods in order to: increase the supply of smaller, more affordable housing units with less need for more municipal infrastructure or further land development; contribute to local housing needs; and provide opportunities for adapted reuse of existing **accessory structures**. The standards in this section are intended to integrate more housing options into the community with minimal impact on the surrounding neighborhood.

10.814.12 Only one **accessory dwelling unit (ADU)** (either an **attached accessory dwelling unit (AADU)** or a **detached accessory dwelling unit (DADU)**) shall be allowed on any **lot** containing a **single-family dwelling**. An **accessory dwelling unit** shall not be allowed under this Section 10.814 on a **lot** that contains more than one **dwelling unit**, **multi-family dwellings** or on rented or leased land.

10.814.13 Except as provided elsewhere in this Section 10.814, in order for a **lot** to be eligible for an **accessory dwelling unit**, the **lot** and all proposed **structures** and additions to existing **structures** shall conform to all zoning regulations as follows:

10.814.131 Any municipal regulation applicable to **single-family dwellings** shall also apply to the combination of a **principal dwelling unit** and an **accessory dwelling unit**. However, an **accessory dwelling unit** shall be allowed without additional requirements for **lot area**, **lot area** per dwelling unit, or frontage beyond those required for a **single-family dwelling** without an **ADU** in the same zoning district.

10.814.132 An **attached accessory dwelling unit** is permitted on existing **nonconforming lots** and within an existing **nonconforming building** provided no increased or new nonconformity is created.

10.814.133 Newly constructed **detached accessory dwelling units** shall be governed by the provisions of this Ordinance and the **side** and **rear yard** requirements for the applicable zoning or Character District.

10.814.14 Notwithstanding all of the above provisions, an **accessory building** existing on the effective date of this ordinance may be converted to a **detached accessory dwelling unit** as provided in this Ordinance.

### 10.814.20 Standards for All Accessory Dwelling Units

All **accessory dwelling units** shall comply with the following standards:

- 10.814.21 The **principal dwelling unit** and the **accessory dwelling unit** shall not be separated in ownership (including by condominium ownership).
- 10.814.22 Either the **principal dwelling unit** or the **accessory dwelling unit** shall be occupied by the owner's principal place of residence. The owner shall provide documentation demonstrating compliance with this provision to the satisfaction of the City.
  - 10.814.221 When the property is owned by an entity, one of the **dwelling units** shall be the principal place of residence of one or more principals of that entity, such as a member or beneficiary.
- 10.814.23 **Accessory dwelling units** shall not have more than two bedrooms.
- 10.814.24 Neither the **principal dwelling unit** nor the **accessory dwelling unit** shall be used for any business, except that the property owner may have a **home occupation** use in the unit that he or she occupies as allowed or permitted elsewhere in this Ordinance.
- 10.814.25 Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.
- 10.814.26 1 **off-street parking** space shall be provided for an **ADU** in addition to the spaces that are required for the principal **single-family dwelling**.
- 10.814.27 **Accessory dwelling units** shall comply with the drainage requirements of this Ordinance.
- 10.814.28 **Accessory dwelling units** shall comply with the lighting requirements of this Ordinance.
- 10.814.29 **Accessory dwelling units** located in the Historic District are subject to review and approval by the Historic District Commission.

#### **10.814.30 Additional Standards for Attached Accessory Dwelling Units**

~~The following standards are intended to ensure proportionality and aesthetic continuity between the **AADU** and the **principal dwelling unit**.~~

~~An **attached accessory dwelling unit (AADU)** shall comply with the following additional standards:~~

- 10.814.304 An **attached accessory dwelling unit** shall have either an independent means of ingress and egress or ingress and egress through a common

shared space with the principal dwelling. ~~interior door shall be provided between the principal dwelling unit and the AADU.~~

10.814.312 All **accessory dwelling units** ~~The AADU~~ shall not be larger than 750 sq. ft. in **gross living area (GLA)**. For the purpose of this provision, the **gross living area** of the AADU shall not include storage space, shared entries, or other spaces not exclusive to the AADU.

10.814.32 — A newly constructed **DADU** shall be separated no less than 5 feet from the **principal structure** or as required by the Building Code, whichever is greater. ~~The AADU shall be subordinate to the principal dwelling unit in scale, height and appearance, as follows:~~

10.814.331 — If there are two or more doors in the front of the ~~principal dwelling unit~~, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary.

10.814.332 — ~~An addition to or expansion of an existing building for the purpose of creating an AADU shall be recessed or projected at least 18 inches from the existing front wall of the principal dwelling unit. Where the addition includes the construction of an attached, street facing garage, it shall be set back at least 10 feet from the front wall of the principal dwelling unit.~~

10.814.333 — ~~The building height of any addition or expansion that includes an increase in building footprint shall be no greater than 75% of the height of the existing building. In the case of a single story building, an addition or expansion may include either an additional story to the existing building or a single story addition at the same height as the existing building.~~

#### **10.814.40 Additional Standards for Detached Accessory Dwelling Units**

~~The following standards are intended to ensure proportionality and aesthetic continuity between the DADU and the principal dwelling unit.~~

~~A **detached accessory dwelling unit (DADU)** shall comply with the following additional standards:~~

10.814.41 — ~~The DADU shall not be larger than 750 sq. ft. in gross living area.~~

10.814.411 — ~~A DADU that is created from an existing accessory building that does not comply with its minimum yard~~

requirements shall not exceed 750 sq. ft. in ~~gross living area~~.

10.814.42 A ~~DADU~~ that is created from an existing ~~accessory building~~ that does not comply with its ~~minimum yard~~ requirements shall comply with the following additional requirements:

10.814.421 The ~~existing accessory building~~ shall not be expanded either vertically or horizontally, other than through the addition of a front entry not to exceed 50 sq. ft., or a side or rear deck not to exceed 300 sq. ft.; except that the Planning Board may grant a conditional use permit to allow the ~~gross living area~~ of the ~~accessory building~~ to be expanded up to a total of 600 sq. ft. as provided in this Ordinance.

10.814.422 A ~~DADU~~ that is within a required ~~side yard or rear yard~~ setback for the zoning district shall not have any windows, balconies, or doors higher than eight feet above grade facing adjacent property.

10.814.43 The ~~DADU~~ shall be subordinate to the principal single-family dwelling in scale, height and appearance as follows:

10.814.431 The front wall of a ~~DADU~~ that is not created within an existing ~~accessory building~~ shall be set back at least 10 feet further from the ~~front lot line~~ than the existing front wall of the principal dwelling unit.

10.814.432 The ~~building height of the building~~ containing the ~~DADU~~ shall be no greater than 22 feet.

10.814.433 When the ~~building~~ containing the ~~DADU~~ is taller than the ~~principal building~~, its required setback from all property lines shall be increased by the difference in ~~building height~~ between the ~~DADU~~ and the ~~principal building~~.

10.814.434 The ~~building footprint of the building~~ containing the ~~DADU~~ shall be no greater than 750 sq. ft.

10.814.435 The ~~gross floor area of the building~~ containing the ~~DADU~~ shall be no greater than 1,600 sq. ft. ~~gross floor area~~ or 75 percent of the ~~gross floor area~~ of the principal dwelling unit, whichever is less.

10.814.436 The ~~DADU~~ may include roof dormers provided they are located outside the required setbacks from all property lines and occupy no greater than 33% of any individual roof plane.

10.814.437 The **DADU** shall comply with the drainage requirements of this Ordinance.

10.814.438 The **DADU** shall comply with the lighting requirements of this Ordinance.

10.814.44 A newly constructed **DADU** shall be separated no less than 5 feet from the **principal structure or as required by the Building Code, whichever is greater.**

#### **10.814.50 Architectural Design Standards**

Where the creation of an **accessory dwelling unit** involves the construction of a new **building** or an addition to or expansion of an existing **building**, the exterior design shall be architecturally consistent with or similar in appearance to the **principal building** using the following design standards:

10.814.51 The new **building**, addition or expansion shall be architecturally consistent with or similar in appearance to the existing **principal building** with respect to the following elements:

- Massing, including the shape and form of the **building footprint**, roof or any projecting elements;
- Architectural style, design, and overall character;
- Roof forms, slopes, and projections;
- Siding material, texture, and profile;
- Window spacing, shapes, proportions, style and general detailing;
- Door style, material and general detailing;
- Trim details, including window and door casings, cornices, soffits, eaves, dormers, shutters, railings and other similar design elements;
- Exposed foundation materials and profiles.

10.814.52 If provided, the following elements shall be architecturally consistent with or similar in appearance to the corresponding elements on the **principal building** in terms of proportions, materials, style and details:

- Projections such as dormers, porticos, bays, porches and door canopies;
- Chimneys, balconies, railings, gutters, shutters and other similar design elements.

10.814.53 If provided, all street facing garage doors shall be limited to 9 feet in width.

## **10.814.60 Review and Approval Process**

**10.814.61** When Section 10.440 indicates that an ~~attached or detached ADU is permitted by administrative approval (“AP”)~~, the following shall apply:

**10.814.611** For a period of at least 30 days following the date of application to the City, the applicant shall post a notice, in the form of a sign provided by the city, that describes the proposed **ADU** application subject to the following:

(1) ~~Such sign(s) shall be located on the perimeter of the lot where it can easily be viewed and readable from all abutting public ways.~~

(2) ~~The applicant shall also provide the sign notice information to the City. The City shall send notice by certified mail to all owners of any property located within 100 feet of the lot.~~

**10.814.612** Any person may submit written comments on the **ADU** application. In order to be considered by the Planning Director, such comments shall be submitted to the Planning Director within the 30 day notice period, which begins on the date the certified mailing is sent by the City.

**10.814.613** The determination as to whether the **ADU** complies with all requirements shall be made as an Administrative Approval by the Planning Director. The Planning Director may approve, deny, or request additional information from the applicant. The Planning Director may refer the application to the Planning Board for a conditional use permit, if appropriate.

**10.814.614** The Planning Director shall not approve an application for an **ADU** until the conclusion of the 30 day notice period.

**10.814.62** When Section 10.440 requires a conditional use permit for an ~~attached or detached ADU~~, the Planning Board shall make the following findings before granting approval:

**10.814.621** The **ADU** complies with all applicable standards of this Section 10.814 or as may be modified by the conditional use permit.

**10.814.622** The exterior design of the **ADU** is architecturally consistent with or similar in appearance to the existing ~~principal dwelling on the lot~~.

**10.814.623** The site plan provides adequate and appropriate ~~open space~~ and landscaping for both the **ADU** and the ~~principal~~

~~dwelling unit and complies with the off street parking requirements of Section 10.814.26.~~

~~10.814.624 The ADU will maintain a compatible relationship with the character of adjacent and neighborhood properties in terms of location, design, and off street parking layout, and will not significantly reduce the privacy of adjacent properties.~~

~~10.814.63 In granting a conditional use permit for an accessory dwelling unit, the Planning Board may modify a specific standard set forth in Sections 10.814.26 and 10.814.30 through 10.814.50 (except the size and height of any ADU), including requiring additional or reconfigured off street parking spaces, provided that the Board finds such modification will be consistent with the required findings in Section 10.814.62.~~

#### **10.814.70 Post Approval Requirements**

~~10.814.71 Documentation of the conditional use permit approval shall be recorded at the Rockingham County Registry of Deeds, together with an affidavit that either the principal dwelling unit or the accessory dwelling unit will be occupied by the owner of the dwelling as the owner's principal place of residence, as required by Section 10.814.22.~~

~~10.814.33 A certificate of use issued by the Planning Department is required to verify compliance with the standards of this Section, including the owner-occupancy and principal residency requirements. Said certificate shall be issued by the Planning Department upon issuance of a certificate of occupancy by the Inspection Department. A certificate of use shall not be issued prior to recording of documentation as required by this Ordinance.~~

~~10.814.34 The certificate of use shall be renewed annually upon submission of such documentation as the Planning Department may require to verify continued compliance with the standards of this Section. Failure to comply with this requirement shall be deemed a violation of the ordinance and may be enforced as provided in Article 2.~~

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:

---

Kelli L. Barnaby, City Clerk

ORDINANCE #0-25  
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, Article 11 Site Development Standards, Section 10.1112.311 to be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

## Article 11      Site Development Standards

### Section 10.1110   Off-Street Parking

#### **10.1112.30   Off-Street Parking Requirements**

#### ***10.1112.31   Parking Requirements for Residential Uses***

10.1112.311 The required minimum number of **off-street parking** spaces for **uses** 1.10 through 1.90, including **dwelling units** in mixed-use developments, shall be based on the gross floor area of each **dwelling unit**, as follows:

Dwelling Unit Floor Area	Required Parking Spaces
500 sq. ft. or less <del>Less than</del> <del>500 sq. ft.</del>	0.5 spaces per unit
Over 500 <del>–</del> 750 sq. ft.	1.0 space per unit
Over 750 sq. ft.	<del>1.3 spaces per unit</del>

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:

---

Kelli L. Barnaby, City Clerk



## CITY OF PORTSMOUTH

---

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

Karen S. Conard  
City Manager

**Date:** January 15, 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 January 20, 2026

---

### ***X. Public Hearings and Vote on Ordinances and/or Resolutions:***

**A. First Reading of Ordinance Amending Chapter 10, Zoning Ordinance, Article 5 – Dimensional and Intensity Standards, Section 10.515.14, Power Generators; Chapter 15, Definitions, Section 10.1530 – Terms of General Applicability, Amending Building Coverage, Mechanical System, Power Generator and Structure:**

In early 2025, the Planning Board considered zoning amendments referred by the City Council regarding accessory structures, fences, and mechanical units. The Planning Board recommended removal of Section 10.515.14, which related to setbacks for mechanical units. That section was struck and adopted by the Council in March, along with changing the fence height exempted from side and rear yard setbacks from 6 to 8 feet.

To further clarify the intent of the amendment adopted in March 2025, the Planning Board has *proposed amendments to Section 10.515.14* to clarify the types of mechanical systems that are exempt from setbacks and coverage, and to add new definitions and setback requirements for power generators to be consistent with the Fire Code. The Planning Board voted to recommend City Council hold first reading on the draft amendments at their November 20, 2025 meeting. In preparation for Council review, Legal and Planning added a 10.515.12(d), which exempts mechanical units from yard requirements to clarify the intent of the amendment adopted in March, 2025.

*I recommend that the City Council move to pass first reading and schedule a public hearing and second reading for February 17, 2026.*

**B. First Reading of Ordinance Amending Chapter 10, Zoning Ordinance, Article 1 – Purpose and Applicability, Section 10.122 (1), Sustainability Objections; Article 4 – Zoning and Use Regulations, Section 10.440 – Amending Table of Uses for Ground Mounted Solar Energy Systems; Article 8 – Supplemental Use Standards, Section 10.811 – Amending Accessory Uses to Permitted Residential Uses; and Chapter 15 Definitions, Section 10.1530 – Terms of General Applicability, Amending Solar Energy Systems and Structure:**

The City Council voted to refer solar zoning amendments to the Planning Board at their December 16, 2024 meeting. Portsmouth currently holds a bronze designation from SolSmart, a national program that assists cities, towns, and counties to become solar energy leaders. The Planning Board worked throughout the year to draft amendments with input from the Sustainability Committee and recommended adding alternative energy sources, such as solar and wind, to our sustainability objectives reflected in [the proposed amendment to Section 10.122](#).

Currently, solar installations are permitted throughout the City as an accessory use, with some restrictions in the Historic District. The proposed amendments add definitions in Chapter 15 for roof-mounted and ground-mounted (free standing systems not attached to a structure) systems. The Planning Board also recommended [amending Article IV, Section 10.440, Table of Uses](#), to allow ground-mounted installations as a principal use through a Conditional Use Permit from the Planning Board. The Planning Board voted to recommend that the City Council hold first reading on the draft ordinance amendments at their November 20, 2025 meeting.

*I recommend that the City Council move to pass first reading and schedule a public hearing and second reading for February 17, 2026.*

**C. First Reading of Ordinance Amending Chapter 10, Zoning Ordinance, Article 8 – Supplemental Use Standards, Section 10.814 – Accessory Dwelling Units, Amending Ordinance to Comply with Change in State Law, and Amendments to Chapter 4 – Zoning and Use Regulations, Section 10.440 – Amending Table of Uses for Accessory Dwelling Units:**

House Bill 577, which took effect July 1, 2025, amended the statute governing Accessory Dwelling Units (ADU). The new law provides flexibility related to the size of an ADU, to allow for a maximum square footage of 950 square feet or more if authorized by local ordinance. A municipality cannot limit the size of an ADU to less than 750 square feet. The Planning Board recommends keeping the current maximum size at 750 square feet for any ADU.

Planning & Sustainability and Legal staff provided the Planning Board with [a draft ordinance](#) that complies with the new law. These amendments include the removal of requirements for administrative approval because

ADUs are permitted by right. In addition, the amendments remove separate height and design requirements for attached and detached ADUs (except in the HDC) and delete the requirement for an internal door connecting the primary unit to the attached ADU. The Planning Board voted at their November 20, 2025 meeting to recommend that the City Council hold first reading on [the attached draft amendment](#).

*I recommend that the City Council move to pass first reading and schedule a public hearing and second reading for February 17, 2026.*

**D. First Reading of Ordinance Amending Chapter 10, Zoning Ordinance, Article II - Site Development Standards, Section 10.1112.311 – Amending Off Street Parking Requirements to Comply with State Law:**

Senate Bill 284, which took effect September 13, 2025, prohibits municipalities from requiring more than one parking space per dwelling unit. The parking requirement in our existing ordinance for dwelling units is determined by the gross floor area of the unit which requires 0.5 spaces for less than 500 square feet, 1 space for units between 500 square feet and 750 square feet and 1.3 spaces for units 750 square feet or greater. The [proposed amendment](#) removes the requirement for 1.3 spaces for units 750 square feet or greater to comply with the new law and clarifies that units 500 square feet or less require 0.5 spaces and units greater than 500 square feet require 1 space.

