

FEE SCHEDULE STUDY COMMITTEE
MEETING MINUTES
Municipal Complex, Conference Room A
Portsmouth NH

March 18, 2026 at 4:30 p.m.

Present:

Fee Committee:

Councilors John Tabor, Beth Moreau, and Andrew Bagley

Others:

Karen Conard, City Manager

Mike Tucker, Deputy Finance Director

Nathan Lunney, Deputy City Manager – Finance & Administration

Jane Ferrini, Senior Assistant City Attorney

Peter Britz, Director of Planning & Sustainability

Bill McQuillen, Fire Chief

Peter Rice, Director of Public Works

Roberta Orsini, DPW Operations Manager

Jennifer Wentworth, DPW Administrative Manager

Al Pratt, Water Resources Director

Kim McNamara, Health Officer

Ben Fletcher, Parking Director

Michael Casad, Parking Operations Manager

Lenny Fasano, Parking Clerk

Todd Henley, Recreation Director

Tim Bailey, Spinnaker Point Manager

Judy Renaud, Controller/Enterprise Accountant

City Manager Karen Conard called the meeting to order at 4:38 p.m. and introduced Mike Tucker, Deputy Finance Director, who will lead the Committee through the proposed changes to the Fee Schedule for Fiscal Year 2027.

Motion by Councilor Moreau, seconded by Councilor Tabor, to approve the minutes from the February 13, 2025 meeting. Motion approved 2-0-1 (Councilor Bagley abstaining).

Mike Tucker welcomed City Department representatives in turn to present their proposed changes to the FY27 fee schedule.

City Clerk: Mike Tucker offered brief comments about the fee changes that were proposed by City Clerk Barnaby prior to her retirement. Motion by Councilor Moreau to approve Clerk fees as presented, seconded by Councilor Tabor, unanimously approved.

Planning & Sustainability: Peter Britz gave a brief presentation regarding the proposed fees. Motion by Councilor Moreau to increase the proposed fee for “Non-residential applications – total application fee cap” from \$5,000 to \$8,000, seconded by Councilor Tabor, unanimously approved. Motion by Councilor Moreau to increase the proposed fee for “Historic District – Non-residential applications – total application fee cap” from \$5,500 to \$11,000, seconded by Councilor Tabor, unanimously approved. Motion by Councilor Tabor to approve Planning & Sustainability fees as amended, seconded by Councilor Moreau, unanimously approved.

Fire: Chief McQuillen gave a brief presentation regarding the proposed fees. Motion by Councilor Moreau to approve Fire fees as presented, seconded by Councilor Tabor, unanimously approved.

Public Works: Peter Rice gave a brief presentation regarding the proposed fees. Motion by Councilor Tabor to approve Public Works fees as presented, seconded by Councilor Moreau, unanimously approved.

Health: Kim McNamara gave a brief presentation regarding the proposed fees. Motion by Councilor Moreau to clarify the Fundraiser Permit categories as “less than 10 vendors” and “10 or more vendors,” seconded by Councilor Tabor, unanimously approved. Motion by Councilor Tabor to approve Health fees as amended, seconded by Councilor Moreau, unanimously approved.

Parking & Transportation: Ben Fletcher gave a brief presentation regarding the proposed fees. Motion by Councilor Tabor to retain free Sunday resident parking at Foundry Garage, seconded by Councilor Moreau, motion approved 2-1 (Councilor Bagley opposed). Motion by Councilor Moreau to approve Parking & Transportation fees as amended, seconded by Councilor Bagley, unanimously approved.

Water and Sewer: Al Pratt and Peter Rice gave a brief presentation regarding the proposed fees. Motion to approve by Councilor Moreau, seconded by Councilor Tabor, unanimously approved.

Prescott Park: Todd Henley gave a brief presentation regarding the proposed fees. Motion to approve Prescott Park fees by Councilor Tabor, seconded by Councilor Moreau, unanimously approved.

Recreation: Motion by Councilor Bagley to change the Adult Non-Resident annual fee \$440 to \$475, Adult Non-Resident monthly fee from \$38 to \$42, Senior Citizen Non-Resident annual fee from \$220 to \$250, Senior Citizen Non-Resident monthly fee from \$20 to \$22, and Daily Guest Fee Non-Resident from \$10 to \$15, seconded by Councilor Moreau, unanimously approved.

The floor was opened to Public Comment. No public comment was offered.

Motion to adjourn by Councilor Moreau, seconded by Councilor Tabor, unanimously approved.

The meeting was adjourned at 5:42 p.m.