

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, OCTOBER 24, 2022 TIME: 6:00PM

Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:

https://us06web.zoom.us/webinar/register/WN_orR_IAkuRwiDi_ilqXelsA

6:00PM – ANTICIPATED NON-PUBLIC SESSION IS BEING HELD IN CONFERENCE ROOM A
1. COLLECTIVE BARGAINING AGREEMENTS – RSA 91-A:3, II (a)

AGENDA

**Regular portion of City Council meeting to begin at 7:00 p.m.*

- I. **WORK SESSION – THERE IS NO WORK SESSION THIS EVENING**
- II. **PUBLIC DIALOGUE SESSION** [when applicable – every other regularly scheduled meeting] – **N/A**
- III. **CALL TO ORDER** [7:00 p.m. or thereafter]
- IV. **ROLL CALL**
- V. **INVOCATION**
- VI. **PLEDGE OF ALLEGIANCE**
- VII. **ACCEPTANCE OF MINUTES** (*There are no minutes on for acceptance this evening*)
- VIII. **RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**
- IX. **PUBLIC COMMENT SESSION** (*This session shall not exceed 45 minutes*) – (*participation may be in person or via Zoom*)
- X. **PUBLIC HEARING AND VOTE ON ORDINANCES AND/OR RESOLUTION**

First Reading of Ordinances:

- A. First reading of Ordinance amending Chapter 1, Article IV – Commission and Authorities, Section 1.412 – Public Art Review Committee (***Sample motion – move to pass first reading and schedule a public hearing and second reading at the November 14, 2022 City Council meeting***)
- B. First reading of Ordinance amending Chapter 1, Article XVII – Funding of Public Art, Section 1.1704 – Exemption and Section 1.1707 – Funding Accepted (***Sample motion – move to pass first reading and schedule a public hearing and second reading at the November 14, 2022 City Council meeting***)

Third and Final Reading of Ordinances:

- C. Third and final reading of Ordinance amending Chapter 10, Article 5A, Section 10.5A21B, Amend Map For Building Height Standards, Incentive Overlay Districts, Sections 10.5A21.20 – Building Height Standards, Section 10.5A21.21 & 10.5A21.22, Section 10.5A43.32 – Building and Story Heights, Section 10.1530 – Terms of General Applicability ***(Sample motion – move to pass third and final reading, and adopt the Ordinance as presented)***
- D. Third and final reading of Ordinance amending Chapter 1, Article IV, Section 1.414 – Commissions and Authorities ***(Sample motion – move to pass third and final reading, and adopt the Ordinance as presented)***

XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION

A. CITY MANAGER CONARD

City Manager’s Items Which Require Action:

- 1. Approval of Employment Contract with Assistant Fire Chief Gionet
- 2. Approval of Employment Contract with Deputy Chief of Police Maloney
- 3. Approval of Collective Bargaining Agreement with Portsmouth Supervisory and Management Alliance
- 4. Approval of Collective Bargaining Agreement with Association of Portsmouth School Administrators
- 5. Approval of Collective Bargaining Agreement with Portsmouth Association of Clerical Employees
- 6. *Request for Public Hearing regarding Bonding Authorization for Purchase of Fire Apparatus
- 7. *Request for First Reading of Amendments to Chapters 12 & 15, The City’s Building Code Ordinances
- 8. Request for First Reading of Amendments to Chapter 5, Article I – Section 5.101 and Chapter 5, Article IX – Fire Code
- 9. Request for First Reading of Amendments to Chapter 1, Article IV, Section 1.408 – Currently titled Cable Television and Communications Commission

XII. CONSENT AGENDA

(Proper Motion for Adoption of Consent Agenda - move to adopt the Consent Agenda)

- A. Request from Lilly Mullen, Springers Jewelers, to install a Projecting Sign at 100 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 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*

- B. Request from Mariah Morgan, Stout Heart, LLC, to install a Projecting Sign at 205 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 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*