*I recommend that the City Council move to pass first reading and schedule a public hearing and second reading for February 17, 2026.*

***XI. City Manager's Items Which Require Action:***

**1. Optional Tax Credit for Service-Connected Total Disability:**

During the 2025 legislative session, the New Hampshire General Court passed, and Governor Ayotte signed into law House Bill 99, amending RSA 72:35. This new law became effective on July 13, 2025, changing the maximum amount of the optional tax credits for those veterans receiving the Service-Connected Total Disability tax credit.

The language of the statute was clarified to emphasize that the credit is for persons who have total and permanent service-connected disability, and further that the optional tax credit for Service-Connected Total Disability may no longer be claimed in addition to credits received under RSA 72:28, 72:28-c, or an exemption under 72:36-a. In other words, the veteran credits could not be stacked with other veterans credits, which allowed for a higher tax credit deduction for those certain veterans.

Additionally, the maximum amount of the optional tax credit for Service-Connected Total Disability was increased to \$5,000 and may be adopted by municipalities to ensure no loss in total credits will be felt by these veterans due to the changes in the law.

Currently, there are approximately 50 veterans in the City of Portsmouth who are receiving the Service-Connected Total Disability tax credit. If the City does not re-adopt the optional tax credit and expand the amount to a minimum of \$4,750, those receiving the credit will see an increase in their tax bills of approximately \$750.

This is due to the change that will no longer allow them to receive both the Optional Veterans Tax Credit of \$750 and the Optional Tax Credit for Service-Connected Total Disability of \$4,000.

The City Council may want to consider one of the following three options:

- Do nothing. Beginning with the April 1, 2026, tax year, qualified applicants choosing to receive the optional Tax Credit for Service-Connected Total Disability, will not be eligible to receive a tax credit under RSAs 72:28, 72:28-b, and 72:28-c, or an exemption under 72:36-a. The optional Tax Credit for Service-Connected Total Disability will remain at the current amount of \$4,000. This may cause a \$750 increase in property taxes for most of those veterans currently receiving multiple veterans credits.
- Amend the optional Tax Credit for Service-Connected Total Disability to \$4,750. Most veterans currently receiving both credits would not see an increase in property taxes.
- Amend the optional Tax Credit for Service-Connected Total Disability to the new maximum amount of \$5,000.

Provisions within RSA 72:35 for the Optional Tax Credit for Service-Connected Total Disability state:

The “optional tax credit under this section may be applied only to property which is occupied as the principal place of abode by the disabled person or the surviving spouse.” – RSA 72:35, II; and

“Any person applying for the standard or optional tax credit under this section shall furnish to the assessors or selectmen certification from the United States Department of Veterans' Affairs that the applicant is rated totally and permanently disabled from service connection.” – RSA 72:35, III (a)

*I recommend that the City Council move to schedule a public hearing at the February 17, 2026 City Council meeting.*

## 2. **Request for Public Hearing Regarding Disabled Exemptions:**

Annually, the City of Portsmouth reviews income and asset levels for the disabled exemption and makes recommendations as to these levels pursuant to RSA 72.37-b.

Last year, the City Council adopted Resolution #02-2025 which increased the income level for qualifying disabled. The current disabled exemption income levels are \$55,534 for a single taxpayer, \$72,804 for married taxpayers; the current asset limit is \$500,000.

If qualified, for disabled taxpayers the exemption off the assessed value of the property is \$375,000.

Here are three potential options for the City Council to consider:

Option 1:

This year the 2026 increase for Social Security recipients is 2.8%.

If the City Council wishes to adjust the limits for those who qualify for the disabled exemption by the Social Security cost-of-living increase, this would increase the limits as follows:

- Single \$57,089 increase of \$1,555
- Married \$74,843 increase of \$2,039
- Asset Limit \$500,000

Option 2:

This year the ten-year rolling average of the November-to-November Boston-Cambridge-Newton, MA-NH Consumer Price Index (CPI-U) is 2.77%.

If the City Council wishes to adjust the income level for those who qualify for the disabled exemption by the ten-year rolling average CPI-U, this would increase the limits as follows:

- Single \$57,072 increase of \$1,538
- Married \$74,821 increase of \$2,017
- Asset Limit \$500,000

Option 3:

If the City Council wishes, exemptions can remain the same.

Statute does not require an annual adjustment in income, assets or exemption amounts. Existing levels can remain capped as they currently exist.

Any adjustment if approved would be for assessments as of April 1, 2026, for Tax Year 2026 (FY27).

The table below reports the number of property owners receiving an exemption and the resulting impact of those exemptions by type in the previous Tax Year 2024 (FY25).

Estimated Elderly & Disabled Exemption Impact				
Exemption Type	Exemption Amount	Number Currently Receiving	Value Loss	Revenue Loss
65 through 74	\$ 375,000	36	\$ 12,029,800.00	\$ 138,463.00
75 through 79	\$ 450,000	37	\$ 14,328,000.00	\$ 164,915.28
80 and over	\$ 525,000	79	\$ 30,596,100.00	\$ 352,161.11
Disabled	\$ 375,000	2	\$ 562,500.00	\$ 6,474.38
<b>Totals</b>		<b>154</b>	<b>\$ 57,516,400.00</b>	<b>\$ 845,491.08</b>

Note: The current tax rate of \$11.51 would have been decreased by approximately 7 cents (\$0.07) on the current tax rate if the elderly and disabled exemptions were not granted.

Portsmouth's exemption amounts are compared to other communities similar in population, number of parcels and within the Seacoast in the table below. Income and asset limits are typically the same as the elderly exemptions for each community.

Disabled Exemption - RSA 72:37(b)		
	Disabled Income/Asset Limits	Disabled Amount
<b>Portsmouth</b>	Same as Elderly	\$375,000
<b>Nashua</b>	Same as Elderly	\$305,000
<b>Hanover</b>	Same as Elderly	\$285,000
<b>Dover</b>	Same as Elderly	\$206,000
<b>Londonderry</b>	Same as Elderly	\$205,000
<b>Rochester</b>	Same as Elderly	\$187,500
<b>Hampton</b>	Same as Elderly	\$175,000
<b>Manchester</b>	Same as Elderly	\$156,000
<b>Salem</b>	Same as Elderly	\$120,000
<b>Bedford</b>	Same as Elderly	\$67,600
<b>Keene</b>	Same as Elderly	\$33,000
<b>Concord</b>	None	\$0
<b>Rye</b>	None	\$0
<b>North Hampton</b>	None	\$0
<b>Greenland</b>	None	\$0
<b>Somersworth</b>	None	\$0
		Single/Married
<b>State of NH Min.</b>	Determined by City	\$13,400 / \$20,400

*I recommend that the City Council move to schedule a public hearing at the February 17, 2026 City Council meeting.*

### 3. **Request for Public Hearing Regarding Elderly Exemptions:**

Annually, the City of Portsmouth reviews income and asset levels for the elderly exemption and makes recommendations as to these levels pursuant to RSA 72.39-b.

Last year, the City Council adopted Resolution #01-2025 which increased the income level for qualifying elderly taxpayers. The current elderly exemption income levels are \$55,534 for a single taxpayer, \$72,804 for married taxpayers; the current asset limit is \$500,000.

If qualified, for elderly taxpayers the exemption off the assessed value of the property is as follows:

- Age 65 to 74                    \$375,000
- Age 75-79                    \$450,000
- Age 80 +                    \$525,000

Here are three potential options for the City Council to consider:

#### Option 1:

This year the 2026 increase for Social Security recipients is 2.8%.

If the City Council wishes to adjust the income limits for those who qualify for the elderly exemption by the Social Security cost-of-living increase, this would increase the limits as follows:

- Single                    \$57,089 increase of \$1,555
- Married                    \$74,843 increase of \$2,039
- Asset Limit                    \$500,000

#### Option 2:

This year the ten-year rolling average of the November-to-November Boston-Cambridge-Newton, MA-NH Consumer Price Index (CPI-U) is 2.77%.

If the City Council wishes to adjust the income level for those who qualify for the elderly exemption by the ten-year rolling average CPI-U, this would increase the limits as follows:

- Single                    \$57,072 increase of \$1,538
- Married                    \$74,821 increase of \$2,017
- Asset Limit                    \$500,000

#### Option 3:

If the City Council wishes, exemptions can remain the same.

Statute does not require an annual adjustment in income, assets or exemption amounts. Existing levels can remain capped as they currently exist.

Any adjustment if approved would be for assessments as of April 1, 2026, for Tax Year 2026 (FY27).

The table below reports the number of property owners receiving an exemption and the resulting impact of those exemptions by type in the previous Tax Year 2024 (FY25).

<b>Estimated Elderly &amp; Disabled Exemption Impact</b>				
<b>Exemption Type</b>	<b>Exemption Amount</b>	<b>Number Currently Receiving</b>	<b>Value Loss</b>	<b>Revenue Loss</b>
65 through 74	\$ 375,000	36	\$ 12,029,800.00	\$ 138,463.00
75 through 79	\$ 450,000	37	\$ 14,328,000.00	\$ 164,915.28
80 and over	\$ 525,000	79	\$ 30,596,100.00	\$ 352,161.11
Disabled	\$ 375,000	2	\$ 562,500.00	\$ 6,474.38
<b>Totals</b>		<b>154</b>	<b>\$ 57,516,400.00</b>	<b>\$ 845,491.08</b>

Note: The current tax rate of \$11.51 would have been decreased by approximately 7 cents (\$0.07) on the current tax rate if the elderly and disabled exemptions were not granted.

Comparisons of Portsmouth's exemption amounts to other communities similar in population, number of parcels, and within the Seacoast [are attached](#).

*I recommend that the City Council move to schedule a public hearing at the February 17, 2026 City Council meeting.*

#### **4. Access Easements for Water Services for Property Located at 0 Banfield Road:**

At its regularly scheduled meeting on October 16, 2025, the Planning Board granted a Wetlands Conditional Use Permit, Preliminary and Final Subdivision approval, and Site Plan Review approval to subdivide one lot into five new residential lots with associated site improvements. As a part of the Site Plan approval, the Planning Board recommended that the City Council accept Access Easements for Water Services over the five new parcels which will be created as a part of this subdivision. These easements will permit City staff to access the properties for the purpose of leak detection and to turn valves in the case of an emergency.

The applicant has provided a deed which conforms with the City's ordinary form for access easements for water services. The Legal and Planning & Sustainability Departments have reviewed this document for form and recommend acceptance.

*I recommend that the City Council move to authorize the City Manager to accept and record an Access Easement for Water Services from Chinburg Development, LLC.*

#### **5. Drainage Easement for 333 Borthwick Avenue:**

At its regularly scheduled meeting on March 20, 2024, the Planning Board granted a Wetlands Conditional Use Permit to HCA Health Services of NH (Portsmouth Hospital) for the removal of three existing 24" culverts and replacement with a Box Culvert at property located at 333 Borthwick Avenue.

As a part of the approval, the Planning Board recommended that the City Council accept an easement granting the City the right, but not the obligation, to maintain the stormwater channel on the property, along with the associated drainage improvements.

Drainage in this area has historically presented challenges for the City, as the failure to maintain this channel has caused drainage backup impacting the public right of way and other private property. This easement will permit the City to maintain this channel in the event the property owner fails to do so and be reimbursed for its efforts. The area covered by this easement is reflected on [the attached drawing prepared by the Department of Public Works](#).

The applicants have provided [the attached deed](#) which conforms with the Planning Board's requirements. The Legal and Planning & Sustainability Departments have reviewed this document for form and recommend acceptance.

*I recommend that the City Council move to authorize the City Manager to accept and record an Access Easement for Water Services from HCA Health Services of NH in a substantially similar form to the easement deed contained in the agenda packet.*

### ***XIII. Presentations and Written Communications:***

#### **1. Fiscal Year 2025 Audit Summary, CLA – Matthew Hunt, CPA and Phil Hwang, CPA:**

The independent audit of the City's finances for Fiscal Year 2025 has been completed. Matt Hunt of CLA (CliftonLarsonAllen LLP) will present the results of their audit. Of note: the City's FY25 Annual Comprehensive Financial Report (ACFR) and FY25 Popular Annual Financial Report (PAFR) have been posted on [the City's Finance webpage](#).

### ***XVI. Approval of Grants/Donations:***

#### **1. Acceptance of Donation to the Senior Activity Center Luncheon Fund 13 from Karen Parnes - \$500:**

[Attached please find a donation form reflecting a \\$500 donation from Karen Parnes to the Senior Activity Center.](#)

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

### ***XVII. City Manager's Informational Items:***

#### **1. Update on 2123 Time Capsule:**

I will provide a verbal update on the status of the 2123 Portsmouth Time Capsule.

**2. Master Plan Update:**

Master Plan consultant Utile has completed the visioning-stage engagement following the Public Visioning Open House in September 2025. They have synthesized the analysis and engagement into draft vision, values, and goals language for the Plan. Engagement has been very robust thanks to the efforts of Utile's community organizer, Anne Weidman.

With recent feedback from the Master Plan Advisory Group and a FlashVote survey which garnered responses from 362 Portsmouth residents, Utile is preparing to launch a public Draft Plan Framework Survey to get broader public input on the draft vision, values, and goals. While that survey is open, they will work to refine draft recommendations in preparation for our anticipated Draft Plan Open House this coming April. Utile will continue to meet with the Master Plan Advisory Group, Planning Board, various City departments, and implementation partners to get feedback on the draft recommendations.

**3. Pease Development Authority Board Meeting Update:**

I will provide a verbal update on the January 13<sup>th</sup> Pease Development Authority Board Meeting.

## Elderly Exemption Comparison Single Income - RSA 72:39(b)

	Single Income:	Married Income:	Single Assets:	Married Assets:	Exemption 65-74 years old	Exemption 75-79 years old	Exemption 80+ years old
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	\$45,000	\$60,000

<b>State of NH Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	\$5,000	\$5,000
-------------------------	----------	----------	----------	----------	---------	---------	---------

## Elderly Exemption Comparison Married Income - RSA 72:39(b)

	Single Income:	Married Income:	Single Assets:	Married Assets:	Exemption 65-74 years old	Exemption 75-79 years old	Exemption 80+ years old
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	\$45,000	\$60,000

<b>State of NH</b>							
<b>Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	\$5,000	\$5,000

**Elderly Exemption Comparison Asset Limit Single - RSA 72:39(b)**

	<b>Single Income:</b>	<b>Married Income:</b>	<b>Single Assets:</b>	<b>Married Assets:</b>	<b>Exemption 65-74 years old</b>	<b>Exemption 75-79 years old</b>	<b>Exemption 80+ years old</b>
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	\$45,000	\$60,000
<b>State of NH</b>							
<b>Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	\$5,000	\$5,000

**Elderly Exemption Comparison Asset Limit Married - RSA 72:39(b)**

	<b>Single Income:</b>	<b>Married Income:</b>	<b>Single Assets:</b>	<b>Married Assets:</b>	<b>Exemption 65-74 years old</b>	<b>Exemption 75-79 years old</b>	<b>Exemption 80+ years old</b>
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000

<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	\$45,000	\$60,000
<b>State of NH Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	\$5,000	\$5,000

**Elderly Exemption Comparison Exemption Amount 65-74 Years Old - RSA 72:39(b)**

	<b>Single Income:</b>	<b>Married Income:</b>	<b>Single Assets:</b>	<b>Married Assets:</b>	<b>Exemption 65-74 years old</b>	<b>Exemption 75-79 years old</b>	<b>Exemption 80+ years old</b>
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	\$45,000	\$60,000
<b>State of NH Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	\$5,000	\$5,000

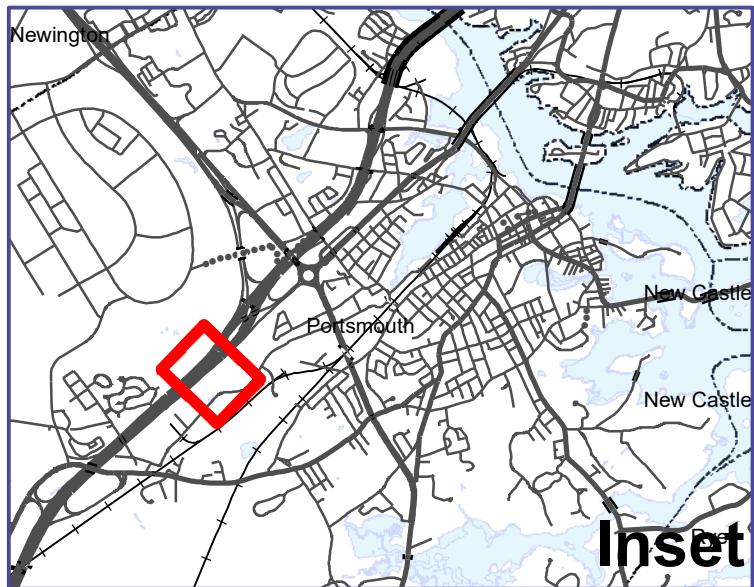
**Elderly Exemption Comparison Exemption Amount 75-79 Years Old - RSA 72:39(b)**

	<b>Single Income:</b>	<b>Married Income:</b>	<b>Single Assets:</b>	<b>Married Assets:</b>	<b>Exemption 65-74 years old</b>	<b>Exemption 75-79 years old</b>	<b>Exemption 80+ years old</b>
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100

<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	<b>\$45,000</b>	\$60,000
<b>State of NH Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	<b>\$5,000</b>	\$5,000

