

TO: KAREN CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN BY THE PORTSMOUTH CITY COUNCIL MEETING HELD ON TUESDAY, JANUARY 21, 2020 MEETING, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE

PRESENT: MAYOR BECKSTED, ASSISTANT MAYOR SPLAINE, COUNCILORS McEACHERN, WHELAN, LAZENBY, KENNEDY, HUDA, TABOR AND TRACE

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1. At 6:15 p.m., an Anticipated Non-Public Session was held regarding McIntyre – RSA 91-A:3, II (I).
2. On a unanimous roll call 9-0, **voted** to come out of Non-Public Session.
3. Presentation of Comprehensive Annual Financial Report (CAFR); the Governance Letter and Management Letter; and the Popular Annual Financial Report (PAFR) – Scott McIntire, Melanson & Heath – Scott McIntire of Melanson & Heath provided a brief review of the Comprehensive Annual Financial Report (CAFR) and reported all books and records were found in good working order and meet general accounting principles. City Manager Conard spoke to the Popular Annual Financial Report (PAFR) and its highlights and urged residents to explore the document, which contains a great deal of information.
4. Acceptance of Minutes – December 16, 2019 and January 6, 2020 – Moved to approve and accept the City Council minutes of the December 16, 2019 and January 6, 2020 meetings.

On a roll call 7-2, **voted** to separate the minutes to take them up individually for voting purposes. Assistant Mayor Splaine, Councilors McEachern, Whelan, Kennedy, Huda, Trace and Mayor Becksted voted in favor. Councilors Lazenby and Tabor voted opposed.

On a roll call 6-3, **voted** to approve and accept the City Council minutes of the December 16, 2019 meeting. Assistant Mayor Splaine, Councilors McEachern, Whelan, Lazenby, Tabor and Mayor Becksted voted in favor. Councilors Kennedy, Huda and Trace abstained from voting on this matter.

**Voted** to approve and accept the minutes of the January 6, 2020 City Council meeting.

5. Public Comment Session – There were 19 speakers: David Allen, Effie Malley, Deb Chag, Jonathan Sandberg, Anne Poubeau, RW Bogardus, Steve Gerhartz, Lee Roberts, Matthew Glenn, DJ Fleck, Ned Raynolds, Robert Najar, Ben Gamari, Buster Miller (Bike Lanes); Josh Denton (Composting and Great Bay); Mary Lou McElwain (Wetlands); Christina Dubin (Single-Use Plastic Policy & Composting); and Senator Martha Fuller Clark and Senator Tom Sherman (Lafayette Road Sewer Extension into Rye).
6. Board & Commission Assignments for City Council – **Voted** to approve the Board and Commission Assignments for the City Council, as presented.

**Assignments:**

**Chamber of Commerce**

Councilor Petra Huda

**Economic Development**

**Commission**

Assistant Mayor Jim Splaine

Councilor Cliff Lazenby

**Fees Schedule Study**

**Committee**

Councilor Petra Huda

Councilor John Tabor

**Historic District Commission**

Councilor Paige Trace

**Legislative Delegation –**

**Subcommittee**

Mayor Rick Becksted

Councilor Deaglan McEachern

Councilor Esther Kennedy

Councilor Paige Trace

**Parking and Traffic Safety**

**Committee**

Councilor Peter Whelan

**Pease Development**

**Authority Liaison**

Councilor John Tabor

**Pease Development**

**Authority – Port**

**Subcommittee**

Councilor Esther Kennedy

**Peirce Island Committee**

Councilor Esther Kennedy

**Planning Board**

Councilor Peter Whelan

**Recreation Board**

Councilor Deaglan McEachern

**Rockingham Planning**

**Commission**

Councilor Deaglan McEachern

Councilor John Tabor

7. Ratification of Blue Ribbon Committees – **Voted** to Ratify the Mayor’s Blue Ribbon Committees, as presented.
  - African Burying Ground Stewardship
  - Neighborhood Steering Citywide
  - Sister City
  - Sustainable Practices
  - Vaughan Mall
  - Veterans Organizations
  
8. Appointment to PDA – Erik S. Anderson – **Voted** to appoint Erik S. Anderson as the City’s Representative to the Pease Development Authority for a three year term, January 21, 2020 through January 1, 2023. Councilors McEachern and Lazenby voted opposed.
  
9. Appointment of Police Commission Search Blue Ribbon Committee – Mayor Becksted reported that there are 4 applicants for consideration to fill the vacancy on the Police Commission.
  
10. Appointment to be Considered – Joseph O’Neill as an Alternate to the Conservation Commission – The City Council considered the appointment of Joseph O’Neill as an Alternate to the Conservation Commission to be voted on at the February 3, 2020 City Council meeting.
  
11. Request for Update and Discussion, regarding Bicycle Paths, including Middle Street – Councilor Lazenby requested that City Manager Conard and staff work together to schedule a Work Session on this matter and report back to the City Council with a date. No action taken.
  
12. Availability of 24-Hour Extreme-Weather Warming Centers – Assistant Mayor Splaine and Councilor Kennedy requested that City Manager Conard provide information regarding warming centers for the public and to take a global view of this matter. No action taken.
  