- C. Letter from the New England BIPOC Festival Committee requesting permission to hold the 3rd annual NEBIPOC Festival on Sunday, September 24, 2023 in Market Square with the closure of Pleasant Street from the intersections of Pleasant Street and Court Street to Pleasant Street and Congress Street (***Anticipated action – move to refer to the City Manager with Authority to Act***)
- D. Letter from Anna Emerson, Big Brothers Big Sisters New Hampshire, requesting permission to hold the 13th Annual Stiletto Sprint on Saturday, September 23, 2023 from 1:00 p.m. to 4:00 p.m. with the closure of Pleasant Street (***Anticipated action – move to refer to the City Manager with Authority to Act***)

XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS

- A. Email Correspondence (***Sample motion – move to accept and place on file***)
- B. Letter from Philip Miller regarding a Children's Theater at the Community Campus

XIV. MAYOR McEACHERN

1. *CIP Subcommittee Announcement
2. *Portsmouth 400th Committee (***Sample motion – move to request a report back from the Portsmouth 400th Committee***)

3. Resignation of Arthur Parrott from the Zoning Board of Adjustment
4. Appointments to be Considered:
 - Appointment of Stewart Sheppard to the Conservation Commission
 - Appointment of Brian Gibb as an Alternate to the Conservation Commission
 - *Appointment of Assistant Mayor Kelley to the DOT Public Advisory Committee for Route 1 Bypass
 - *Appointment of Marylou McElwain to the DOT Public Advisory Committee for Route 1 Bypass
 - Appointment of Anne Weidman as a regular member of the Economic Development Commission
 - Appointment of Charles Doleac to the Task Force to Study Private/Public Historical Archive
 - Appointment of Kristen Peterson to the Task Force to Study Private/Public Historical Archive
 - Appointment of Emma Stratton to the Task Force to Study Private/Public Historical Archive
 - Appointment of Thomas Watson to the Task Force to Study Private/Public Historical Archive
 - Appointment of Lawrence Yerdon to the Task Force to Study Private/Public Historical Archive
5. *Appointments to be Voted:
 - Reappointment of Everett Eaton to the Economic Development Commission
 - Reappointment of Thomas Watson to the Economic Development Commission
 - Appointment of Richard Candee to the Task Force to Study Private/Public Historical Archives
 - Appointment of Susan Sterry to the Task Force to Study Private/Public Historical Archives
 - Appointment of Thomas Hardiman, Jr. to the Task Force to Study Private/Public Historical Archives
 - Appointment of Katinka de Ruiten to the Board of Library Trustees
 - Reappointment of Janaki Fonseka to the Board of Library Trustees

XV. CITY COUNCIL MEMBERS

A. COUNCILOR TABOR

1. *Update on Community Power

B. COUNCILOR MOREAU

1. *Proposal for a Residential Parking Program for the Islington Creek Neighborhood

C. COUNCILOR BAGLEY

1. Parking and Traffic Safety Committee Action Sheet and Minutes of October 6, 2022
(Sample motion – move to accept and approve the action sheet and minutes of the October 6, 2022 Parking and Traffic Safety Committee meeting)

Action Item Needing Approval by City Council:

- Taxi Stands, request to report back on removal of taxi only parking spots downtown and across the city, by City Council (***Sample motion – move to eliminate all taxi stands except in front of Tuscan Steakhouse***)
- Morning Street, request to restrict parking at Woodbury Avenue intersection, by resident (***Sample motion – move to install No Parking Here to Corner signs 30 feet from Woodbury Avenue***)
- Neighborhood Parking Program, discussion and recommendation of program fee to Fee Committee (***Sample motion – move to end the pilot program, and to present the framework by the Parking Director as recommended by Parking and Traffic Safety Committee***)

2. *Discussion of Council Rule 43 – Public Comment Session

D. COUNCILOR COOK

1. Deletion of City Council Policy #2014-02 – Policy Regarding Public Art
2. Adoption of City Council Policy #2022-02 – Public Art Referral and Acquisition Policy