**Elderly Exemption Comparison Exemption Amount 80+ Years Old - RSA 72:39(b)**

	<b>Single Income:</b>	<b>Married Income:</b>	<b>Single Assets:</b>	<b>Married Assets:</b>	<b>Exemption 65-74 years old</b>	<b>Exemption 75-79 years old</b>	<b>Exemption 80+ years old</b>
<b>Portsmouth</b>	\$55,534	\$72,804	\$500,000	\$500,000	\$375,000	\$450,000	\$525,000
<b>Nashua</b>	\$57,000	\$67,000	\$162,000	\$171,000	\$305,000	\$350,000	\$430,000
<b>Dover</b>	\$52,600	\$71,600	\$206,200	\$206,200	\$206,000	\$291,000	\$373,000
<b>Hampton</b>	\$42,000	\$75,000	\$250,000	\$250,000	\$175,000	\$225,000	\$300,000
<b>Londonderry</b>	\$51,200	\$63,000	\$171,600	\$171,600	\$205,000	\$265,000	\$300,000
<b>Hanover</b>	\$46,000	\$65,000	\$145,000	\$145,000	\$145,000	\$205,000	\$285,000
<b>Manchester</b>	\$47,000	\$63,000	\$100,000	\$130,000	\$156,000	\$210,000	\$280,000
<b>North Hampton</b>	\$50,000	\$65,000	\$250,000	\$250,000	\$170,000	\$225,000	\$275,000
<b>Rochester</b>	\$40,000	\$57,000	\$124,000	\$124,000	\$187,500	\$225,000	\$262,500
<b>Salem</b>	\$41,000	\$55,000	\$140,000	\$140,000	\$120,000	\$140,000	\$245,000
<b>Greenland</b>	\$45,000	\$72,000	\$125,000	\$125,000	\$143,000	\$183,000	\$230,000
<b>Concord</b>	\$44,100	\$63,000	\$150,000	\$150,000	\$80,000	\$131,000	\$223,000
<b>Rye</b>	\$40,000	\$59,900	\$199,000	\$199,000	\$140,000	\$170,000	\$200,000
<b>Bedford</b>	\$62,600	\$84,600	\$150,000	\$150,000	\$117,100	\$124,900	\$184,100
<b>Somersworth</b>	\$35,000	\$50,000	\$100,000	\$100,000	\$110,000	\$135,000	\$150,000
<b>Keene</b>	\$32,000	\$43,000	\$61,000	\$87,000	\$33,000	<b>\$45,000</b>	\$60,000
<b>State of NH Min.</b>	\$13,400	\$20,400	\$35,000	\$35,000	\$5,000	<b>\$5,000</b>	\$5,000



## Legend

## PROPOSED DRAINAGE EASEMENT

I-95 SOUTH

I-95 NORTH

## **PROPOSED DRAINAGE EASEMENT TO BENEFIT THE CITY OF PORTSMOUTH**

## 333 Borthwick Ave Proposed Easements

Map prepared by Portsmouth Department of Public Works

Printed: 12/30/2025



Return To:  
Legal Department  
City Hall  
1 Junkins Ave.  
Portsmouth, NH 03801

## **DRAINAGE EASEMENT DEED**

HCA Health Services of New Hampshire, Inc., a domestic profit corporation with a principal office address of One Park Plaza, Nashville, Tennessee, 37203, hereinafter "Grantor," for consideration paid, grants to the **CITY OF PORTSMOUTH**, a municipal body politic, having a mailing address of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, hereinafter, "Grantee," with QUITCLAIM COVENANTS, the following easements with respect to Grantor's real property situate on the northerly side of Borthwick Avenue in the City of Portsmouth, State of New Hampshire, shown On Tax Assessor's Map 240 as Lot 2-1, being the property conveyed to the Grantor by deed of the Hospital Corporation of America by deed recorded at the Rockingham County Registry of Deeds at Book 2784, Page 1340 (the "Property"):

1. **Permanent Easement Area:** A permanent easement for the purpose of drainage infrastructure, including but in no way limited to pipes, outfall and storm water flowage over the land of GRANTOR as shown on a plan entitled, "INSERT NAME OF PLAN, " dated INSERT DATE, by ENGINEERS/SURVEYORS (hereinafter "the Plan"). The Plan to be recorded herewith.

BEGINNING at a monument on the northerly right-of-way of Borthwick Avenue, said point being the southwesterly corner of the Property; and the southeasterly by land now or formerly of Liberty Mutual Insurance Company; thence leaving said right-of-way with the Liberty Mutual Insurance property line, N41°56'56"W a distance of 630.1' to a monument; thence with the right-of-way known as Interstate 95 at N48°03'04"E a distance of 87.0'; thence S41°56'56"E a distance of 35.5'; thence S86°56'56"E a distance of 91.6'; thence N03°03'04"E a distance of 35.8'; thence N41°56'56"W a distance of 10.0'; thence N48°03'04"E a distance of 246.4'; thence N58°03'04"E a distance of 145.8'; thence S87°57'24"E a distance of 24.5'; thence N32°02'36"E a distance of 94.6'; thence N48°03'04"E a distance of 8.9'; thence S41°56'56"E a distance of 137.8'; thence S87°57'24"E a distance of 123.0'; thence S02°02'36"W a distance of 19.0'; thence N87°57'24"W a distance of 287.8'; thence S58°03'04"W a distance of 134.0'; thence S48°03'04"W 231.3; thence S03°03'04"W 189.7'; thence S41°56'56"E 131.5'; thence returning to the northerly sideline of the Borthwick Avenue right-of-way at S38°29'54"E and traveling a distance of 262.9'; thence following the Borthwick Avenue northerly right of way along a curve with radius 464.6' and a chord of

S52°20'49"W at 39.3' to return to the POINT OF BEGINNING and containing 72,969 square feet (or 1.67 acres), more or less.

2. **Purpose and Rights:** The Grantee shall have a permanent and non-exclusive easement and right of way in, under, across and over the Permanent Easement Area for the purpose of installing, maintaining, inspecting, removing, repairing, and replacing drainage infrastructure within and adjacent to the easement area, to include, but not be limited to a pipe with its associated outfall, swales and storm water flow. The Grantee shall have the right to remove trees, bushes, undergrowth and other obstructions interfering with the activities authorized herein and to take such other actions as may be necessary, useful or convenient for the enjoyment of the easement rights herein granted.
3. **Responsibilities of the Grantor:** Pursuant to the Planning Board approval dated March 20, 2024, the Grantor shall have the responsibility of ensuring stormwater can flow through the Property. Grantor grants the Grantee the right, but not the obligation, to ensure this reasonable flow of stormwater through the easement area. Grantee shall provide Grantor reasonable notice of the necessity of such work, and Grantor may elect to perform the work at its sole cost and expense within thirty (30) days. Upon such election, Grantor shall have one (1) year to perform the work reasonably necessary to ensure stormwater can travel through the property in an unimpeded manner, in accordance with then-existing laws and regulations. Failing the election of the Grantor to perform such work, or failure of the Grantor to commence such work within the timeframes defined herein, the Grantee shall have the right, but not the obligation, to commence such work. The Grantor shall have the obligation to reimburse the Grantee for any and all costs reasonably incurred under this section, including but in no way limited to costs related to actual construction, design and permitting.
4. **Grantee's Responsibility to Restore:** Disturbed areas within the Permanent Easement Area shall be back-filled and restored at the Grantee's expense.
5. **Grantor's Retained Rights:** Grantor retains the right to freely use and enjoy its interest in the Permanent Easement Area and the Temporary Easement Area insofar as the exercise thereof does not endanger or interfere with the purpose of this instrument. Grantor shall not, however, erect any building, shed, deck or other structure within the Permanent Easement Area, substantially change the grade or slope, install any pipes, or pave or asphalt the Permanent Easement Area without prior written consent of the Grantee.
6. **Personal Property.** It is agreed that the pipes and related facilities installed within the Permanent Easement Area, whether fixed to the realty or not, shall be and remain the property of the Grantee.
7. **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.

8. **Obligation to comply with laws:** Nothing in this document shall be construed to relieve the Grantor or the Grantee from compliance with all applicable laws and regulations concerning the work described in this document.

MEANING AND INTENDING to convey an easement over a portion of the premises conveyed to the within Grantor by deed of Hospital Corporation of America dated March 6, 1989 and recorded in Book 2748, Page 1340 of the Rockingham County Registry of Deeds.

This is an exempt transfer per RSA 78-B:2(I).

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Name: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Justice of the Peace/Notary Public  
Printed Name:  
My Commission Expires:

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

October 7, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 186/22 on THORNTON ST in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

*Caroline Craig*

BY:

Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 2nd day of October, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0763, dated 9/25/2023, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Town Clerk

# POLE LOCATION PLAN

EVERSOURCE

DATE 09/25/2023LICENSE NO. 63-0763MUNICIPALITY: PortsmouthSTATE HWY. DIV. NO. 6STREET / ROAD: THORNTON ST

STATE LICENSE NO. \_\_\_\_\_

PSNH OFFICE: PortsmouthWORK REQUEST# 14671321PSNH McDonald, CaseyWORK FINANCIAL # 80911601

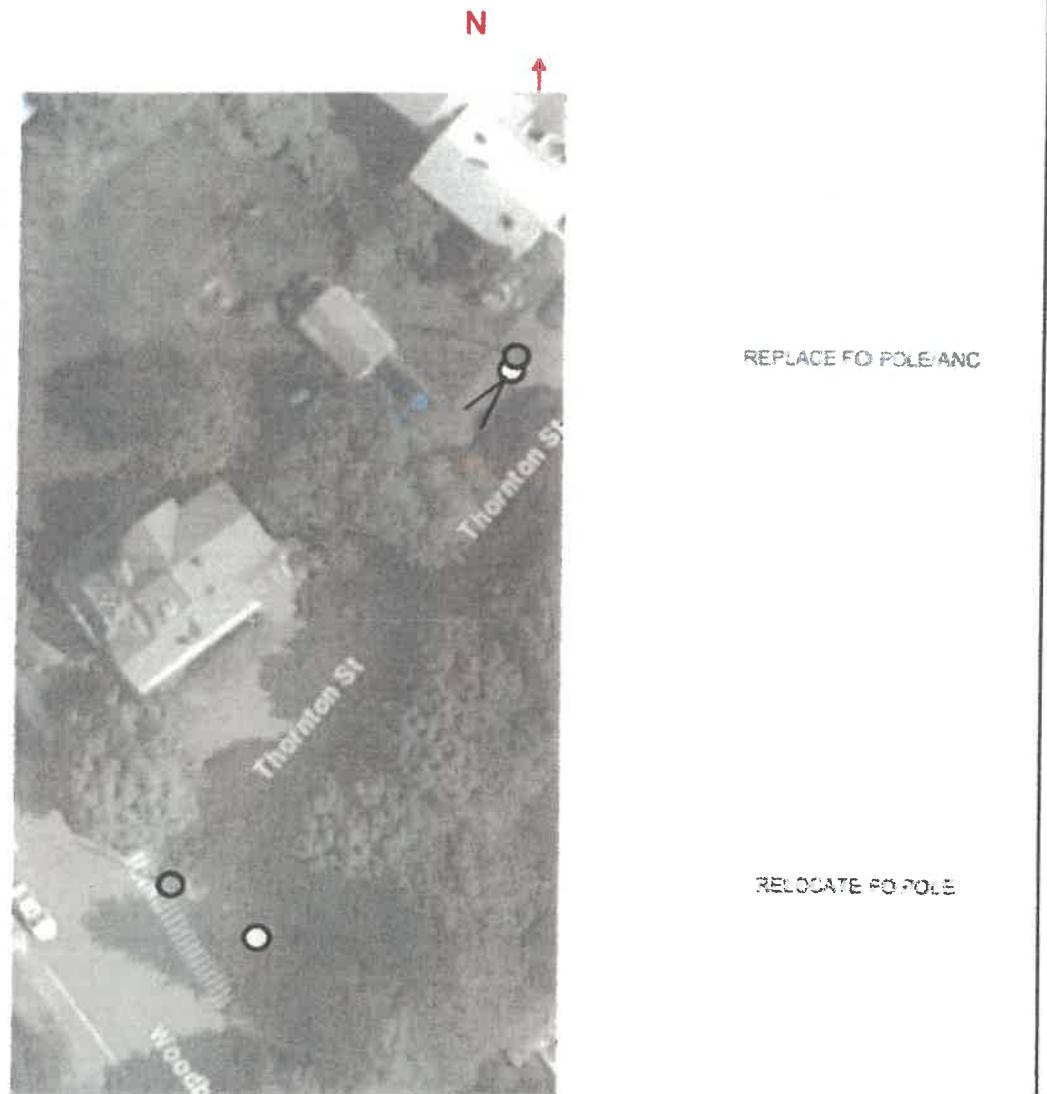
ENGINEER: \_\_\_\_\_

TELCO PROJECT # \_\_\_\_\_

TELCO \_\_\_\_\_

ENGINEER: \_\_\_\_\_

Pole Numbers		Pole Sz-Cl	Eq BH	INSTALL POLE PB	REMOVE	REF	100% LTS	JO	100% TEL	Span	DIST FROM	Remarks	DOC REQ
LTS	TEL												
186-21	124-16	40-2										REPLACE FO POLE/ANC	



ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**



Thornton St at Woodbury Ave



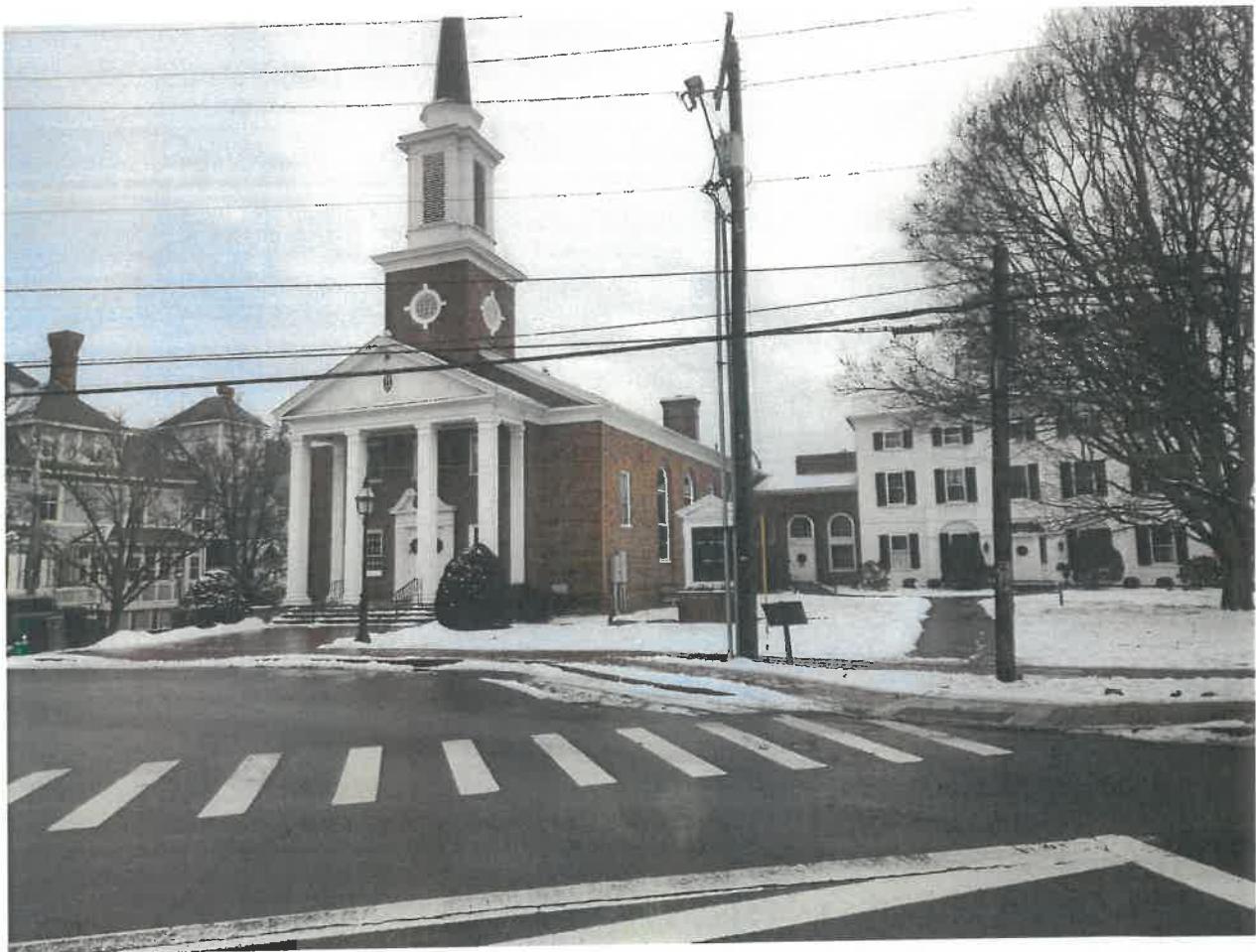
Rockingham Ave at Woodbury Ave



Bartlett St at Railroad Bridge



Pierce Island Road at the pool



Court St Near Middle at the Baptist Church

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

October 7, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1 ) pole(s), 189/1A on ROCKINGHAM AVE in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

BY:   
Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 7th day of October, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0764, dated 9/7/2023, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Town Clerk

## POLE LOCATION PLAN

EVERSOURCE DATE	09/07/2023	LICENSE NO.	63-0764
MUNICIPALITY:	Portsmouth	STATE HWY. DIV. NO.	6
STREET / ROAD:	ROCKINGHAM AVE	STATE LICENSE NO.	
PSNH OFFICE:	Portsmouth	WORK REQUEST#	14339383
PSNH ENGINEER:	Casey McDonald	WORK FINANCIAL #	80762492
TELCO ENGINEER:		TELCO PROJECT #	

REFERENCE POLE

RELOCATE POLE

ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

October 8, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 176/2-1 on BARTLETT ST in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

*Caroline Craig*  
BY:  
Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 8th day of October, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0765, dated 10/10/2023, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Town Clerk

# POLE LOCATION PLAN

EVERSOURCE

DATE 10/10/2023LICENSE NO. 63-0765MUNICIPALITY: PortsmouthSTATE HWY. DIV. NO. 6STREET / ROAD: BARTLETT ST

STATE LICENSE NO. \_\_\_\_\_

PSNH OFFICE: Portsmouth  
PSNH Casey McDonaldWORK REQUEST# 14829271  
WORK FINANCIAL # 80952306TELCO  
ENGINEER: \_\_\_\_\_

TELCO PROJECT # \_\_\_\_\_

Pole Numbers		Pole	Eq	POSTS	REAR	FRONT	100% LTS	100% TTS	100% PLS	Span	Dist	Remarks	Loc
LTS	TEL	Sz-Cl	BH	post	post	post	post	post	post				post
1762-1	352												



ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

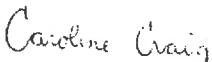
October 8, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1 ) pole(s), 53/5X on PIERCE ISLAND RD in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

BY:   
Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 8th day of October, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0766, dated 10/17/2023, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Town Clerk

# POLE LOCATION PLAN

EVERSOURCE DATE	10/17/2023	LICENSE NO.	63-0766
MUNICIPALITY:	Portsmouth	STATE HWY. DIV. NO.	6
STREET / ROAD:	PIERCE ISLAND RD	STATE LICENSE NO.	
PSNH OFFICE: PSNH ENGINEER:	Portsmouth Casey McDonald	WORK REQUEST#	14938401
TELCO ENGINEER:		WORK FINANCIAL #	80992913
		TELCO PROJECT #	

Pole Numbers		Pole Sz-Cl	Eq BH	INSTALL POLE PB	REMOVE POLE PB	AEP	TELTS	AV. TEL. FE	237 FACW	Span	Remarks	doc req
LTS	TEL											
535Y	452											
535X	452											
535	452											

ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

November 4, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1 ) pole(s), 6/6 on COURT ST in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

BY: *Caroline Craig*  
Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 4th day of November, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0768, dated 4/10/2024, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Town Clerk

**PETITION AND POLE LICENSE  
PETITION**

Manchester, New Hampshire

November 4, 2025

To the City Council of the City of Portsmouth, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1 ) pole(s), 6/6 on COURT ST in the City of Portsmouth.

**PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY**

*Caroline Craig*  
BY:  
Caroline Craig, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 4th day of November, 2025, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 63-0768, dated 4/10/2024, attached to and made a part hereof.

Town of Portsmouth, New Hampshire

Town of Portsmouth, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of Portsmouth, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Town Clerk

# POLE LOCATION PLAN

EVERSOURCE

DATE 11/04/2025LICENSE NO. 63-0768MUNICIPALITY: PortsmouthSTATE HWY. DIV. NO. 6STREET / ROAD: Court Street

STATE LICENSE NO. \_\_\_\_\_

PSNH OFFICE: PortsmouthWORK REQUEST# 17001561PSNH Douglas SchackWORK FINANCIAL # 82045780

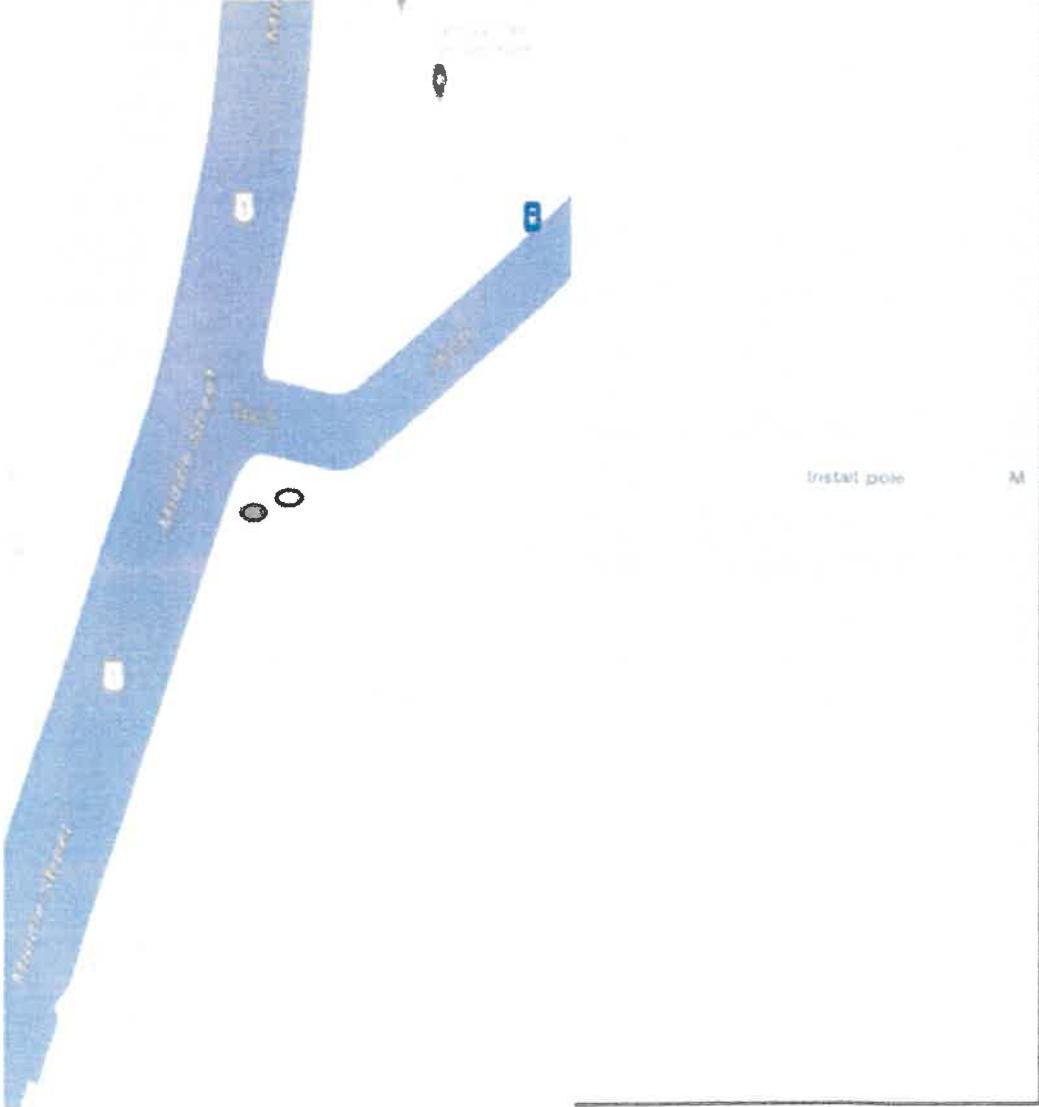
ENGINEER: \_\_\_\_\_

TELCO PROJECT # \_\_\_\_\_

TELCO \_\_\_\_\_

ENGINEER: \_\_\_\_\_

Pole Numbers		Pole Sz-Ci	Eq BH	INSTALL POLE PB	REMOVE PB	REF	REPLACES	TO 100% TEL	Span	DIST FROM	Remarks	DOC REQ
LTS	TEL											



ADDENDUM PER RSA 231:163

- 1) All licensee(s) and any other entity using and/or occupying property of the City pursuant to a license, lease or other agreement shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date.
- 2) All licensee(s) and any other entity using and/or occupying property of the City shall provide for the payment of properly assessed real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the city; and
- 3) Failure of the licensee(s) and any other entity using and/or occupying property of the City to pay duly assessed personal and real taxes when due shall be cause to terminate said agreement by the lessor.

The changes to the licenses, leases and other agreements set forth in the preceding paragraphs shall remain in effect until changed in accordance with the requirements of RSA 231:163.

**Approved by City Council:**



January 6, 2026

The Honorable Mayor McEachern and City Council Members  
1 Junkins Avenue  
Portsmouth, NH 03801

Dear Mayor McEachern and City Council Members,

Big Brothers Big Sisters of New Hampshire and Vermont respectfully requests approval to close Pleasant Street on Saturday, September 19, 2026, from 1:00 p.m. to 4:00 p.m. for our 18th Annual Stiletto Sprint. We further request to reserve Sunday, September 20, 2026, as a rain date.

Our Young Philanthropists for Mentoring (YP4M) Committee is excited to begin organizing the 2026 Stiletto Sprint. The YP4M Committee is a group of Seacoast-based young professionals who raise both financial support and awareness for our mission to provide children facing adversity with professionally supported one-to-one mentoring relationships that foster long-term positive outcomes.

The 2025 Stiletto Sprint was very successful, raising \$73,000 for our mentoring programs and increasing awareness of the agency. All proceeds from this event will support Big Brothers Big Sisters' efforts in the community.

Big Brothers Big Sisters will work closely with the City Council, as well as the fire and police departments, to ensure this is a successful and minimally disruptive event. All participants will be required to sign a release of liability waiver, and our agency will carry a Certificate of Insurance for the event.

If you have any questions regarding this proposal, please contact me at [michaelak@bigsnhvt.org](mailto:michaelak@bigsnhvt.org) or 603-255-8647.

We appreciate your continued partnership and look forward to our ongoing collaboration with the City of Portsmouth.

Sincerely,  
Michaela Kneuer  
Senior Development Manager  
Big Brothers Big Sisters New Hampshire and Vermont



# Gundalow COMPANY

Protecting the Piscataqua region's  
maritime heritage and environment  
through education and action

## Board of Directors

Jeffrey Binder  
David Carlson  
Janet Dinan  
Peter Driscoll  
Brendan Flavin  
Kerry Houlihan  
Jeffrey Hughes  
John Lamson  
Jeff Musk  
Jeff Nahas  
Catharine Newick  
George Samuels

## Staff

Rich Clyborne  
*Executive Director*

Amanda Komarek  
*Program Manager*

Jared Felker  
*Program Assistant/Camp  
Director*

Matt Glenn  
*Captain*

Andy Goodell  
*Operations Manager*

Jo Maden  
*Event Coordinator*

Michele Lechner  
*Accountant*

John Moynihan  
*Development Coordinator*

Heather Froumy  
*Volunteer Coordinator*

Izzie Flynn  
*Marketing Coordinator*

09 January 2026

To Whom it May Concern,

We are requesting permission to conduct our 2026 Riverfest event on Saturday 11 July 2026 from 10:00 AM to 4:00 PM at the Puddle Dock area of Strawberry Banke Museum. This event will be similar in scope to the event we held in previous years.

Thank you in advance for your consideration in this matter. Please feel free to contact me at the number below or reach out via email: [director@gundalow.org](mailto:director@gundalow.org).

Sincerely,

Rich Clyborne  
*Executive Director*

[www.gundalow.org](http://www.gundalow.org)  
info@gundalow.org  
(603) 433-9505  
60 Marcy St.  
Portsmouth, NH 03801

## **City Council Emails – January 6, 2026 – January 15, 2026**

Submitted on Tue, 01/06/2026 - 21:04

Submitted by: Anonymous

Submitted values are:

**First Name**

Liz

**Last Name**

Cooper

**Email**

[conley86@gmail.com](mailto:conley86@gmail.com)

**Address**

28 Gorgeana Way  
York, Maine. 03909

**Message**

Dear Council,

I was saddened to hear the City is considering a \$1/hr parking fee at the Chris Rice Skateboard park for non-residents.

This has always been a free resource for kids and community, but that would change with a parking fee instituted! This pilot program absolutely runs counter to the spirit of accessibility and openness that many advocated for when lobbying for the park in the first place.

Charging for parking isn't just a fee—it's a barrier for local skaters and families. Let's keep our public spaces open to everyone, not just those who can afford to pay-to-play.

Here's are some of the reasons why I oppose this proposed usage fee:

- **Economic Exclusion:** Charging for parking creates a "pay-to-play" barrier that disproportionately affects youth and low-income families who rely on this park for free recreation.
- **Public Safety:** Limiting access to the park will drive skateboarders, bikers, and scooters back onto private property and city streets, increasing the risk of accidents and property damage.
- **Discouraging Healthy Lifestyles:** In a time when physical activity is crucial for mental and physical health, the city should be removing barriers to exercise, not creating them.
- **Community Identity:** The park is a destination for visitors who support local businesses. Implementing fees sends an unwelcoming message to visitors and residents alike.

I hope the Council sees how the marginal amount of revenue wouldn't outweigh the attack on the community.

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

Yes

Submitted on Tue, 01/06/2026 - 21:51

Submitted by: Anonymous

Submitted values are:

**First Name**

Briana

**Last Name**

Spechuilli

**Email**

[mountsnow14@yahoo.com](mailto:mountsnow14@yahoo.com)

**Address**

80 Sapphire st  
Portsmouth, New Hampshire. 03801

**Message**

I was just made aware that parking fees are being added to the skate park. This makes me so sad. You may not think \$1 an hour is a lot, but for some, that's a barrier. Our community has many people hurting. If you don't know this already, I urge you to see how fast the Portsmouth community fridge is being emptied daily. Our community is rallying to fill it, by the week, day, even by the hour. People are struggling for food, do you think now spending money to park at a place in our community is something everyone can do? It isn't equal. There is no other safe place to park and access the park if you can't afford to. Are you going to start charging people at the baseball fields too? Playgrounds? Walking paths? This isn't ok and this isn't what our community stands for. I hope you reconsider this and look at what you want Portsmouth to be viewed as. It should be a place for all.

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

Yes

---

Submitted on Tue, 01/06/2026 - 22:07

Submitted by: Anonymous

Submitted values are:

**First Name**

Amy-Mae

**Last Name**

Court

**Email**

[amymaemassage@gmail.com](mailto:amymaemassage@gmail.com)

**Address**

47 Taft Road  
Portsmouth, New Hampshire. 03801

**Message**

Dear Councilors,

I was able to voice my opinion against charging at the skatepark/rail trail at the recreation board meeting last month, but wanted to make sure it came through to you all. For one, it is not necessary. I've talked to many folks who use the skatepark and rail trail regularly, and they report that finding a spot is not a problem. I myself have never had a problem parking. Two is that we advocated for this park as a regional destination. Charging non-residents to park is antithetical to the spirit in which the park was conceived. Thirdly, it seems obvious that it would push folks to park at Plains Field and/or at the Park and Ride, thus plugging up those spots needlessly. I know that parking is a complicated issue and I have much respect for those trying to figure out what is best for everyone, but lumping the skatepark into this program simply does not make sense. Thanks for your time and thoughtfulness!

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

Yes

---

Submitted on Wed, 01/07/2026 - 10:46

Submitted by: Anonymous

Submitted values are:

**First Name**

Christopher

**Last Name**

Alden

**Email**

[alden.chris@gmail.com](mailto:alden.chris@gmail.com)

**Address**

49 Diamond dr  
Portsmouth, New Hampshire. 03801

**Message**

Hello City Council,

As a Portsmouth resident I am writing to voice my opposition to paid parking at the Chris Rice Memorial Skatepark. I skate there with my family often, multiple times/week and have never had an issue parking. There is no parking problem associated with the lot and people appreciate that is one of few remaining places in town that you can simply enjoy. For free.

Chris Rice Skatepark is a special place in our city that builds community and warmly welcomes visitors to our world class skate park. Installing paid parking would diminish that sentiment and alter the vibe of one of our great sources of community.

You all know, loved and respected Chris Rice. And we all worked very diligently to bring this special place to life. Please do not change that.

Paid parking will create economic barriers that do not exist today, cost additional city overhead for enforcement and change the community identity from one of inclusion to one of exclusion. This flies in the face of the

foundations upon which the park was built. A free place for community to come together and support each other and have fun. Please do not upset that.

Respectfully,

Chris Alden

---

Submitted on Sat, 01/10/2026 - 13:45

Submitted by: Anonymous

Submitted values are:

**First Name**

Brett

**Last Name**

Fletcher

**Email**

[brettifletcher@gmail.com](mailto:brettifletcher@gmail.com)

**Address**

4 Nixon Park  
Portsmouth, New Hampshire. 03801

**Message**

Please don't vote for the collection of parking fees at the Chris Rice Skatepark. The skatepark is an inclusive place for diverse community members to socialize and recreate outdoors. Outdoor public spaces come with hidden economic advantages for the city. Limiting who has access to those spaces has hidden social costs.

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

Yes

---

Submitted on Sun, 01/11/2026 - 23:12

Submitted by: Anonymous

Submitted values are:

**First Name**

Peter

**Last Name**

Geremia

**Email**

[p.geremia@icloud.com](mailto:p.geremia@icloud.com)

**Address**

315 Maplewood Ave  
Portsmouth, New Hampshire. 03801-3577

**Message**

Dear Council Members,

Portsmouth Community Power was supposed to save us money. Instead, it's making sustainability unaffordable—and getting worse.

My latest bill hit \$764 this month (generation + transmission + distribution), nearly \$500 higher than last year—mostly from EV charging. NH rates are already outrageous (average bills ~\$200–\$223/month statewide), but PCP's Granite Basic rate (13.419¢/kWh now, jumping to 14.0–14.9¢/kWh in February) is 2+ cents higher than Eversource's default (~11.2¢/kWh). That adds extra pain every month.

“Going green” shouldn't punish families trying to adopt EVs. The program's community reserve adder and procurement choices are amplifying market spikes, turning a good idea into gouging.

Past savings don't help when current rates hurt this much.

