

City of Portsmouth, New Hampshire
Portsmouth Citizen Response Task Force
Remote meeting via Zoom
Meeting Minutes for Friday, June 12, 2020; 2:00 P.M.

Call to Order; Roll Call; Determination of Quorum (the requirement of a quorum was waived per Governor's Executive Order 2020-04, Section 8)

City Manager Karen Conard represented staff. Co-Chair James Petersen called the meeting to order at 2:00. Task force members present:

1. Co-chair James Petersen, Principal, Petersen Engineering
2. Co-chair Mark Stebbins, Principal, PROCON, Inc.
3. Senator Martha Fuller Clark, NH State Senate District 21
4. Valerie Rochon, President, Chamber Collaborative of Greater Portsmouth
5. Deb Anthony, Gather Pantry Market
6. Russ Grazier, Seacoast Jazz Society
7. Kathryn Lynch, Portsmouth Little League
8. Dr. Bianca Monteiro, Pulmonologist, York Hospital
9. Ann Birner, Pharmacist (retired)
10. Karen Bouffard, The Real Estate Market, Inc.
11. Jim Lee, REMAX Shoreline
12. Nathan Moss, Citizen-at-large
13. Alan Gold, Economic Development Commission

Absent:

14. Marylyn Morin, Pediatric Nurse Practitioner
15. John Golumb, POCO's Bow Street Cantina
16. Jeffrey Goss, The Clipper Tavern
17. Samantha Finigan, Gus & Ruby Letterpress
18. Sarah Lachance, Economic Development Commission
19. Joe Scarlotto, The Shanty Seafood & Grill

Also present:

1. Health Officer Kim McNamara
2. DPW Director Peter Rice
3. Fire Chief Todd Germain
4. Planning Director Juliet Walker
5. Economic Development Manager Nancy Carmer
6. Transportation Engineer Eric Eby
7. Public Information Officer Stephanie Seacord

8. Former City Councilor Doug Roberts
9. Andrew Bagley

Patience G. Horton took minutes. The meeting lasted one hour.

On Thursday, June 11, there was a Foundry Garage rooftop site walk with the Rooftop Subcommittee. Present were:

1. Russ Grazier, subcommittee chair and task force member
2. Deb Anthony, subcommittee member and task force member
3. James Petersen, task force co-chair
4. Peter Rice, Director of Public Works
5. Patrick Howe, Deputy Fire Chief
6. Ben Fletcher, Parking Director
7. Mike Casad, General Foreman for Parking Division
8. Kathleen Cavalaro, Seacoast Rep, independent working group
9. Brian Kelly, Seacoast Rep, independent working group
10. Nancy Pearson, independent working group
11. Andrew Cameron, Seacoast Rep (Sound Engineer)
12. Evan Mallett, Black Trumpet, independent working group
13. Andrew Bagley, citizen-at-large

- **Approval minutes from 6/10/20 meeting**
- Motion: Senator Clark moved to approve the Wednesday, June 10, 2020, meeting minutes as amended. Valerie Rochon seconded the motion. The motion passed unanimously.
- **Pop up Rooftop proposal—Russ Grazier**

This Rooftop Subcommittee is focusing on utilizing the top level of the Foundry Garage as an outdoor space open to the public for community gathering that would allow for local arts organizations to present performances outdoors and for local restaurateurs and featured retailers and artisans to have booths set up to sell food and wares, said Russ Grazier.

DPW Director Peter Rice said that details need to be worked out for that to happen. Any structures that go on the roof need to be held down from the wind. Independent generators will have to be provided. The City needs to work out the coordination of key components, but it looks like they are all things that can be dealt with, he said.

There has to be adequate warm water for restaurant staff to wash their hands as often as they need to (often). We have to make sure we are not creating a mass gathering, said Health Officer Kim McNamara.

- **Downtown Public Space—Mark Stebbins**

The stellar and passionate Portsmouth Pro Bono Design Group led by Bob White is meeting again on Sunday afternoon, June 14, said Mark Stebbins. Currently, their focus is on the organizing the streets. They will be asked to participate in the garage design, but it is not certain they will take on the charge. Russ Grazier will represent the task force to the pro bono group.

- **Recommendations to Council**

James Petersen said that people are anxious about whether we are moving forward fast enough. The complexity of downtown issues is so big, perhaps going before the City Council on Monday, June 15, with partial information is the right decision. The urgency of businesses and their viability is something that is a concern to everybody.

City Manager Karen Conard responded it is best to hold off on making a big presentation to the City Council. This week, a short verbal update could be made. A well-organized packet of material can be presented the following week, June 22. What we have today is not “ready for prime time,” she said.

- **Next Meetings**

Wednesdays at 2:00 P.M. are the best times for everyone to hold weekly task force meetings, said James Petersen.

- Sun, 6/14 4:00 Portsmouth Pro Bono Design Group
- Mon, 6/15 7:00 A short verbal update presented to the City Council
- Wed, 6/17 2:00 Entire Task Force via Zoom
- Mon, 6/22 7:00 Full presentation w/extended materials to City Council
- Wed, 6/24 2:00 Entire Task Force via Zoom

- **Adjourn**

- Motion: Russ Grazier moved to adjourn. Karen Bouffard seconded the motion. The motion passed unanimously.

The meeting ended at 3:00 P.M.

Respectfully submitted,
PG Horton