XVI. APPROVAL OF GRANTS/DONATIONS

- A. Acceptance of Donation to the Cemeteries from Valerie Cunningham In Memory of Esther Whipple Mullinaux - \$20.00 (***Sample motion – move to approve and accept the donation as presented***)
- B. Acceptance of Donation to the Cemeteries from Karen McDonnell - \$150.00 (***Sample motion – move to approve and accept the donation to the Cemeteries***)
- C. *NH State Library Moose Plate Conservation Grant - \$9,682.00 (***Sample motion – move to approve and accept the grant from the New Hampshire State Library in the amount of \$9,682.00***)
- D. Acceptance of Donation from Fire Department - \$300.00 (***Sample motion – move to approve and accept the donation as presented***)
- E. Acceptance of Housing Navigator Grant - \$250,000.00 (***Sample motion – move to approve and accept the grant as presented***)

XVII. CITY MANAGER’S INFORMATIONAL ITEMS

1. *McIntyre Update
2. Household Hazardous Waste Collection Day – Saturday, November 12, 2022
3. *Report Back regarding Worth Lot Agreement

XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING

XIX. ADJOURNMENT [at 10:30 p.m. or earlier]

**Indicates verbal report*

**KELLI L. BARNABY, MMC/CNHMC
CITY CLERK**



CITY OF PORTSMOUTH

City Hall, One Junkins Avenue
Portsmouth, New Hampshire 03801
kconard@cityofportsmouth.com
(603) 610-7201

Karen S. Conard
City Manager

Date: October 21, 2022

To: Honorable Mayor McEachern and City Council Members

From: Karen S. Conard, City Manager *KSC*

Re: City Manager's Comments on City Council Agenda of October 24, 2022

X. Public Hearings and Votes on Ordinances and/or Resolutions:

A. First Reading of Ordinance Amending Chapter 1, Article IV – Commissions and Authorities, Section 1.412 – Public Art Review Committee:

Attached please find a proposed ordinance amending Chapter 1, Article IV – Commissions and Authorities, Section 1.412 – Public Art Review Committee.

I recommend that the City Council move to pass first reading, and schedule a public hearing and second reading at the November 14, 2022 City Council meeting.

B. First Reading of Ordinance Amending Chapter 1, Article XVII – Funding of Public Art, Section 1.1704 – Exemption and Section 1.1707 – Funding Accepted:

Attached please find a proposed ordinance amending Chapter 1, Article XVII – Funding of Public Art, Section 1.1704 – Exemption and Section 1.1707 – Funding Accepted.

I recommend that the City Council move to pass first reading, and schedule a public hearing and second reading at the November 14, 2022 City Council meeting.

C. Third and Final Reading of Ordinance of Amending Chapter 10, Article 5A, Section 10.5A21B, Amend Map for Building Height Standards, Incentive Overlay Districts Sections 10.5A21.20 – Building Height Standards, Sections 10.5A21.21 and 10.5A21.22, Section 10.5A43.32 – Building and Story Heights, Section 10.1530 – Terms of General Applicability:

Attached please find proposed amendments to various sections of Chapter 10, Zoning Ordinance.

I recommend that the City Council move to pass the third and final reading, and adopt the Ordinance as presented.

D. Third and Final Reading of Ordinance Amending Chapter 1, Article IV, Section 1.414 – Commissions and Authorities:

Attached please find proposed amendments to Chapter 1, Article IV, Section 1.414 – Commissions and Authorities.

I recommend that the City Council move to pass third and final reading, and adopt the Ordinance as presented.

XI. City Manager’s Items which Require Action:

1. Approval of Employment Contract with Assistant Fire Chief Gionet:

Attached please find a memorandum from the City’s Labor Negotiator, Tom Closson, along with a proposed employment agreement with Assistant Fire Jason Chief Gionet.

I recommend that the City Council move to approve the proposed agreement as presented.

2. Approval of Employment Contract with Deputy Chief of Police Maloney:

Attached please find a memorandum from the City’s Labor Negotiator, Tom Closson, along with a proposed employment agreement with Deputy Chief of Police Michael Maloney.

I recommend that the City Council move to approve the proposed agreement as presented.

3. Approval of Collective Bargaining Agreement with Portsmouth Supervisory and Management Alliance:

Attached please find a memorandum from the City’s Labor Negotiator, Tom Closson, along with a proposed employment agreement with the Portsmouth Supervisory and Management Alliance.

