

**City of Portsmouth, New Hampshire  
Portsmouth Citizen Response Task Force  
Remote meeting via Zoom  
Meeting Minutes for Wednesday, June 17, 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)**

Co-Chair James Petersen called the meeting to order at 2:00. Nancy Colbert Puff, Deputy City Manager, represented staff and was the moderator. The meeting lasted one hour.

Task force present:

1. Co-chair James Petersen, Principle, Petersen Engineering
2. Co-chair Mark Stebbins, Principle, 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. Marylyn Morin, Pediatric Nurse Practitioner
9. Dr. Bianca Monteiro, York Pulmonary Associates
10. Ann Birner, Pharmacist (retired)
11. John Golumb, Poco's Bow Street Cantina
12. Jeffrey Goss, The Clipper Tavern
13. Karen Bouffard, The Real Estate Market, Inc.
14. Jim Lee, REMAX Shoreline
15. Samantha Finigan, Gus & Ruby Letterpress
16. Nathan Moss, Citizen-at-large
17. Alan Gold, Economic Development Commission
18. City Health Officer Kim McNamara
19. Sarah Lachance, Economic Development Commission

Task Force Absent:

20. Karen Conard, City Manager
21. Joe Scarlotto, The Shanty Seafood & Grill

City Staff present:

1. DPW Director Peter Rice
2. Fire Chief Todd Germain
3. Planning Director Juliet Walker
4. Economic Development Manager Nancy Carmer
5. Public Information Officer Stephanie Seacord
6. Deputy City Manager Nancy Colbert Puff

Also present:

7. Wm. North Sturtevant, Principle JSA Architects
8. Anne Weidman, CPSM, JSA Architects
9. Kathleen Cavalaro, Rooftop Subcommittee
10. Andrew Bagley, Rooftop Subcommittee
11. Joanna Kelly, Cup of Joe Coffee Bar
12. Kristie Edmunds, The Flatbread Company
13. Chris Mayeux, Café Mirabelle
14. Jonathan Sand [Name correction and affiliation requested by RS.]

Patience G. Horton was the Recording Secretary. The meeting lasted one hour.

### **I. One-half minute to relish in City Council's unanimous support**

That went by quickly.

### **II. Approve minutes for Friday, June 12, 2020**

- Motion: Alan Gold moved to accept the Minutes of June 12, 2020. Jim Lee seconded the motion. The motion passed by majority.

### **III. Downtown public realm—Prioritize Immediate Uses**

Chairman James Petersen said the overall goal is to get restaurants that want to be open and using the street open this weekend. A lot of demands are being put on Public Works to put up barricades by the weekend, said Peter Rice.

City Health Officer Kim McNamara said she is happy with the renderings she has seen for downtown spaces. City Planner Juliet Walker said restaurants are expressing interest in outdoor dining on a fair number of streets. The permit application is straightforward and consistent with what is already being done for sidewalk café applications and does not have to be altered. The application is on the website. Approval is delegated to the Task Force and the City Manager.

Emails with contact information have been sent to members and non-members of the Chamber Collaborative, said Valerie Rochon. Some merchants and restaurateurs say they have not gotten them, said Karen Bouffard. A flyer that streamlines the licensing procedure will be drawn up, and it, and websites like the Community Newsletter and the City's Facebook and Twitter pages, will direct people to the online permitting portal. Some people volunteered to pass out the flyer door-to-door.

Malloy Events has a warehouse full of furniture that is available at no charge, said Anne Weidman. There are 400 chairs, 50 tables that seat six, and 16 bistro sets. These can be delivered very quickly.

Permits will not be issued for independent hotdog carts until we know whether they need to be used for outdoor dining. Portwalk needs no special accommodation, said Mark Stebbins.

#### **IV. Foundry Garage—Updates and Action Items**

North Sturtevant and Anne Weidman of JSA Architects are leading the design team for the popup rooftop, and James Peterson is giving electrical, plumbing, and mechanical design to the project. Russ Grazier said that though he is optimistic, success is not a foregone conclusion and there are some imminent steps that must be taken for the project to fall in line.

Kathleen Cavalero is putting together a budget, which is not cheap, said Russ. The electrical cost alone looks like \$25,000. Hopefully, a fair amount of the support offered by the City Council [\$100,000 at this point] can be devoted to this project, he said.

The Foundry Garage rooftop hours will be Wednesday through Sundays starting at 3:00 and shutting down at 10:00. This will hopefully go into September.

The process of bringing retail uses to the rooftop has not begun, however, it is understood that businesses will rotate in and out. Taking inventory back and forth is a big challenge. Kathleen Cavalero is collecting information from vendors, retailers, restaurants, and performance organizations who want to participate up on the roof.

Dr. Monteiro reminded the organizers that tables must be spread out and gatherings must be avoided. It is not understood how people will go up and down without forming a large crowd waiting in line.

#### **V. Identify next areas of focus for Task Force**

This agenda item was eliminated from the discussion.

##### **• Next Meetings**

- Thu, 6/18 Morning Zoom meeting with Peter Rice about inspection
- Thu, 6/18 8:00 a.m. Rooftop Subcommittee via zoom
- Thu 6/18 6:00 p.m. In-person Rooftop w/Lazenby/Islington Neighbors
- Thu, 6/18 2:00 p.m. Street Use Subcommittee via Zoom
- Mon, 6/22 3:00 p.m. Street Use Subcommittee via Zoom
- Mon, 6/22 7:00 p.m. City Council Presentation
- Tue, 6/23 5:30 p.m. Rooftop Subcommittee via Zoom
- Wed, 6/24 2:00 p.m. Weekly Task Force via Zoom

#### **Adjourn**

- Motion: Jim Lee moved to adjourn. Senator Clark seconded the motion. The motion passed by majority. The time was 3:00.

Respectfully submitted,  
PG Horton