13. Status and Update of Synthetic Playing Fields, and consideration of Potential Environmental Impact – Assistant Mayor Splaine requested that City Manager Conard and Mayor Becksted establish a date for a Work Session on this matter in March. No action taken.
  
14. Parking and Traffic Safety Committee Action Sheet and Minutes of the December 5, 2019 meeting – **Voted** to approve and accept the action sheet and minutes of the December 5, 2019 Parking & Traffic Safety Committee meeting. Councilor Kennedy voted opposed and Councilor Trace abstained.
  
15. McIntyre – Councilor Whelan spoke to the meeting the City Council will be having on January 28, 2020 regarding the McIntyre. No action required.

16. Various Questions – Councilor Kennedy presented 21 questions to City Manager Conard for responses back by the end of February. No action taken.
17. Portsmouth Police Department Grant – US Department of Justice – Bullet Proof Vest Grant - \$5,103.76 (Matching Grant) – **Voted** to approve and accept the grant to the Portsmouth Police Department, as presented.
18. Portsmouth Fire Department Charitable Donation 2019 from Kimi E. Iguchi - \$1,000.00 – **Voted** to accept the donation to the Portsmouth Fire Department, as presented.
19. Request for Public Hearing Re: Elderly and Disabled Exemptions – **Voted** to schedule a public hearing for the February 3, 2020 City Council meeting. Assistant Mayor Splaine abstained.
20. Easement for St. Patrick's School Property – **Voted** to grant authority for the City Manager to accept the Easement Deed in a form similar to those in the City Manager Comments of January 15, 2020.
21. Senior Activity Center (125 Cottage Street) – Easement to Eversource for Electrical Service – **Voted** to authorize the City Manager to negotiate and grant an easement to Eversource for electrical service over municipal property located at 125 Cottage Street, Portsmouth (Tax Map 174 Lots 15 and 16).
22. Report Back Re: Lafayette Road Sewer Extension Into Rye – **Voted** that the City move forward to look at all avenues of this project, with a report back to the City Council on their findings, with a date to be determined.
23. Request for a water services access easement to be granted to the City of Portsmouth for property located at Fox Point Road in Newington, NH – **Voted** to grant authority for the City Manager to accept an Easement Deed from Robert and Amanda Murphy of Newington for access to water infrastructure.
24. Consent Agenda – Councilor Kennedy requested to remove Item A. – Letter from Emily Rivera, National Multiple Sclerosis Society, requesting permission to hold the 2020 Walk MS: Portsmouth on Saturday, April 25, 2020 from 10:00 a.m. to 2:00 p.m. (**Anticipated action – move to refer to the City Manager with power**) and Item B. - Letter from Lindsay Gilbert, Cystic Fibrosis Foundation, requesting permission to hold the CF Cycle for Life on Saturday, July 11, 2020 (**Anticipated action – move to refer to the City Manager with power**) from the Consent Agenda.

**Voted** to adopt the Consent Agenda.

- C. Request for License to Install Projecting Sign for Christopher Erikson owner of Aland Realty Group for property located at 175 Market Street ***(Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request)***

**Planning Director's Stipulations**

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- D. Request for License to Install Projecting Sign for Michelle Racine, owner of Portsmouth Buddhist Center, Inc. for property located at 175 High Street ***(Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request)***

**Planning Director's Stipulations**

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- E. \*Acceptance of Donation to the Coalition Fund

- Town of Sugar Hill - \$500.00

***(Anticipated action – move to approve and accept the donation, as listed, to be placed in the Coalition Fund)***

- F. Letter from Becky Kates, Krempels Center, requesting permission to hold the 23<sup>rd</sup> Annual Runner's Alley/Cisco Brewers Portsmouth Memorial Day 5K on Sunday, May 24, 2020 at 11:00 a.m. (**Anticipated action – move to refer to the City Manager with power**)
- G. Letter from Kathie Lynch, President of Portsmouth Little League, Inc., requesting permission to place temporary signs at the Plains and Hislop Park baseball fields during the 2020 baseball season as well as maintain signage to the rear of the Plains scoreboard (**Anticipated action – move to refer to the City Manager with power**)
25. Remaining Consent Agenda Items – Voted to adopt the remaining Consent Agenda Items.
- Letter from Emily Rivera, National Multiple Sclerosis Society, requesting permission to hold the 2020 Walk MS: Portsmouth on Saturday, April 25, 2020 from 10:00 a.m. to 2:00 p.m. (Anticipated action – move to refer to the City Manager with power)
- Letter from Lindsay Gilbert, Cystic Fibrosis Foundation, requesting permission to hold the CF Cycle for Life on Saturday, July 11, 2020 (Anticipated action – move to refer to the City Manager with power)
26. Email Correspondence – **Voted** to accept and place on file.
27. Letter from Josh Denton regarding Renewable Energy Committee Final Report – **Voted** to refer the letter to the City Manager with authority to act.
28. Miscellaneous Business Including Business Remaining Unfinished at Previous Meeting – Councilor Lazenby requested information on the frequency of the issuance of wetland variances and how much of an issue this may be.
- Councilor Kennedy requested that the Economic Development Commission review what they're doing to assist small businesses.
29. Adjournment – At 10:15 p.m., **voted** to adjourn.

Respectfully submitted by:

Kelli L. Barnaby, MMC, CNHMC  
City Clerk