I recommend that the City Council move to approve the proposed agreement as presented.

4. Approval of Collective Bargaining Agreement with Association of Portsmouth School Administrators:

Attached please find a memorandum from the City’s Labor Negotiator, Tom Closson, along with a proposed employment agreement with the Association of Portsmouth School Administrators.

I recommend that the City Council move to approve the proposed agreement as presented.

5. Approval of Collective Bargaining Agreement with Portsmouth Association of Clerical Employees:

Attached please find a memorandum from the City’s Labor Negotiator, Tom Closson, along with a proposed employment agreement with the Portsmouth Association of Clerical Employees.

I recommend that the City Council move to approve the proposed agreement as presented.

6. Request for Public Hearing Regarding Bonding Authorization for Purchase of Fire Apparatus:

The replacement of an aging fire engine is currently in the FY25 rolling stock schedule. Normally the borrowing resolution would be authorized in the year that the apparatus is needed. However, current production time to order and build the new apparatus is 24 months out due to multiple factors in supply and demand.

Fire Chief McQuillen is requesting a borrowing authorization of up to \$800,000 in November in order to sign a contract for the new fire engine to ensure the apparatus will be delivered in July of 2024, and keeps the replacement schedule on track. Additionally, the contract and order guarantees the price in today's dollars avoiding the certain increases in costs that will be coming, including a 7% increase that would add an additional \$53,000 to the cost of the vehicle if not order before the end of this calendar year. As payment of the apparatus is not due until delivery, borrowing of the funds would not take place until FY25, making the first payment of the bond due in FY26 as scheduled in the current projected debt schedule.

I recommend that the City Council vote to hold a public hearing and vote for a borrowing authorization of up to Eight Hundred Thousand Dollars for the purchase of a new Fire Apparatus on November 14, 2022.

7. Request for First Reading of Amendments to Chapters 12 and 15, the City's Building Code Ordinances:

The City's building code ordinances were last amended in December of 2019. At that time, the City Council adopted amendments to our building code ordinances (Chapters 12 and 15) to reflect the current version of the State Building Code and to update our local amendments to those Codes.

Local amendments to the State Building Code and local building code ordinances are permitted when they are stricter than the State Building Code. These local ordinances and amendments are necessary because they reflect the unique conditions and specific needs of individual communities. For example, local building code ordinances need to be consistent with other City ordinances (i.e., historic district, waterfront, demolition, public health and safety and hours of construction).

Our existing building code ordinances primarily track the organizational structure of the State Building Codes they amend, resulting in 55 pages of ordinances in two separate Chapters as follows:

- [Chapter 12, Part I:](#) International Building Code (IBC), 2015
- [Chapter 12, Part II:](#) International Residential Code (IRC), 2015
- [Chapter 15, Part I:](#) International Plumbing Code (IPC), 2015
- [Chapter 15, Part II:](#) International Mechanical Code, (IMC), 2015
- [Chapter 15, Part III:](#) National Fuel Gas Code, 2015
- [Chapter 15, Part IV:](#) National Electrical Code, 2017

In July of 2022, the State of New Hampshire adopted by reference the 2018 version of the above referenced Codes and other national codes referenced within these Code (“State Building Code”). The adoption of these new Codes creates an opportunity for the City to update and revise our existing building code ordinances.

The Inspection Department has received complaints from the public that the City’s existing building code ordinances are too long and are not user friendly. When the public cannot find local requirements and Code amendments, the building code ordinance is more difficult to administer. This is caused in part because our current ordinances track and amend different sections of the State Building Code that repeat the same language. Therefore, the Inspection Department recommends drafting a new building code ordinance that deletes repetitive language and combines Chapters 12 and 15 into one revised building code ordinance.

This new ordinance would require a substantial rewrite of Chapters 12 and 15. It would delete Chapter 15 in its entirety and create one completely revised building ordinance in Chapter 12. Chapter 12, as rewritten, will be the new City Building Code which will adopt the current State Building Code and will also include our local requirements and deletions, modifications and amendments to the State Building Code, which are permitted when they are stricter than the State Building Code.

