

FEE COMMITTEE MEETING MINUTES

Municipal Complex
Portsmouth NH

May 25, 2021, 2:00 p.m.

Present:

Fee Committee: Councilors John Tabor and Petra Huda
Staff: City Manager Karen Conard
Deputy Finance Director Andrew Purgiel
Recreation Director Todd Henley

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 March 29, 2021 meeting. Unanimously approved.

Mr. Henley asked for this special meeting to revise the Fee Schedule, as he started his position as Recreation Director after the original scheduled Fee Committee meeting. He stated that he wished to bring these changes so that the Council would have them for the June 7th budget approval meeting.

Mr. Henley gave a brief description of the recommended changes. He is proposing fee additions for non-resident, outside groups and for-profit organizations' use of the Turf Field and Senior Activity Center. A fee for Commercial non-resident boat launch season pass was also added.

Mr. Henley stated that fees would be charged to outside groups wanting to schedule practices, etc. Portsmouth youth sports & Portsmouth resident-based groups will not be charged a fee.

Councilor Tabor suggested lowering some of the fees. Mr. Henley explained that he researched other municipalities that charge similar fees and these proposed fees are comparable.

Councilor Huda made a motion to accept the revised recreation fees as presented. Seconded by Councilor Tabor. Unanimously approved.

Councilor Tabor made a recommendation to clarify the description in the Fee Schedule of which entities would be charged the fees, i.e. for-profits and outside groups. Councilor Huda agreed. Mr. Purgiel and Mr. Henley will work on revising the wording.

The meeting was adjourned at 2:40 p.m.