

## FEE COMMITTEE MEETING MINUTES

Municipal Complex  
Portsmouth NH

March 29, 2021, 2:30 p.m.

**Present:**

***Fee Committee:***

Councilors John Tabor and Petra Huda

***Staff:***

City Manager Karen Conard

Deputy Finance Director Andrew Purgiel

City Attorney Robert Sullivan

Public Works Director Peter Rice

Parking Director Ben Fletcher

Staff Attorney Jane Ferrini

Members of the Public: Patricia Bagley and Ken Bellevue, Treasurer for the Prescott Park Arts Festival

Mr. Purgiel read that this is a Remote Meeting via Zoom Conference call. Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8 as extended by the Executive Order 2020-25 and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

A motion was made by Councilor Tabor and seconded by Councilor Huda to approve the minutes from the February 2, 2021 meeting. Unanimously approved.

Report back from 2/2/21 Fee Committee Meeting-Parrott Avenue Parking Lot Deed Review:

City Attorney Sullivan gave a brief synopsis of the history of the Parrott Avenue Lot Deed. He stated the City believes the City owns the lot without any restrictions as to its use. The previous Title restriction has been removed. Attorney Sullivan stated that if the City wanted to charge fees at the Parrott Avenue lot it could do so. Councilor Tabor stated that he originally brought this possibility to metering the lot to collect approximately 7 figures in revenue. After speaking with Ben Fletcher and running the numbers he felt that the revenue would not be where he thought it would be. He supports keeping the lot as it is as a benefit to the City and to the downtown workers. Councilor Huda agreed.

Prescott Park License Agreements FY 22 (Summer of 2021)

Mr. Purgiel gave a brief presentation regarding the history of the fees. He stated that when COVID hit the City Council waived the total fees for the NH Art Association and the Prescott Park Arts Festival and half of the fees for the Gundalow Company.

City Manager Conard stated that for FY '22, the Gundalow is not seeking any waiver of fees. The NH Arts Association has asked for consideration of an adjustment of their fees (their revenue has decreased by 2/3rds). Prescott is requesting a reduction to \$7,500. City Manager Conard felt that it would be appropriate during a pandemic to negotiate a reduction. She supports the Prescott Park request of \$7,500 and \$510 for NH Art Association.

Councilor Huda made a motion, in fairness to all, to reduce all three entities to 1/3 of fees due to Covid. City Manager Conard seconded the motion. Motion passed, Councilor Tabor abstained.

Amending Ordinance Chapter 7, Article IX, Section 7.901  
Penalties, Forfeitures and Separability, City Council referred 2/8/21

Assistant City Attorney Ferrini stated that this was referred by the City Council to both the Fee Committee and the Parking, Traffic and Safety Committee. Mr. Purgiel stated that these fines are not on the Fee schedule.

Mr. Fletcher gave a brief presentation of the parking fine schedule. Mr. Rice said that a formal vote is not necessary as it is a recommendation of the Parking Traffic Safety committee. Councilor Tabor made a motion to endorse the recommendation of the Parking Traffic and Safety Committee. Motion Passed.

The meeting was adjourned at 3:15 p.m.