The statute governing local amendments to the State Building Code will be amended as of January 1, 2023. The current statute requires only that local building code ordinances be filed with the State Building Code of Review (“Board”). The amended statute creates a very complicated process whereby all local building code amendments must be reviewed by the Board prior to passage in order to verify that the local requirements do not “conflict” with the current State Building Code. There is no definition of “conflict” in the amended statute, thus calling into question the ability of local municipalities to make any local requirements and amendments to the State Building Code.

I therefore request that the Council vote to schedule first reading of the amended Chapter 12 at its November 14, 2022 meeting. Of note, consistent with the City’s past practice, the Inspection Department will schedule a public information session on November 21, 2022. Prior to that informational public meeting, the City will establish a separate webpage that contains a copy of Chapter 12, as amended, and updated State Building Code information.

I recommend that the City Council to schedule first reading of new City Building Codes (Chapter 12, as rewritten) for the November 14, 2022 City Council meeting.

8. **Request for First Reading of Amendments to Chapter 5, Article I – Section 5.101 and Chapter 5, Article IX – Fire Code:**

The City’s fire code ordinance was last amended in December of 2019. In July of 2022, the State of New Hampshire adopted the “State Fire Code”, which adopts by reference the Life Safety Code, NFPA 101, 2018 edition, and the Uniform Fire Code NFPA 1, 2018 edition. When the State Fire Code is updated, the Fire Department reviews and makes housekeeping amendments to Chapter 5. The City does not adopt any amendments to the State Fire Code. However, in addition to the adoption of the State Fire Code, the City also adopts the International Fire Code.

The Fire Department is recommending that the City amend Chapter 5 Article I – Section 5.101 and Chapter 5, Article IX to adopt the current State Fire Code and the updated version of the International Fire Code, 2018 Edition. The amendments are primarily housekeeping edits to reference the correct section of the International Fire Code, 2018 edition. Some local amendments have been deleted as they are now included within the published codes and are no longer necessary. Additionally, we have deleted the local amendments regarding solar installations as the State has amended these requirements within the State Fire Code.

I therefore recommend that the Council vote to schedule first reading of the [amendments to Chapter 5 Article I – Section 5.101](#) and [Chapter 5, Article IX](#) at its November 14, 2022 meeting. Of note, consistent with the City’s past practice, the Fire Department will schedule a public information session on code updates on November 21, 2022. Prior to that informational public meeting, the City will establish a separate webpage that contains a copy of Chapter 5, as amended, and updated State Fire Code and International Fire Code information.

I recommend that the City Council move to schedule first reading of amendments to Chapter 5 for the November 14, 2022 City Council meeting.

9. **Request for First Reading of Amendments to Chapter 1, Article IV, Section 1.408 - Currently titled Cable Television and Communications Commission:**

The Cable Commission requests that the City Council hold a first reading for a [proposed change to Chapter 1, Article IV, Section 1.408](#) currently titled Cable Television and Communications Commission. The Commission proposes changes to their title and powers to broaden their responsibility beyond cable television and to include broadband internet services via any physical transport method (including both physical cabling and over-the-air delivery such as cellular). See [attached proposed ordinance changes](#).

The Commission developed these proposed changes over the course of several meetings this year. The Cable Commission referred these proposed changes to the Governance Committee for review and input; the Governance Committee supported the Commission’s desire to broaden their powers. Deputy City Manager/Deputy City Attorney Suzanne Woodland provides staff support for the Commission and has worked with them to develop these proposed changes. She will be available if there are questions this evening, along with a member of the Cable Commission.

I recommend that the City Council move to schedule first reading on these proposed changes to Chapter 1, Article IV, Section 1.408 at the City Council meeting of November 14, 2022.