Please act now:

- Demand CPCNH transparency on adders and better rate controls.
- Push for public input on balancing green goals with real affordability.
- Make opt-outs easier and highlight Eversource comparisons.

Residents want affordable energy. Fix this before more people abandon PCP. I will be opting out soon.

Sincerely,

Peter Geremia

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

Yes

The Lafayette Trail, Inc.  
4907 Earlston Drive,  
Bethesda, MD 20816



January 13, 2026

Dear Karen Conard,

My name is Julien Icher. I am the president of The Lafayette Trail, Inc. ([lafayette250.org](http://lafayette250.org)), a nonprofit organization with the mission to celebrate the legacy of General Lafayette in the U.S. and France.

My organization coordinates a national historic marker program counting to date over 215 recipients across 25 states and Washington, D.C.. Over 200 of these markers pertain to our 1824-1825 series, which includes a marker in Portsmouth, NH. We have recently launched a **lafayette250** initiative to prepare for celebrations relating to Lafayette's participation to the Revolutionary War. This new series also includes the 5-month trip Lafayette made to the U.S. in 1784, which contains a stop in Portsmouth, NH (Oct 30 - Nov 1, 1784).

The November 4, 1784, issue of the *New Hampshire Gazette* reports extensively on the Frenchman's visit. "On Saturday last, we were honored with a visit from that greatly distinguished nobleman the MARQUIS DE LA FAYETTE, a character whom the GOOD WHIGS of this country will always hold dear. As the Marquis came to town quite unexpected, and the day being nearly closed, we could only announce is arrival by the ringing of bells and loud huzzas. Business of importance obliging him to leave town on Monday morning, deprived us the pleasure of giving him a public entertainment , which we sincerely regret--- we however shew him what honor his short stay would admit of, by the **discharging several rounds of thirteen cannon** (beginning at the dawn of the day and ending at his departure, which was about 10 o'clock) **ringing of bells, display of colours, & etc.** A considerable number of gentlemen on horses and in carriages escorted him as far as Greenland, at which place an affectionate leave was taken of the Marquis."

My organization would be interested in donating an official Lafayette Trail Revolutionary War sign to the City of Portsmouth to commemorate Lafayette's visit to Portsmouth on October 30 – November 1, 1784. According to Susan Kindstedt of the Portsmouth Athenaeum, "Riding from downtown Portsmouth to Greenland would have brought them by the Plains. It is also a city owned property with other small memorials and a Little League field."

A marker at "the Plains" would help us bring New Hampshire into our Revolutionary War narrative. It would be ready in time for the America250 celebration season and contribute in a positive manner to highlight Portsmouth's rich history and its robust connection to Lafayette.

Our Revolutionary War markers are 2' x 3' cast aluminum installed atop 7-foot aluminum poles (3' of which would be underground after installation is completed). The marker design honors the national colors of France and the U.S. The title "GENERAL LAFAYETTE" is generic and common to all our markers around the nation. So are the credits of the William G. Pomeroy Foundation at the bottom. Each line of text is limited to 27 characters. 5 lines are available.



*Figure 1. Lafayette Trail Revolutionary War marker in Rome, NY.*

To complete the application process, we require an approval letter from the landowner (the City of Portsmouth) giving permission to have the marker placed there and identifying the exact site selected for the marker with GPS coordinates in decimal format. The City of Portsmouth will choose the exact location of the historical marker in "the Plains" area. The document could be like the one issued on May 12, 2021, by Karen S. Conard. Please, note that the corporate headquarters of The Lafayette Trail, Inc. have changed and are now at 4907 Earlston Drive, Bethesda, MD 20816.

Should the application be successful, my organization would provide funding for the manufacturing and shipping of both the sign and pole thanks to a grant from our partner the William G. Pomeroy Foundation. Successful recipients oversee mounting the sign atop its pole, of installing and maintaining their newly donated sign.

Sincerely,

*Julien P. Icher*

Julien P. Icher

President,

The Lafayette Trail, Inc.

[Lafayette250.org](http://Lafayette250.org)

603 845 6929

**BY: EMAIL & HAND DELIVERY**

January 14, 2026

City Council  
City of Portsmouth  
c/o Kelli Barnaby, City Clerk  
1 Junkins Avenue  
Portsmouth, NH 03801

**RE: 4 Sagamore Road, Rye, NH (Tax Map 24, Lot 72)  
Water Access Easement to City of Portsmouth**

Dear City Council Members,

I am writing on behalf of my client, Katz Development Corporation. My client recently received Site Plan approval from the Planning Board of the Town of Rye to construct a 12-unit condominium building and related improvements at the property located at 4 Sagamore Road. Geographically, the property is situated right across the border from the City of Portsmouth.

While the property is situated within the Town of Rye, public water services are available to the property from the City of Portsmouth. As such, my client would like to connect the property to the City's water line and infrastructure. The City's Department of Public Works ("DPW") has requested an easement deed to access all water meters and related infrastructure on the property once the condominium is built. As such, I prepared the enclosed draft easement deed which was sent to the City DPW staff and the legal department for review. Attorney Trevor McCourt sent an email to me on January 13, 2026, indicating that the draft easement deed was acceptable in its present form.

In speaking with Attorney McCourt, a Planning Board recommendation to approve the easement is NOT required for this project since the property is located within the Town of Rye. My client is respectfully requesting the Council to authorize the City Manager to execute an easement deed in substantially similar form to the draft easement deed that is enclosed with this letter.

I appreciate the Council's consideration of this request and would be happy to provide any additional information or answer any questions it has in connection with this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek R. Durbin".

Derek R. Durbin, Esq.

## ACCESS EASEMENT FOR WATER SERVICES

KNOW ALL MEN BY THESE PRESENTS, that **Katz Development Corporation**, with a principal place of business at 273 Corporate Drive, Portsmouth, County of Rockingham, State of New Hampshire 03801, 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, State of New Hampshire 03801, with **QUITCLAIM COVENANTS** an easement over, below, along, and across the premises described herein, located at 4 Sagamore Road, Rye, County of Rockingham, State of New Hampshire, 03870 (Tax Assessor's Map No. 24, Lot 72), and being more particularly described as follows:

A certain tract or parcel of land with the buildings therein as shown on a plan prepared by Altus Engineering, LLC, dated December 22, 2025, entitled, "Proposed Residential Development, 4 Sagamore Road, Rye, NH, Tax Map 24, Lot 72", recorded in the Rockingham County Registry of Deeds as Plan D-[REDACTED].

Meaning and intending to convey an easement over the premises conveyed by Quitclaim Deed of Barbara E. Scammon, dated September 12, 2006, and recorded in the Rockingham County Registry of Deeds at Book 4708, Page 1009.

**Purpose and Rights:** The Grantee shall have a perpetual, permanent uninterrupted and unobstructed nonexclusive easement for the purpose of enabling the Grantee 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  
2026.

**Katz Development Corporation**

By: \_\_\_\_\_  
**Eric Katz, President**

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

Personally appeared this \_\_\_\_\_ day of \_\_\_\_\_ 2026 the above-named, Eric Katz, in  
his capacity as President of Katz Development Corporation, duly authorized, and executed the  
foregoing instrument for the purposes therein contained.

Before me,

---

Notary Public/Justice of the Peace  
My commission expires: \_\_\_\_\_  
Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**ACCEPTANCE OF DEED**

**CITY OF PORTSMOUTH**

By: \_\_\_\_\_  
Karen Conrad, City Manager

Per vote of the City Counsel on  
\_\_\_\_\_, 2026

**STATE OF NEW HAMPSHIRE**  
**COUNTY OF ROCKINGHAM**

This instrument was acknowledged before me on \_\_\_\_\_, 2026 by Karen Conrad, City Manager of Portsmouth, New Hampshire.

\_\_\_\_\_  
Notary Public / Justice of the Peace  
(My commission expires: \_\_\_\_\_)

<b>Board/Commission/Committee Appointments of the City Council</b>	
Mayor Deaglan McEachern <b>(4)</b>	*The Mayor appoints the City Councilors as members to the Board/Commission/Committee listed below.  Legislative Sub-Committee Economic Development Commission (Ex-officio) Rockingham Planning Commission Veterans Organization
Assistant Mayor Joanna Kelley <b>(3)</b>	African Burying Ground Memorial Park Committee Legislative Sub-Committee Trees and Public Greenery Committee
Councilor Kate Cook <b>(6)</b>	Arts and Cultural Commission Chamber of Commerce Historic District Commission Legislative Sub-Committee Municipal Building Blue Ribbon Committee Public Art Review Committee
Councilor John Tabor <b>(4)</b>	Fee Schedule Study Committee Energy Advisory Committee Municipal Building Blue Ribbon Committee Public Access Financial Advisory Committee
Councilor Rich Blalock <b>(5)</b>	City-wide Neighborhood Blue Ribbon Committee Economic Development Commission Recreation Board Safe Water Advisory Group Blue Ribbon Committee Sister Cities Blue Ribbon Committee
Councilor Andrew Bagley <b>(4)</b>	Audit Committee Fee Schedule Study Committee Municipal Building Blue Ribbon Committee Pease Development Authority
Councilor Beth Moreau <b>(4)</b>	Audit Committee Fee Schedule Study Committee Planning Board Rockingham Planning Commission
Councilor Michelle Flynn <b>(4)</b>	Audit Committee Economic Development Commission Legislative Sub-Committee Sister Cities Blue Ribbon Committee
Councilor Annie Hopkins <b>(3)</b>	Parking & Traffic Safety Committee Recreation Board Sustainability Committee

Adopted with no further revision January 4, 2010.  
Adopted with amendment to Rule 23 January 17, 2012  
Adopted with amendment to Rule 23 January 13, 2014  
Adopted with amendment to Rule 4, 7, & 37 January 25, 2016  
Adopted with no revision January 16, 2018  
Adopted with amendments to Rules 2, 3, 7, 19, 30, 43 & 45 January 8, 2020  
Adopted with amendments to Rules 2, 4, 7, 11, 18, 19, 22, 23, 25, 26, 27, 30, 34, 40, 42, 43 February 7, 2022  
Adopted with amendment to Rule 30 January 16, 2024  
*(Revisions made after adoption are noted where applicable)*



# RULES AND ORDERS OF THE PORTSMOUTH CITY COUNCIL

## **REVISED RULES AND ORDERS OF THE PORTSMOUTH CITY COUNCIL**

### **RULE 1. MEETING NIGHTS**

The regular meetings of the City Council shall be on the first and third Mondays of each month at some time between 7:00 o'clock and 8:30 o'clock in the evening to be set by the Council. Work sessions may commence at any time after 6:00 p.m. and the regular council meeting may commence at any time after 7:00 p.m. (See Charter section 4.4). (AMENDED 4/2/90 TO AGREE WITH THE CITY CHARTER) (AMENDED 1/9/06)

### **RULE 2. SPECIAL MEETINGS**

Special meetings may be called by written request of five or more members of the Council, by the Mayor, or by the City Manager. The party calling for the special meeting shall make every effort to schedule the meeting at a date no fewer than 7 days from the date the official notice is published to the City website if at all possible.

The City Clerk shall prepare a notice of the special session stating the time and the place and this notice shall be served personally upon each member of the Council and the City Manager, or left at their usual place of residence at least twenty-four (24) hours before the time of the meeting.

It shall also be the duty of the City Clerk, immediately upon receipt of written request for a special meeting to make every diligent effort to notify each member of the Council in person, either by telephone or otherwise of such special session. The City Clerk shall also post notices of the special meeting in a conspicuous place in City Hall and shall make every effort to publicize the meeting by way of local news media. A notice of the special meeting shall be posted on the City website. Only matters set forth in the notice of the meeting shall be discussed and/or acted upon.

### **RULE 3. WORK SESSIONS**

Upon request of the Mayor or five or more members of the Council, the Council may meet in "work sessions." Each work session shall be devoted exclusively to subjects for which the preliminary receipt and discussion of information is deemed appropriate. No formal vote shall be taken on any matter under discussion, nor shall any Council member enter into a commitment with another respecting the vote to be taken at a subsequent meeting of the Council. Work sessions shall be open to the public, public comment will be allowed at the end of work sessions in order to provide feedback, and notice procedures for regular meetings shall be followed. (AMENDED 04/04/2022)

#### **RULE 4. COUNCIL MEETING AGENDA**

All reports, communications, ordinances, resolutions, or other matters to be submitted to the Council shall, by 12:00 noon on Wednesday prior to each Council meeting be delivered to the City Clerk whereupon the City Clerk shall immediately arrange or cause to be arranged a list of such matters according to the Order of Business. Each member of the Council may place a single item of business under the name of that Councilor unless further items are approved in advance by the Mayor. The City Clerk shall furnish each member of the Council, City Manager, and City Attorney with a copy of the Agenda by 5:00 p.m. on Thursday prior to each Council meeting. The Agenda shall be posted on the City website on the Friday prior to the Monday meeting. (AMENDED 1/5/98) (AMENDED 1/25/2016)

#### **RULE 5. CALL TO ORDER**

The Mayor shall take the chair at the hour appointed for the meeting and shall call the members to order. A roll call shall be taken to determine if a quorum be present.

#### **RULE 6. CHAIRING OF MEETING**

In the absence of the Mayor, the Assistant Mayor shall preside during that meeting or until the Mayor arrives. In the absence of both the Mayor and the Assistant Mayor, the Councilor present who received the largest plurality in the last election shall preside during that meeting or until the Mayor or Assistant Mayor arrives.

#### **RULE 7. ORDER OF BUSINESS**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council by vote of at least two-thirds of the members present, shall suspend the rules and change the order:

- I. Work Session
- II. Public Dialogue Session (when applicable – every other regularly scheduled meeting)
- III. Call to Order [7:00 p.m. or thereafter]
- IV. Roll Call
- V. Invocation
- VI. Pledge of Allegiance
- VII. Acceptance of Minutes
- VIII. Recognitions and Volunteer Committee Reports
- IX. Public Comment Session
- X. Public Hearings and Votes on Ordinances and/or Resolutions
- XI. City Manager Action Items
- XII. Consent Agenda
- XIII. Presentations and Written Communications
- XIV. Mayor

XV. City Council Members

*(A City Council Member may either speak to their item(s) previously placed on the agenda in accordance with Rule 4 or bring items that appears later on the meeting's agenda forward to be acted upon at this point)*

XVI. Approval of Grants/Donations

XVII. City Manager's Informational Items

XVIII. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting

XIX. Adjournment [at 10:00 p.m. or earlier]

(ADOPTED NEW ORDER OF BUSINESS 1/9/06; AMENDED 1/25/2016; AMENDED 08/21/2017; AMENDED 06/03/2019; AMENDED 03/02/2020)

**RULE 8. CONSIDERATION OF MOTIONS**

When a motion is made and seconded, it shall be considered by the Council, and not otherwise.

**RULE 9. WRITTEN MOTIONS/ROLL CALL**

Every motion shall be reduced to writing if the Chair so directs; or if any member of the Council requests it; and upon request of any member the roll call shall be called upon any question before the Council.

**RULE 10. DIVISION OF QUESTION**

The Division of a question may be called for when the motion contains two or more independent parts.

**RULE 11. READING**

*This rule deliberately left open for future use.*

**RULE 12. ADJOURNMENT**

The Chair shall consider a motion to adjourn always in order, the time of the next meeting having been agreed on. Such motion shall be decided without debate.

**RULE 13. DISPOSITION OF MOTIONS**

- A. After a motion is seconded, and stated by the Chair, it shall be disposed of by vote of the Council unless the mover withdraws it before a decision or amendment.
- B. A friendly amendment is one in which the councilor amending the motion and the originator of the motion and the second agree on the change. Friendly amendments accepted by the originator of the motion shall be voted by the whole if any member of the council requests a vote on the amendment. (AMENDED 04/04/2022)

#### **RULE 14. MOTIONS DURING DEBATE**

When a question is under debate, only the following motions shall be received: Adjourn; take a recess; raise a question of personal privilege; call for orders of the day; lay on the table; the previous question; limit or extend limits of debate; postpone definitely or to a certain time; commit or refer or recommit; amend; postpone indefinitely; questions of order and appeal; suspend the rules; object to consideration of questions; division of a question; division of the assembly. (AMENDED 04/04/2022)

#### **RULE 15. ORDER OF QUESTIONS**

The Chair shall put all questions in the order in which they are moved, unless the subsequent motion shall be previous in its nature; except in naming sums and fixing times, the largest sum and the longest time shall be put first.

#### **RULE 16. MOTION FOR RECONSIDERATION**

A motion for the reconsideration of a vote shall be open to debate, but such motion shall not be considered unless made by a member voting with the majority, nor unless such motion is made at the meeting at which such vote is passed, or notice of such motion is given at said meeting, in which case the motion shall be made at the next meeting; and only one motion for the reconsideration of any vote shall be permitted.

#### **RULE 17. TABLING**

No motion which has been tabled at a current or prior Council meeting may be acted upon after being removed from the table at a current meeting; but such action must be withheld until the next regular Council meeting which agenda will show the item of business.

#### **RULE 18. SPEAKING PRIORITY**

When two or more members rise at once, the Mayor shall then name the member who is entitled to the floor.

#### **RULE 19. SPEAKING**

When any member is about to speak in debate or to deliver any matter to the Council, and respectfully address the Mayor; the member shall confine themselves to the question under debate, and avoid personalities. (AMENDED 4/2/90) (AMENDED 1/10/2000)

#### **RULE 20. INTERRUPTION OF SPEAKING MEMBER**

No member shall be interrupted by another, but by rising to a call to order, to correct a mistake, or for explanation. But if any member in speaking, or otherwise, transgress the Rules of the Council, the Mayor shall or any member may call the offending member to order who shall immediately sit down, unless permitted to explain; and the Council, if appealed to, shall decide on the case, and without debate.