XII. Consent Agenda:

A. Projecting Sign Request – 100 Market Street:

Permission is being sought to install a projecting sign at [100 Market Street](#) that extends over the public right of way, as follows:

Sign dimensions: 22” x 32” diameter

Sign area: 4.8 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. *Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:*

- 1) The license shall be approved by the Legal Department as to content and form;*
- 2) Any removal or relocation of the sign, for any reason, shall be done at no cost to the City; and*
- 3) Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the signs, 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.*

B. Projecting Sign Request – 205 Market Street:

Permission is being sought to install a projecting sign at [205 Market Street](#) that extends over the public right of way, as follows:

Sign dimensions: 38” diameter & 38” x 10.25”

Sign area: 10.5 sq. ft.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. *Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:*

- 1) The license shall be approved by the Legal Department as to content and form;*
- 2) Any removal or relocation of the sign, for any reason, shall be done at no cost to the City; and*
- 3) Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the signs, 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.*

XVI. Approval of Grants/Donations:

A. Acceptance of Donation to the Cemeteries from Valerie Cunningham - \$20:

The City received a donation to the cemeteries from Valerie Cunningham in the amount of \$20 in memory of Esther Whipple Mullinaux. [Attached please find the City's Gift and Donation Submission form](#) in regards to this donation.

I recommend that the City Council move to approve and accept the donation as presented.

B. Acceptance of Donation to the Cemeteries from Karen McDonnell - \$150:

The City received a donation to the cemeteries from Karen McDonnell in the amount of \$150. [Attached please find the City's Gift and Donation Submission form](#) in regards to this donation.

I recommend that the City Council move to approve and accept the donation as presented.

C. NH State Library Moose Plate Conservation Grant - \$9,682:

The Finance Department is pleased to announce that the City of Portsmouth has been awarded one of the FY2022/2023 Moose License Plate Conservation Grants from the New Hampshire State Library in the amount of \$9,682 for the conservation project Preservation, Microfilming and Digitalization of five historic Portsmouth Financial Documents dated 1881-1888. These monies will help preserve legally required and historically significant documents held by the Finance Department that initially were intended to be financed through the City's Capital Improvement Program.

The New Hampshire State Library's (NHSL) FY2022/2023 Conservation License Plate Grant Program is designed to help municipalities as well as other public organizations preserve their historic documents. The NHSL Grant awards up to \$10,000 to applicants to conserve publicly owned documents.

The program aims to aid in the preservation of New Hampshire's historic manuscripts as well as increase their availability to the public. The grant requires that these documents not only be professionally preserved but also scanned to preservation microfilm as well as digitized.

This is the sixth Moose License Plate Conservation grant the City has been awarded, for a total of \$55,788. Last Fiscal Year, the City was awarded a grant for \$9,150 to preserve two historic documents dated 1800-1899. The Finance Department is grateful to have been awarded this grant which will aid in both increasing resident access to historic city documents as well as helping to offset capital dollars needed to complete this required work.

I recommend that the City Council move to approve and accept the grant from the New Hampshire State Library in the amount of \$9,682 as presented.

D. Acceptance of Donation to the Fire Department - \$300:

The Fire Department received a donation in memory of Vernon Boardman from Nancy Pearson on behalf of the Boardman Family in the amount of \$300. [Attached please find the City's Gift and Donation Submission form](#) in regards to this donation.

This check is in memory of Vernon Boardman, who relied on the services of the Portsmouth Professional Firefighters. His family suggested the extra funds raised online for his memorial bench be gifted this way.

I recommend that the City Council move to approve and accept the donation as presented.

E. Acceptance of Housing Navigator Grant - \$250,000:

[Attached please find an award letter from the Steering Committee for the InvestNH Municipal Planning & Zoning Grant Program in the amount of \\$250,000.](#) The purpose of this grant is to assist municipalities in hiring local staff dedicated to increasing housing opportunities through community engagement and coordination of regulatory change. [A memorandum from the City's Planning Director, Beverly Mesa-Zendt, is also attached.](#)

I recommend that the City Council vote to accept the InvestNH Navigator Grant funding and authorize staff to enter into a formal grant agreement.

XVII. City Manager's Informational Items:

1. McIntyre Update:

I will provide a verbal update on the McIntyre Redevelopment Project at this evening's meeting.

2. Household Hazardous Waste Collection Day:

[Attached please find a press release announcing Household Hazardous Waste Collection Day on November 12th.](#)

3. Report Back Regarding Worth Lot Agreement:

At this evening's meeting, I will provide a report back on the Worth Lot Agreement, as requested by the City Council on September 19th.