## **RULE 21. CONFLICTS OF INTEREST**

No member shall vote or serve on any committee or any question as to which the member has a direct, personal and pecuniary interest. *(Note: There are additional provisions in the City Charter and Ethics Ordinance in relation to this rule.)* (AMENDED 04/04/2022)

## **RULE 22. VOTING REQUIRED**

Every member present when a question is put, if not excluded by interest, shall vote. No member shall leave a meeting without permission.

## **RULE 23. COMMITTEE NOMINATION**

Unless otherwise mandated by state law, charter or ordinance, except for the committees created solely by the Mayor, the Mayor shall submit for approval by the City Council all nominations of non City Councilors to committees. All nominations shall be laid on the table until the next regularly scheduled Council meeting. The Mayor shall make all appointments of the City Councilors to committees.

*\*(ADOPTED 1/22/96; AMENDED 1/17/2012; AMENDED 1/13/2014)*

## **RULE 24. COMMITTEE MEMBERSHIP**

No member shall be obliged to be on more than two committees at the same time nor to be chairman of more than one.

## **RULE 25. SPECIAL COMMITTEES AND COMMITTEE RESPONSIBILITIES**

All special committees of the Council shall consist of three members, unless a different number be ordered. It shall be the duty of every committee of the Council to whom a subject is specially referred to report thereon within the time limit set by the Council or to request an extension thereof. No final report shall be received unless presented in writing, signed by a majority of the committee and agreed to in committee actually assembled.

## **RULE 26. COMMITTEE MEETINGS**

*This Rule deliberately left open for future use.*

## **RULE 27. COMMITTEE OF THE WHOLE**

The City Council may resolve itself of the Whole, at any time, upon a motion of a member made for the purpose; and in forming a Committee of the Whole, the Mayor may leave the Chair and appoint some member to preside in the Committee; and when the Committee of the Whole shall have gone through the subject referred to them, the Chairperson, or any other member that the Committee may order, shall report their proceedings to the Council.

**RULE 28. COMMITTEE OF THE WHOLE PROCEEDINGS**

The rules of proceedings in the Council shall be observed in Committee of the Whole, so far as they may be applicable; but no member shall speak twice to any question until every member choosing to speak shall have spoken.

**RULE 29. ORDINANCES**

All bylaws passed by the City Council shall be termed "ordinances", and the enacting style shall be: "The City of Portsmouth Ordains." Each ordinance shall be identified by a number and a short title, and the effective date shall be specified in it.

**RULE 30. ORDINANCE PROCEDURE**

Each Ordinance shall pass through the following stages: There shall be a first reading at which amendments may be made. If the ordinance passes first reading, the Council shall, consistent with public notice requirements of law, set a time and place for a public hearing and second reading. Amendments may also be made at second reading. If amendments materially change the ordinance under consideration, a new public hearing and second reading shall be scheduled. If the ordinance passes second reading, there shall be a third and final reading. Passage of third reading shall constitute final passage. An ordinance may be rejected at any stage in its process.

**RULE 31. ORDERS AND RESOLUTIONS**

In all votes by which the City Council shall express anything by way of command the form of expression shall be "Ordered" and whenever it shall express opinions, principles, facts or purposes, the form shall be "Resolved." Resolutions prepared in writing prior to introduction shall be identified by a short title.

**RULE 32. TAXING, SPENDING, AND BORROWING**

Each order or resolution authorizing the levying of a tax, the expenditure of money, or the borrowing of money shall have two separate readings and a public hearing with notice as required by law.

**RULE 33. RECORD RETENTION OF RESOLUTIONS AND ORDINANCES**

When an ordinance or resolution shall have passed the City Council, it shall receive the signature of the Mayor. It shall be enrolled in the City records of the City Clerk, and the original ordinance or resolution shall be placed in some safe deposit in the archives of the City.

**RULE 34. CITY CLERK**

The City Clerk shall attend all Council meetings, including work sessions and nonpublic sessions, and shall keep a record of procedures of the Council by recording the motions and votes thereon. The City Clerk shall make notes of the general content of the remarks by members of the Council, the Mayor, and the City Manager and not their specific detail. The City Clerk shall note in the minutes all reports, memorials and other papers submitted to the Council by their title or brief description of the purport. The City Clerk shall arrange for the televising and broadcast over the internet of all regular meetings. The City Clerk shall cause to be recorded through the use of appropriate recording device the business of all Council meetings, said recordings to be maintained by the City Clerk as a public record for a period of three years. Preservation of the recordings and custody of all recordings shall be the sole responsibility of the City Clerk who shall prepare such rules for use as the Clerk deems necessary or appropriate to the discharge of the above responsibility. (AMENDED 04/04/2022)

**RULE 35. SEATING ARRANGEMENT DURING COUNCIL MEETINGS**

Council seats shall be assigned by the Mayor. Council members who wish to exchange seats may do so upon request to the Mayor. Seating arrangement may be changed at any time the Mayor wishes. (AMENDED 10/29/90)

**RULE 36. PROCEDURE FOR QUESTIONS TO THE CITY ATTORNEY**

Whenever a City Councilor has a question of the City Attorney, during a City Council Meeting, on the Council Rules, the Portsmouth City Charter or on Parliamentary Procedure, they shall, through the Chair, be given the immediate right to state their question.

**RULE 37. HOUR CITY COUNCIL MEETINGS TO CONCLUDE**

City Council meetings shall conclude no later than 10:30 P.M. or at such time as any agenda item being discussed at 10:00 P.M. is acted upon. Any agenda items under the name of the City Manager which have not been voted upon by the Council as of 10:00 p.m. shall be treated thereafter as Consent Agenda items, applying Council Rule 46 as completely as the situation allows. If because of this rule any agenda items remain to be taken up, the Council shall recess the meeting to a time certain at which recessed meeting the remainder of the agenda shall be acted upon unless a majority of the Council wishes to suspend in order to continue. (AMENDED 1/9/06) (AMENDED 1/25/2016)

**RULE 38. NOTICE TO COUNCIL REGARDING APPOINTMENT QUALIFICATIONS**

All nominees to positions on boards or commissions of the City shall submit in writing, on a form as provided by the City Clerk, information regarding their occupational backgrounds, the nature of their nominations, and their reasons for wishing to serve. Such form shall accompany the agenda in which the nomination is to be made and shall be delivered to City Council members in accordance with Rule No. 4.

#### **RULE 39. SUSPENSION OF RULES**

No standing rule or order of the Council shall be suspended unless a two-thirds majority of the members of the Council present shall consent thereto, for a specific purpose; nor shall any rule or order be repealed or amended without one week's notice being given of the motion therefore, or unless a two-thirds majority of the Council shall concur therein.

#### **RULE 40. PARLIAMENTARY AUTHORITY**

Except where specifically controlled by Charter, Statute, Ordinance or these Rules, proceedings of the City Council shall be conducted pursuant to the parliamentary authority of the most recent revision of Roberts Rules of Order, Newly Revised, published by Public Affairs.

#### **RULE 41. ADDRESS BY PUBLIC**

Members of the public-at-large may address the Council on any issue being discussed by the Council after a motion to allow same has been made by any Council member and passed by a majority vote, provided that no person shall speak for more than five (5) minutes.

#### **RULE 42. PUBLIC'S RIGHT TO KNOW GUARANTEED**

All letters, memos, reports and other information provided or circulated to the City Council by staff members or received as communications to the Mayor and City Council from any person shall be included with the Agenda packet of a City Council meeting and made publicly available by 12:00 Noon on Friday prior to each Council meeting, or if sent separately to Council members shall be made publicly available in the Office of City Clerk. Exempt under this Rule are those documents which would not be deemed public records under the New Hampshire Right to Know Law (RSA 91-A) or personal communications. (AMENDED 1/27/92)

In addition to the foregoing, any e-mails which are received by the City on behalf of the entire City Council shall be entered into the public record by the City Clerk. Any person addressing an e-mail to the entire City Council shall be provided with the option to have such person's e-mail entered into the City Council packet and public comment record for the meeting. Only e-mails which include the name and address of the sender shall be provided to the City Council and thus be subject to the rule. Any public comment received by e-mail subject to this rule shall be updated after the Council agenda packet is released and prior to noontime on the day of the Council meeting to which the packet is addressed. Any public comments received after such noontime deadline shall be distributed to the individual Councilors, but shall not become part of the public record of the meeting. (ADDED 08/21/2017)

## **RULE 43. PUBLIC COMMENT SESSION**

### **A. Public Comment:**

A Public Comment session shall appear on the agenda of every regular Council meeting. This session shall be a period of time not to exceed forty-five minutes during which any member of the public may have three minutes to address any topic which that member of the public has identified to the City Clerk prior to the commencement of the meeting. Speakers shall be limited to one three minute comment period per person per meeting and may not defer any of their allotted speaking time to any other person. All speakers must register in person (not electronically or telephonically) with the City Clerk prior to the City Council meeting. The playing of music, videos, or the recordings of others is prohibited. Residents, business owners and taxpayers of the City shall be given speaking priority over any other speaker. All speakers must give their home address at the time of their speaking. Any person abusing the provisions of this rule may be prohibited from speaking at future public comment sessions by a majority vote of the City Council. Any provision of this rule may be modified on a per case basis by majority vote of the Council. (AMENDED 02/20/2018; AMENDED 09/18/2023)

\* Comments for which a public hearing is scheduled under the same agenda shall not be permitted.

- The Chair reserves the right to select speakers of different issues to be permitted to speak in order to provide a form of various topics to be presented.  
\*(ADOPTED 1/18/94).

### **B. Public Dialogue:**

The City Council reserves the right to hold a noticed Public Dialogue sessions including at locations other than City Hall. At such Council - Public Dialogue Sessions, no more than three members of the Council shall be present along with the City Manager (or designee) and any appropriate staff as determined by the City Manager. The purpose of this session is to provide an opportunity for members of the public to directly interact with members of the Council, the City Manager and any appropriate staff as determined by the City Manager from time to time. Councilors shall report back on the public dialogue session at the next regularly scheduled city council meeting. The Mayor shall determine which City Council members participate in each public dialogue session on a rotational basis, with the requirement that all City Councilors participate in at least one public dialogue session in a calendar year. (AMENDED 08/21/2017; AMENDED 02/20/2018; AMENDED 04/04/2022)

## **RULE 44. NAMING OF MUNICIPAL BUILDINGS, PARKS AND FACILITIES**

The procedure to be followed in naming municipal buildings, parks and facilities shall be that a written request be submitted to the Mayor by the City Councilors or resident who proposes the naming of any municipal building, park or facility. The Council shall then schedule a work session to deliberate concerning that request. In general, it shall be deemed inappropriate to name complete municipal buildings after actual persons, although portions of buildings may be so named. Subsequent to the work session, the request shall then be placed on the next available Council agenda for a vote of the full City Council. (ADOPTED 8/14/2000)

## **RULE 45. PUBLIC HEARINGS**

City Council public hearings shall be subject to the following terms and conditions:

- A. The order in which speakers shall be called, the duration of time permitted for each person to speak and the number of opportunities which any person shall be provided to speak on any issue may be regulated by the Mayor in the interest of legislative efficiency.
- B. All speakers must limit their presentation to the issue for which the public hearing has been called. Any speaker not in compliance with this provision shall be ruled out of order by the Mayor.
- C. The order of presentation of all public hearings shall be as follows:
  - 1. Any additions to presentation given at first meeting related to the public hearing offered by the City administration
  - 2. City Council questions and deliberation regarding the subject matter of the public hearing
  - 3. Public hearing speakers
  - 4. Additional Council questions and deliberations.
- D. Subsequent to the process described above, any public hearing which results in the requirement of a City Council vote shall be immediately followed by that vote

(ADOPTED 5/6/2002; AMENDED 05/01/2017; AMENDED 08/21/2017)

## **RULE 46. CONSENT AGENDA**

The agenda for any regular meeting of the City Council may include a section entitled "Consent Agenda". The Consent Agenda shall consist of items of City Council business which the Mayor, the City Manager and the City Clerk have previously determined to be routine in nature. All Consent Agenda items shall identify the action which it is anticipated will be taken by the City Council on it. Any item of business shall be removed from the Consent Agenda and placed elsewhere on the Council agenda for the same meeting at the request of any member of the City Council. All recommended actions on Consent Agenda items shall be deemed to have been taken by the City Council on the passage of a motion, "to adopt the Consent Agenda". (ADOPTED 1/9/06).

## **RULE 47. APPOINTMENTS TO BOARDS AND COMMISSIONS**

All vacancies on Boards and Commissions shall be publicly advertised. Unless otherwise required by statute or ordinance, the Mayor shall only bring forward for reappointment to any Board or Commission the name of any person on the same Board or Commission if such position shall have been publicly advertised prior to the effective date of the requested reappointment. (Adopted 03/19/2018; AMENDED 04/04/2022)

POLICY #	2009	EFFECTIVE DATE	RATIFIED	NOTES
	POLICY NAME			
2009-01	Quarterly Meetings of Certain Board Chairs for report back to City Council	April 6, 2009	1/19/2010; 01/17/2012; 01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024	
2009-03	Projecting Sign Policy	May 4, 2009	1/19/2010; 01/17/2012; 01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024	Amended by the City Council on March 21, 2011 RESCINDED BY CITY COUNCIL ON DECEMBER 8, 2025
2009-04	Vendors Policy	May 18, 2009	1/19/2010; 01/17/2012; 01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024	
2009-05	Public Gatherings in Market Square	July 20, 2009	1/19/2010; 01/17/2012; 01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024	
2009-06	Public Art Acquisition Policy	December 21, 2009	1/19/2010; 01/17/2012; 01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022	Revised as 2022-02 per City Council on 10/24/2022

	2010		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2010-01	Flags Projecting over City Property	February 1, 2010	01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
2010-02	Brick Sidewalks	May 17, 2010	01/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
	2011		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
	THERE WERE NO POLICIES ADOPTED		
	2012		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2012-01	Appointments to City Boards and Commissions - 1 year residency	February 21, 2012	1/13/2014; 01/11/2016; 01/11/2018; 01/08/2020; 01/24/2022; 01/16/2024
2012-02	Use of City Property for Sidewalk Cafés Providing Alcohol Service	March 19, 2012	1/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
	2013		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED

Amendments made 02/23/10 by committee **RESCINDED BY CITY COUNCIL ON DECEMBER 8, 2025**

Amended by the City Council on January 20, 2015 Amended by the City Councilor November 13, 2023

Amended by the City Council February 21, 2017; **RESCINDED by the Portsmouth City Council on February 20, 2024**

2013-01	Complete Streets Policy	October 7, 2013	1/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
2013-02	Bicycle Friendly Community Policy	October 7, 2013	1/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
2013-03	Walk Friendly Community Policy	October 7, 2013	1/13/2014; 01/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
<b>2014</b>			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2014-01	First Reading on Ordinance Amendments	January 13, 2014	1/11/2016; 01/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
2014-02	Public Art Referral	June 16, 2014	1/11/2016; 01/16/2018; 01/08/2020
<b>2015</b>			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
<b>THERE WERE NO POLICIES ADOPTED</b>			
<b>2016</b>			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2016-01	Non-Meetings	January 25, 2016	1/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
2016-02	Non-Meetings with Legal Counsel	December 5, 2016	1/16/2018; 01/08/2020; 01/24/2022; 01/16/2024

REPEALED 10/24/2022 PER CITY COUNCIL VOTE

2016-03	Housing Policy	December 19, 2016	1/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
	<b>2017</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2017-01	Complete Street Demonstration Project Policy	May 1, 2017	1/16/2018; 01/08/2020; 01/24/2022; 01/16/2024
	<b>2018</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2018-01	Renewable Energy Policy	March 5, 2018	1/8/2020; 01/24/2022; 01/16/2024
2018-02	License Fee for Encumbrance of City Property	April 16, 2018	1/8/2020; 01/24/2022; 01/16/2024
2018-03	Use of City Hall Conference Rooms	May 21, 2018	1/8/2020; 01/24/2022; 01/16/2024
2018-04	Residency of Members of the Planning Board	August 20, 2018	1/8/2020; 01/24/2022; 01/16/2024
	<b>2019</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2019-01	Distribution of Single Use Disposables	October 7, 2019	1/8/2020; 01/24/2022; 01/16/2024
	<b>2020 and 2021</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
	<b>THERE WERE NO POLICIES ADOPTED</b>		
	<b>2022</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2022-01	Religious Holiday Policy	January 24, 2022	1/16/2024
2022-02	Public Art Referral and Acquisition Policy	October 24, 2022	1/16/2024
	<b>2023</b>		
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2023-01	Outdoor Dining, Loading Zones, Parking Areas, Street	January 23, 2023	n/a
2023-02	Donation Policy	May 1, 2023	1/16/2024
2023-03	Ethics and Transparency	November 13, 2023	1/16/2024

Amended by the City Council November 19, 2018

Rescinded February 21, 2023

2024			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2024-01	Use Food Service-ware Reduction or "Skip the Stuff" Policy	November 12, 2024	n/a
2024-02	Unique Electronic Communications Policy	October 7, 2024	n/a
2025			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED
2025-01	Volunteer Training & Standards of Conduct & Ethics Policy	January 6, 2025	n/a
2025-02	Municipal Arts & Cultural Banner Program Policy	October 7, 2025	n/a
2026			
POLICY #	POLICY NAME	EFFECTIVE DATE	RATIFIED

Adopted by City Council July 15, 2024



# CITY OF PORTSMOUTH

---

Office of Mayor  
Municipal Complex  
1 Jenkins Avenue  
Portsmouth, New Hampshire 03801  
[mayor@portsmouthnh.gov](mailto:mayor@portsmouthnh.gov)  
(603) 610-7200

Deaglan McEachern  
Mayor

To: Assistant Mayor Kelley and City Council Members

From: Mayor Deaglan McEachern 

Date: January 8, 2026

Re: City Manager's Reappointment to the Pease Development Authority

---

City Manager Conard's term as our Representative to the Pease Development Authority is expiring January 22, 2026. Ms. Conard has served in the City's best interest over the last three years and her knowledge of the inner workings of the Board continues to be a valuable resource to the City of Portsmouth. Therefore, it is my recommendation to appoint Ms. Conard as the City's Representative for another three-year term, January 23, 2026 through January 22, 2029.

Please be advised that this appointment requires one meeting for approval.

If you should have any questions, please do not hesitate to contact me. Thank you for your consideration of my request.

cc: Karen S. Conard, City Manager  
Kelli L. Barnaby, City Clerk  
Susan Morrell, City Attorney



**Receipt Date:**

DEC 15 2025

# City of Portsmouth, NH Boards, Committees, and Commissions

## REAPPOINTMENT APPLICATION

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

Committee: Arts & Cultural Commission

Name: Jeffrey Cooper

**Reappointment Application**

Telephone: 603 988 8744

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes        No X

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES NO

Can you be contacted at work? YES NO If so, telephone number: 603 988 8744

Street address: 227 Park St Portsmouth

Mailing address (if different): \_\_\_\_\_

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

jcooper@cooperwoodsculptor.com

How long have you been a resident of Portsmouth? 43 yrs - 1982

Occupational background:

wood furniture maker, sculptor



# City of Portsmouth, NH Boards, Committees, and Commissions

## REAPPOINTMENT 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:

Current member on the Collaborative of Resources Workgroup which recently presented the Artist Livelihood report to the City Council  
was a member of the Sub committee that wrote the 2023 Arts and Cultural Plan. Also, am currently Secretary of the commission

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

Have you reviewed the Board, Commission, and Committee Handbook for Volunteers? YES/NO

Reasons for wishing to serve: I've been a local artist for many years and wish to help keep Portsmouth a place where artists can live work and thrive.

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

NH Furniture Masters Association  
Guild of NH Woodworkers

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

1. Tom & Heather Brooks at Sachand Soldier  
Name, address, telephone number 601 356 4784 4555 Islington St
2. Chris Dwyer Broad Street 800 258 0802  
Name, address, telephone number

By submitting this application you understand that:

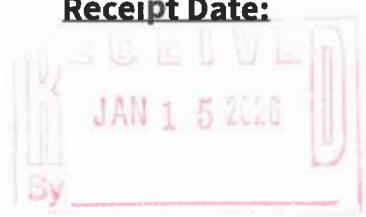
1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission/Committee; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded 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: Drop

Date: 12/15/2025



**Receipt Date:**



# 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.

Committee: **Arts and Cultural Commission**

### Initial Application

Name: **Demi Dubois**

Telephone: **781-248-4774**

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes  No

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO



Can you be contacted at work? YES/NO If so, telephone number: \_\_\_\_\_

Street address: **42 Washington Road, Rye, New Hampshire 03870**

Mailing address (if different): \_\_\_\_\_

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

**demidub@gmail.com**

How long have you been a resident of Portsmouth? **I grew up in Durham and returned to the Seacoast in 2022**

Occupational background:

**I have spent three decades in educational administration – community music schools, international exchange programs, and in math education (as a teacher, textbook editor, and coordinator for a summer math camp for gifted high school students).**



# 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:

Publicity Coordinator, First Night Providence - New Year's Eve arts celebration (1990); Registrar,

Concord Community Music School (1996-1999); Chair, Melrose (MA) Cultural Council (2005-2010); Founder & Director,

Melrose Open Studio Tour (MOST), annual artist open studios community event (2017-2021);

Hoffman-Haas Fellowship for Board Leadership (2025); Board Member, 3S Artspace (2025–present).



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

Since moving back to the area, I have been so impressed by all the art & cultural offerings in Portsmouth.  
Reasons for wishing to serve: \_\_\_\_\_

As a contemporary arts organization which combines a performance space & art gallery, 3S Artspace is one of the pillars of the community cultural landscape. It would be an honor to represent 3S on the Commission.

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

Board Member, 3S Artspace (2025–present); Volunteer, Portsmouth Music Hall;

former member, Rye Beach Committee.

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

1. Mary Reid Dumler, 300 Court Street, Portsmouth (603) 828-7853

Name, address, telephone number

2. Elissa Von Letkemann, 145 Brewery Lane, Portsmouth (917) 334-9896

Name, address, telephone number

**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: Demi Dubois

Date: 1/14/2026

## EDUCATIONAL PROGRAM MANAGEMENT AND OPERATIONS

Exceptional administrator, instructor, grant writer, editor, and event planner, with over two decades of experience in secondary and higher education and related learning initiatives.

### PROFESSIONAL EXPERIENCE

#### HIGHER EDUCATION:

**BOSTON UNIVERSITY**, Department of Mathematics & Statistics, Boston, MA 2016–present  
Director of Operations, Program in Mathematics for Young Scientists (PROMYS)

- Manage operations of premier pre-college summer program, including oversight of \$1.4 million budget, federal and foundation grants, application processes, and overall logistics.
- Support Admissions Committee, ensuring holistic approach to selection of 80 pre-college students, 25 undergraduate counselors, and 25 secondary teachers from a pool of roughly 1,600 domestic and international applicants. Award financial aid and scholarships.
- Onboard participants, liaising with campus departments such as Registrar, Student Accounts, Events, Dining, FitRec, Residence Life, International Students and Scholars Office, etc.
- Oversee academic-year programming for PROMYS for Teachers by organizing five professional development workshops; maintain communication with alumni via newsletters and social media.
- Launched PROMYS Math Circle outreach program in 2017, increasing participation from students who are low-income and/or underrepresented in STEM.

#### PUBLISHING:

**PEARSON EDUCATION**, Boston, MA 2013–2016  
Editor, Math Content Development

- Edited rough manuscripts of textbooks and online components for content, scaffolding, readability, and accuracy; wrote new instructional problems and created technical art.
- Projects included: two units of the award-winning Connected Mathematics Project (CMP3), *Data About Us* and *Samples and Populations*; and teacher editions for enVisionMATH.

#### TEACHING:

**NORTH SHORE COMMUNITY COLLEGE**, Danvers and Lynn, MA 2010–2013  
Adjunct Faculty, Mathematics Department

- Instructed 12 sections of five college preparatory courses: Fundamentals through Int. Algebra.

**OTTOSON MIDDLE SCHOOL**, Arlington, MA 2007–2010  
Classroom Teacher, Eighth Grade Mathematics: Prealgebra and Algebra 1 (including quadratics)

#### PROGRAM ADMINISTRATION:

**CONCORD COMMUNITY MUSIC SCHOOL**, Concord, NH

Director of Administration

- Managed daily operations of non-profit arts organization serving 1,100 students weekly.
- Acted as Registrar, enhancing enrollment, student placement, and scheduling procedures.
- Supervised staff of business manager, finance and executive assistants, custodian, and volunteers.
- Improved administrative systems, created personnel manual, initiated technology upgrade, and managed design phase of \$1 million building addition.

#### INTERNATIONAL EDUCATION:

**EF EDUCATION FIRST**, Cambridge, MA

Director, EF International School of English at Lesley University

- Directed overall operations of English as a Second Language program.
- Managed academic, administrative, and activities coordinators, 6–14 ESL teachers, and 4 RAs.
- Liaised with EF overseas sales offices, Lesley University officials, students, and host families.
- Submitted weekly enrollment reports and reconciled budgets.
- Counseled students on academic, social, and cultural concerns.

Program Manager, EF Educational Foundation for Foreign Study

- Oversaw every aspect of the arrival and departure of 3,000 foreign exchange students annually, including airline reservations, hotels, meals, transport at airports nationwide.
- Supervised staff including flights coordinator, summer interns, and 20 airport transfer guides.

---

## EDUCATION

Master's in Education (Ed.M.), Administration, Planning and Social Policy, HARVARD UNIVERSITY, Harvard Graduate School of Education, Cambridge, MA

Bachelor of Arts (B.A.), International Relations, BROWN UNIVERSITY, Providence, RI  
Semester abroad: Université Grenoble Alpes

---

## PRESENTATIONS AND PUBLICATIONS

Dubois, Demerise. (2022). *PROMYS: Pathways into Math Programs*. Talk presented at the Roundtable for Math & Science Summer Programs at Simons Center for Geometry and Physics in Stony Brook, NY.

Dubois, Demerise. (2020). *PROMYS Math Circle: A Case Study in Organizing and Sustaining an Outreach Program*. Talk presented at the AMS Special Session on Outreach Strategies for Reaching Under-represented Students at the Pre-College Level at the Joint Mathematics Meeting in Denver, CO.

Demerise R. Dubois. "Responding to the Needs of Our Nation: A Look at the Fulbright and NSEP Education Acts," *Frontiers: The Interdisciplinary Journal of Study Abroad*. Boston, MA: Boston University Division of International Programs, Fall 1995, 1:54-80.

---

## COMMUNITY INVOLVEMENT

Founder and Organizer, KEEP MELROSE BEAUTIFUL, Melrose, MA, (2020–2022)

Coordinated community litter cleanups in spring and fall, involving ~1,000 volunteers per year.

Founder and Organizer, MELROSE OPEN STUDIO TOUR, Melrose, MA (2017–2021)

Produced annual art event that grew from 20 artists at 16 locations to over 50 artists at 24 locations.

---

## SOFTWARE SKILLS

Adobe Acrobat, Constant Contact, Equation Editor, Excel, FileMaker Pro, LaTeX, Mailchimp, Microsoft Word, MyMathLab, PowerPoint, Raiser's Edge, WordPress



**Receipt Date:**

DEC 15 2023

## City of Portsmouth, NH Boards, Committees, and Commissions

## REAPPOINTMENT APPLICATION

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

Committee: Arts + Cultural Commission

## **Reappointment Application**

Name: El: Kaynor (Full Legal Name: John Elias Kaynor) Telephone: (781) 526-7730

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes  No

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved?  YES  NO

Can you be contacted at work?  YES/NO If so, telephone number: (781) 526-7730

Street address: 90 Fleet St, Apt 2-2

Mailing address (if different): \_\_\_\_\_

**Email address (for communication from the Office of the City Clerk, and distribution of training materials):**

eli.kaynor@pmaconline.org

How long have you been a resident of Portsmouth? 2 years

#### Occupational background:

I am an active cellist, touring artist, teacher, chamber + orchestral musician, and guest clinician. I also currently serve as Chief Development Officer for Portsmouth Music and Arts Center, where I also serve as a faculty teaching artist.



# City of Portsmouth, NH

## Boards, Committees, and Commissions

### REAPPOINTMENT 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:

For the past two years, I have been serving on the Arts and Cultural Commission representing PMAC. My reapplication at this time would be to continue service as a resident. I am proud of what the Commission has accomplished during my tenure, and I look forward to continued service, should I be elected.

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

Have you reviewed the Board, Commission, and Committee Handbook for Volunteers?  YES  NO

Reasons for wishing to serve: I feel like serving on the ACC has been an important step for me. Feeling connected to the community. Continued service will allow me to invest even more of myself in the uplifting and enrichment of the City's arts and cultural efforts.

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

Portsmouth Music + Arts Center (Chief Development Officer, and cello teaching artist)

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

1. Russ Grazier, 220 Kearsarge Way (603) 380-0824  
Name, address, telephone number (Portsmouth, NH)
2. Mary Beth Johnson, 1076 Hartsville New Marlboro Rd (New Marlborough, MA 01230) (339) 577-8134  
Name, address, telephone number

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:

Date: 12/15/25



**Receipt Date:**

DEC 18 2023

By \_\_\_\_\_

# 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.

Committee: Arts and Cultural Commission

### Initial Application

Name: Hope Anderson Puzzo

Telephone: 774-276-5001

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes        No ✓

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: 603-610-5526

Street address: 385 Islington Street, Portsmouth, NH 03801

"

Mailing address (if different): \_\_\_\_\_

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

hopejeannine anderson @ gmail.com

How long have you been a resident of Portsmouth? 3 1/2 years

Occupational background:

Dover Chamber of Commerce, Community Events manager 2022-2024

Portsmouth Chamber Collaborative, tourism manager 2024- Present



# 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:

Aplomb Gallery Board Member Jan 2025 - Present

Art 'Round Town management (website, meetings, collateral).

Catapult (Young professional networking group) board member April 24 - Present



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

Reasons for wishing to serve: I believe Arts + Culture are essential to building a vibrant and connected community. I want to support and strengthen the work already being done. As a huge supporter of the Arts I want to give my time and give back in any way I can, and this commission is doing great work.

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

Restaurant Week Committee, Celebrate HER Committee, Let's Talk Trans group, Talking Shop group, Catapult, Aplomb Gallery, Stay Work Play, etc.

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

1. Evan Ma, 186 Madison St Apt 16, Portsmouth (508) 851-4344  
Name, address, telephone number

2. Kate Constantine, 981 State Street, Portsmouth (207) 994-4830  
Name, address, telephone number

**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: Hein QB

Date: 12/18/25



**Receipt Date:**

DEC 29 2005

## 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.

Committee: Arts & Cultural Commission

Alt.

## Initial Application

Name: Margherita Giacobbi

Telephone: 603 265 7462

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes  No

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: 603 263 7462

105 Marcy Street, Portsmouth NH 03801

Mailing address (if different):

**Email address (for communication from the Office of the City Clerk, and distribution of training materials):**

[margherita@playersring.org](mailto:margherita@playersring.org)

How long have you been a resident of Portsmouth? \_\_\_\_\_ I am not a Portsmouth Resident but have worked in Portsmouth for 7 years.

### Occupational background:

I am a performing arts producer and arts administrator with 20 years of experience in nonprofit cultural organizations across Europe, the Middle East, and the United States. I hold an MBA in Arts Administration.

and began my career at La Scala Opera Theatre in Milan, followed by work in public administration managing a multi-site historic restoration grant in Northern Italy that used arts and education to activate historic buildings sustainably.

I later relocated to the United Arab Emirates, where I served as Education & Community Outreach Manager for the Abu Dhabi Music & Arts Foundation, Production Director of the Abu Dhabi Festival, and was part of the founding team of Dubai Opera.

Since relocating to New Hampshire in 2019, I have worked as Event Manager for the NH Division for Children, Youth & Families and currently serve as Executive Director of The Players' Ring Theatre.



# 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:

My work has consistently required navigating complex ecosystems of public institutions, community organizations, artists and funders, often across cultures and sectors.

I am a systems thinker who focuses on practical innovation—enhancing efficiency, communication, and aligning vision with available resources.

I have led organizational restructuring, managed large-scale projects with multiple partners, and facilitated projects grounded in shared goals and collaboration.

I bring a joyful leadership style that balances diplomacy with resilience and prompt, intentional action.



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

Reasons for wishing to serve: \_\_\_\_\_  
Since relocating to NH, I have found a place to keep pursuing my personal and professional vocation. After years of pretty exclusive dedication to the Players' Ring,

I am ready to widen my circle of service and connection. I love to build authentic relationships, and I have seen how making people feel heard can spark hope and meaningful action. I am motivated by the ripple effect that the arts are able to spark, and I want to help ensure that those working in this important industry feel supported and equipped to do their best work.

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

I am the ED of The Players' Ring Theatre. For the past two years, I have participated in the Chief Executive Roundtables offered by the NH Center for Nonprofits and GoodWork. I am a graduate of

the Goldman Sachs 10K Small Businesses Program and an active member of its alumni network. Until two years ago, I was on the Development Committee for Yoga in Action, and in 2026 I will volunteer with the Pope Memorial Humane Society.

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

1. Stephen Gianotti | 34 Woodland Road, North Hampton, NH, 03862 | 603 801 1390

Name, address, telephone number

2. Dean Plager | 7 Riverwoods Drive #101, Exeter, NH 03833 | 603 498 9228

Name, address, telephone number

**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: Amelia Jacobson

Date: 12/23/2025

NOV 12 2015

RECEIVED  
CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS  
Reg.  
APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.

Committee: EDC Initial applicant

Name: Joshua Cyr Telephone: 603 205-1171

Could you be contacted at work? YES/NO If so, telephone # use ↑ cell any time

Street address: 990 Maplewood Ave

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): jcyre@joshuacyr.com

How long have you been a resident of Portsmouth? 28 years

Occupational background:

Software Developer

Early Stage Startup Consultant

Economic Development - Business

Please list experience you have in respect to this Board/Commission:

Multiple Years on EDC ending in 2017

2 Years City Council 2016/17

Past 10 years operating startup programming + education

Paul College Entrepreneur 2025

OVER  
→

Have you contacted the chair of the Board/Commission to determine the time commitment involved?  YES/NO - Previous Chair

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

Reasons for wishing to serve: I always had interest but job and young kids caused me to pause for a bit.

I now have time to serve city again.

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

NH Tech Alliance

UNH Entrepreneurship Center + Business College

Multiple city boards/commissions in past as well as PTC, Chamber Pro Portsmouth, etc.

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

1) Sarah Lachance, Vice Chair EDC, 603 683-4830  
Name, address, telephone number

2) Belle Kenoyer, Ass Director Entrepreneurship Center, 603 397-8287  
Name, address, telephone number

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; 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. Application will be kept on file for one year from date of receipt.

Signature: J. M. Yn

Date: 10/24/25

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes  No  maybe

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801  
6/27/2012

# Joshua Cyr

<https://www.linkedin.com/in/joshuacyr/>

Portsmouth, New Hampshire  
[jcyr@joshuacyr.com](mailto:jcyr@joshuacyr.com)

## RECENT EXPERIENCE

### **University of New Hampshire - Interim Director, Peter T. Paul Entrepreneurship Center**

Dec 2022 - June 2025

- Spearhead impactful co-curricular experiential programming for hundreds of students each semester, enhancing their educational experience in the areas of ideas, innovation, and entrepreneurship.
- Provide 1:1 startup mentorship to numerous students, including local and national competition finalists/winners and alumni securing venture capital.
- Launched innovative initiatives such as weekly Entrepreneur In Residence office hours, Investor Pitch Practice, and onboarded new platforms.

### **Self Employed - Consultant**

Nov 2021 - Present

Provide startup and innovation consultation to startup founders and innovation focused organizations.

### **NH Tech Alliance, NH—Senior Director of Startup Initiatives**

Jan 2018 - Oct 2021

Alpha Loft was acquired by the NH Tech Alliance in 2018. At the NH Tech Alliance my responsibilities included running key startup programs such as the accelerator, Accelerate NH, a startup bootcamp called Startup Fundamentals, Angel/VC speed dating event called Speed Venture Summit, and the TechOut startup pitch competitions. Through these programs millions of dollars have been invested in early stage NH tech startups.

### **Alpha Loft, NH—Founder / Director of Acceleration**

March 2011 - Dec 2017

Alpha Loft started as a coworking space created for startup founders and tech talent. The space was first in Portsmouth and grew to the largest and oldest in the state. It was acquired in 2014 by a local non-profit, which rebranded the entire organization as Alpha Loft. Created NH's first startup Accelerator, and bootcamp.

## PAST EXPERIENCE

### **Software Developer, CTO / Freelance**

1996 - 2014

Upon graduation I became a website developer / software developer / CTO. Later a freelance software developer for multiple enterprise clients and agencies.

## HONORS

### **Entrepreneur of the Year - 2025**

Paul College - UNH

## CIVIC ENGAGEMENT

### **Testified before US Senate Field Hearings**

Net Neutrality - 2018

Expanding Broadband - 2017

## Elected City Councilor

2 year Term City of Portsmouth, 2016-2017.

## BOARDS AND COMMISSIONS

### **Past City of Portsmouth**

Economic Development Commission, Recreation Board, Joint Budget Committee, Transportation Services Commission

### **Past Board Member**

Greater Portsmouth Chamber of Commerce, WSCA FM, Pro Portsmouth, New Franklin School PTO

## EDUCATION

### **University of New Hampshire**

BS in Business Admin  
1992 - 1996

SEP 18 2020  
By

CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS  
Alt  
APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.

Committee: Economic Development Initial applicant

Name: Jason Goodrich Telephone: 603 828 1569

Could you be contacted at work? YES NO If so, telephone # SHME

Street address: 493 Colonial Drive Portsmouth

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): Jasongrich@gmail.com

How long have you been a resident of Portsmouth? 56 years

Occupational background:

Marketing & Advertising

Real Estate

Please list experience you have in respect to this Board/Commission:

My career has been spent building and promoting brands. I have developed branding and creative strategies to help drive sales and consumer engagement. I love Portsmouth and have served on numerous committees over the past five years.

OVER  
➡

Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO *I've spoken with Sean Clancy*

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

Reasons for wishing to serve: *I would like to help Portsmouth grow and prosper, while attracting businesses that align with Portsmouth's historical identity and forward looking vision. I believe my marketing experience could be of value to Portsmouth.*

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

*Blue ribbon committee for Arts & non-profits*

*Cultural Planning committee*

*Arts & Culture commission*

*Board member PMAC / former Trustee Seacoast Rep*

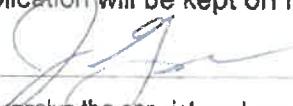
Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) Peter Weeks *603-674-5264*  
Name, address, telephone number

2) Jack Blalock *148 Brackett Rd / 603-234-3112*  
Name, address, telephone number

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; 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. Application will be kept on file for one year from date of receipt.

Signature:  Date: *9/18/25*

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes        No       

Please submit application to the City Clerks Office, 1 Jenkins Avenue, Portsmouth, NH 03801  
6/27/2012

# JASON GOODRICH

493 Colonial Drive, Portsmouth NH - 603.828.1569 - [jasongrich@gmail.com](mailto:jasongrich@gmail.com)

SEP 18 2020

## PROFESSIONAL EXPERIENCE

### Licensed Realtor

Jan 2018 to Present

*Coldwell Banker Realty*

*Keller Williams Coastal Realty – Dow Realty Group*

Responsible for brokering and advising buyer and seller clients relating to the purchase and sale of real estate in the Seacoast Area.

*Global Luxury certified agent – a prestigious recognition awarded to top-performing CB agents.*

*Member of the Dow Realty Group, the #1-ranked Keller Williams luxury real estate team in NH.*

### Reve Marketing, Mountain View, CA

Aug 2016 to Apr 2018

*Regional Vice President Business Development*

- Sold customizable marketing technology solutions, including AI-based solutions to power marketing strategies, amplify content investments & boost customer loyalty (clients: Armor All, Bimbo Bakeries, Chobani, Church & Dwight, MTV/Viacom, Quaker/Pepsi)

### Dunnhumby USA (BzzAgent division), Boston, MA

Nov 2011 to Nov 2015

*Director Brand Consulting*

Business Development with focus on global CPG companies for BzzAgent, a leader in data science & Social marketing

- Analyzed and interpreted shopping data from 56 million U.S. consumer households, to create targeted and effective social marketing campaigns for the world's leading consumer brands.
- Created data-based solutions to more effectively engage various consumer audiences and drive specific behaviors (trial, increased engagement, word of mouth marketing).
- Top performer on national sales team, selling enterprise solutions to Chobani, White Wave Danone, Pepperidge Farms & Campbell's
- Managed high-level client relationship and provided strategic guidance & business-building ideas in the social & consumer influencer space.
- Exceeded each annual sales quota four straight years - \$2MM+ goal annually.
- Collaborate with strategic partners to validate program sales impact and measure ROI.

### Override Loyalty Marketing (division of Irving Oil), Portsmouth, NH

Mar 2009 to Aug 2010

*Director of Marketing & Sales*

Directed all branding, marketing & sales efforts of a gas rewards-based consumer loyalty program.

- Created branding, position & launch strategy for the new Override Gas Rewards loyalty program
- Developed brand's first consumer-facing advertising program and negotiated media buy for: broadcast TV, digital, events, radio, print and DM
- Managed marketing & creative collaboration of partner network (Dunkin' Donuts, Shaw's Supermarkets, Chevron, Irving Oil and Gulf Oil)

**AMP Agency, Boston, MA**

Jul 2007 to Jan 2009

*Account Director & Business Development*

Directed all new business efforts for full-service experiential marketing agency.

- Developed innovative marketing proposals, including scope of work, budgets, creative concepts and tactical execution strategies.
- Led development of creative concepts, creative work, research & media planning.
- Created and sold national sponsorship programs to consumer-facing brands such as: Levi's, Rolling Rock Beer, and Barbie (Mattell).
- Developed highly qualified pipeline of new business opportunities in addition to broadening Agency relationships within existing partner network.

**Sporting News Media, New York, NY**

Jun 2003 to Mar 2007

*Senior Director of Marketing & Sales*

Led all brand marketing and advertising program development for a national media company.

- Led marketing department in the creation integrated advertising & sponsorship programs that leveraged our print, online and radio properties.
- Created all non-editorial content supporting Sporting News' advertising partners .
- Managed strategic partnerships with NASCAR, MLB, NFL and the NBA

**Smash Advertising, Boston, MA**

1998 to 2001

*Account Supervisor*

Led creation of promotional campaigns for: Turner Classic Movies, NBC Sports and USA Networks

- Managed client relationship and supervised creative development, production & budgeting

---

**EDUCATION/VOLUNTEER EXPERIENCE**

BA in Marketing, concentration in Advertising, Pace University, New York, NY

1992

**October 2020 – December 2023**

City of Portsmouth, Blue Ribbon committee for the Arts

City of Portsmouth, Cultural Planning committee

Founding member of the Seacoast Arts Collaborative at the One Hundred Club

**Affiliations:**

Portsmouth Arts & Culture commission

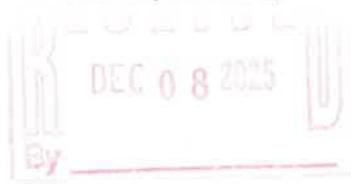
Trustee, PMAC

One Hundred Club

Elks, Portsmouth Lodge



**Receipt Date:**



# 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.

Committee: Cemetery

**Initial Application**

Name: Amy Dutton

Telephone: 207-337-2020

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes        No X

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: 207-337-2020

Street address: 420 Richards Ave

Mailing address (if different): \_\_\_\_\_

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

juniperriver@me.com

How long have you been a resident of Portsmouth? 15 years

Occupational background:

Architecture and Interior Design



# 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:

An interest in the cemetery because I walk through there daily and want to be a part of the improvements with maps and fixing the graves.



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

Reasons for wishing to serve: Community involvement

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

**St. John's Church, Big Brothers Big Sisters and Elks Club**

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

1. Steve Buzzell, 409 Richards Ave. 802.760.9418

Name, address, telephone number

2. Andrea Daly, 429 Richards Ave. 603.759.7829

Name, address, telephone number

### 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

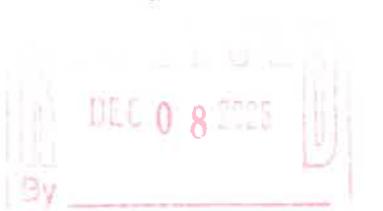
Signature: Amy Dutton

Digitally signed by Amy Dutton  
Date: 2025.12.08 17:05:51 -05'00'

Date: 12.08.25



**Receipt Date:**



**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.

**Cemetery Committee**

Committee:

**Initial Application**

**Jennifer Merriam**

Name:

**6035021093**

Telephone:

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes  No

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: **603 590 4066**

**57 Laurel Ct**

Street address:

Mailing address (if different):

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

**jennifer.merriam@gmail.com**

**1995**

How long have you been a resident of Portsmouth?

Occupational background:

I am a social worker and have worked at a Retirement Community in Durham since 2019 (and have been a social worker since 2007)

**Before that I worked at UNH as an information technologist and worked for GRANIT, the State's GIS repository.**



# 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:

**I run a monthly Death Cafe at work and spend a lot of work day talking about end of life issues with residents.**

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



Reasons for wishing to serve: **I love Portsmouth and feel more of us should volunteer to help this city we live in.**

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

**End 68 Hours of Hunger**

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

**1. Lauren Kyle, 61 Montrose Dr, Stratham, 603-422-3973**

Name, address, telephone number

**2. Kaitlin Knapp, 178 Wentworth Rd, Brookfield, 207-357-4981**

Name, address, telephone number

### 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: Jennifer Morriam

Date: 12/6/2025



**Receipt Date:**

RECEIVED  
DEC 11 2023  
By \_\_\_\_\_

**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.

Committee: Municipal Building Blue Ribbon Committee

**Initial Application**

Name: SUSAN STERRY

Telephone: 603-988-8403

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes        No

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved?  YES/NO

Can you be contacted at work? YES/NO If so, telephone number: 603-988-8403 text ok

#3R

Street address: 548 Board St. Portsmouth NH 03801

Mailing address (if different): \_\_\_\_\_

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

sterrey10e@gmail.com

How long have you been a resident of Portsmouth? FOREVER

Occupational background:

Citizen Advocate for having a great community for future generations.

Plus I have been attending meeting for the past 4 times so I have a good knowledge of where the projects stands as of today.



# 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:

Portsmouth Historical Cemetery Committee

Blue Ribbon Archives Committee

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

Reasons for wishing to serve: Citizen Advocate for PRESERVATION of Portsmouth

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

DAR

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

1. Peter Rice - DPW

Name, address, telephone number

2. Corin Hallowell

Name, address, telephone number

**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:

Susan Sterry

Date: 12-12-25

December 21, 2025

I am writing to let you know that, after careful consideration, I decided to resign from my role as a residential member of the Portsmouth Arts and Cultural Commission.

This was not an easy decision, as I have truly valued the opportunity to be involved and to support the Commission's work. However, due to competing professional and personal commitments, I am not able to dedicate the time and attention that the role deserves.

I am grateful for the experience and for the chance to work alongside such a thoughtful and engaged group. Please let me know if there are any formal steps I should complete to ensure a smooth transition.

Thank you again for your understanding and for the opportunity to serve.

Best,

Cassandra Lund, MSW, MHA

## CITY OF PORTSMOUTH, NH

### Public Art Review Committee

January 6, 2026

#### ***Memorandum***

To: Honorable Mayor and City Council  
From: Public Art Review Committee (PARC)  
Subject: Recommendation for Temporary Art Display of PRIDE Mural

PARC reviewed a proposed temporary art display at its meeting of December 17, 2025, applying both its regular review criteria along with PARC's temporary art guidelines. The request meets the temporary guidelines: a) artwork to be displayed for no more than one year—the request is for approximately 6 months; b) proposer takes responsibility for installation and deinstallation; c) the art work meets PARC's review criteria.

**PARC unanimously recommends that the City Council permit the temporary installation of the PRIDE mural.** We understand that NH Outright (formerly Seacoast Outright) recommends that the mural be installed at the Community Campus (the location of NH Outright office) but believes it might also be sited for a portion of that time at City Hall. We understand the proposers have spoken to Todd Henley about the temporary installation at Community Campus. Note: the mural was displayed at the Portsmouth Public Library during the month of July 2025.

**Description.** The artwork is a mural in two sections, acrylic on wooden panels approximately 4' x 6'.



**Review.** PARC noted these particular items in its review:

- **The art work was created in a multi-part process by community members, from ages 5 to 80, as part of a 2025 community project based on a design by JoAnne Coles.** For this project (sponsored by NH Outright, the Youth Wellness Coalition, UNH, and South Church), Richard Haynes led a small group of LGBTQIA+ youth, adults, and allies through a series of

workshops culminating in creating designs for murals that illustrate the themes of their conversations. JoAnne Coles' design was selected by the group as the plan for the full-size mural. Haynes supervised the enlargement of the design which was then "painted" by volunteer participants in the 2025 Portsmouth PRIDE celebration.

- **The lead supervising artist, Richard Haynes, a Portsmouth resident is a well-known and highly regarded artist who has led numerous mural projects.** Haynes is a professional artist (with work in major museums such as the Currier, Bronx Museum of Arts, Schomburg Center and locations such as Historic New England, Dana Farber, Mass General) and also an educator (UNH admissions). He has used mural creation as a way to bring people together across differences. In this case, the discussion themes included LGBTQIA+ community, identity, belonging, racial equity, and intersectionality and art as a tool for activism, community building, and healing.
- From an aesthetic point of view, PARC members commented positively on the **youthful vibe, meaningfulness, and iconic representations** in the mural. The theme is inclusive communities depicting a range of figures, Memorial bridge, clasped hands, and PRIDE symbols along with words such as connected, belonging, and relieved.
- **Installation methods are flexible.** The mural is durable. It could be easily attached to a wall or presented on easels without concern for damage.

## **Considerations**

- The proposers would like the mural to be displayed until June 2026 when the next Portsmouth PRIDE event will occur.
- Because the meaningfulness of the mural is in part related to the process of development, PARC suggests that the story of its creation be displayed alongside the mural, including the approximately eight other designs that were generated during the development process.

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 1, ADMINISTRATIVE CODE, Article IV – COMMISSIONS AND AUTHORITIES, Section 1.      , be added to establish a permanent Sister City Committee, of the Ordinances of the City of Portsmouth, as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

A. Mission: The mission of the Sister City Committee is to foster international friendship and understanding through cultural, educational, and economic exchanges with our sister cities and friendship cities. Our goal is to enrich our community's global perspective, promote cultural awareness, and build lasting relationships that benefit both Portsmouth and our international partners.

B. Membership and Term: The Sister City Committee will consist of one City Councilor to be designated by the Mayor to serve concurrently with their two year Council term, and three community members to serve three year terms each. As attrition causes the number of community members to drop below three, the Mayor will appoint, with Council approval, new members to three year staggered terms. In addition, the Library Director will serve as a member of the committee.

C. Qualifications: Members will have demonstrated knowledge of and interest in the City's history and affiliation with its sister and friendship cities.

D. Powers and Duties: The Sister City Committee will provide advice, guidance and assistance to the City Council, the City Manager, and City Boards with respect to the following goals and shall, with the advice and consent of the City Council;

1. Organize and promote cultural events that celebrate traditions, arts, and heritage of our sister and friendship cities.
2. Facilitate artist and performer exchanges to showcase diverse cultural expressions.
3. Develop student exchange programs that allow local youth to experience life in sister and friendship cities, enhancing their global awareness and understanding.
4. Create opportunities for local businesses to connect with counterparts in our sister and friendship cities, thereby fostering trade and collaboration.
5. Promote tourism initiatives that encourage residents and visitors to explore the unique offerings of our sister and friendship cities.
6. Engage Portsmouth residents through volunteer opportunities.

7. Support initiatives that address global challenges and encourage global citizenship.
8. Foster healthy international relationships through common international languages, such as sports and mathematics.

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 passage.

APPROVED:

---

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

---

Kelli L. Barnaby, City Clerk

# 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:

12/18/2025

Department/  
Contact Person:

Senior Activity Center, Nicole Finitsis, Senior Services  
Supervisor

Donation Amount:

\$500.00

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

Senior Activity Center Luncheon Fund 13

Is there a particular purpose intended with this donation:

Future Senior Luncheon programming for Senior Activity Center

Other Information/Special Conditions:

## Donor Information

First & Last Name:

Karen Parnes

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.*