

TO: KAREN CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, DECEMBER 16, 2024

PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, COOK, DENTON, BAGLEY, MOREAU AND LOMBARDI

ABSENT: COUNCILOR BLALOCK

---

1. Portsmouth High School Holiday Ensemble Performance – Eric Gagnon, High School Director of Music led the Holiday Ensemble who performed six Holiday selections: Deck the Halls, O' Little Town of Bethlehem, Little Drummer Boy, Carol of the Bells, Jingle Bells and White Christmas for the City Council to enjoy during this Holiday Season.
2. Acceptance of Minutes – **Voted** to accept and approve the minutes of August 19<sup>th</sup>; September 3<sup>rd</sup>; September 23<sup>rd</sup>; and October 7<sup>th</sup> City Council meetings.
3. Peter Loughlin – Trees & Public Greenery Committee Retiring Chair – Mayor McEachern recognized Peter for his years of service on the Trees & Public Greenery Committee. Mayor McEachern stated that Peter is the best of Portsmouth and has led Trees & Greenery since its inception, serving for 22 years. He spoke regarding the Tree City Awards achieved by the city under the leadership of Peter and the Department of Public Works. Mayor McEachern said Peter sets the example for all of us. Peter thanked Mayor McEachern and the City Council for this recognition.
4. Mayor McEachern recognized City Manager Conard for her five years serving as City Manager for the City of Portsmouth. He thanked the City Manager for all of her accomplishments over the last five years and wished her continued success.
5. Public Comment Session – There were 11 speakers: Zelita Morgan, Esther Kennedy, Sue Polidura (Jim Hewitt's Legal Expenses); Pagie Trace (Portsmouth); Jim Lee (Justice); Pat Bagley (Good Will Toward Men); Dick Bagley (Jim Hewitt & City Council); Sue Sterry (Volunteer Handbook); Greg Mahanna (Lawsuits); Jennifer Mandelbaum (Market/Hanover Intersection & Police Station); and Julie Gallot (New Franklin School).
6. PUBLIC HEARING AND ADOPTION of Resolution Authorizing Participation in the State Revolving Fund (SRF) Loan of up to One Million Dollars (\$1,000,000.00) with 100% Principal Forgiveness, for costs related to Sludge Minimization and PFAS Destruction Pilot – On a unanimous roll call 8-0, **voted** to adopt the Resolution as presented.
7. First reading of Ordinance amending Chapter 10, Zoning Ordinance, by striking Article 5, Measurement Rules, Section 10.515.14; by amending Section 10.515.13; and by adding new Sections 10.811.60 and 10.811.61, relating to Accessory Uses to Permitted Residential Uses of the Ordinance of the City of Portsmouth, all in order to bring the Zoning Ordinance into better alignment with the Building Code, and to increase governmental efficiency – Moved to pass first reading and schedule a public hearing and second reading at the January 6, 2025 City Council meeting.

Agreed to accept a friendly amendment to refer the ordinance to the Planning Board for review and report back with a public hearing and second reading to be held at the February 3, 2025, City Council meeting. **Voted** to pass first reading and refer to the Planning Board for review and report back with a public hearing and second reading at the February 3, 2025, City Council meeting.

8. Parking Lot Usage/Maintenance Agreement with St. John's Masonic Association – **Voted** to authorize the City Manager to negotiate and enter into a Parking Lot Usage/Maintenance Agreement with St. John's in a form similar to the attachment in the City Council packet.
9. Approval of the 2025 City Council Amended Budget Schedule – **Voted** to approve the amended budget schedule for 2025.
10. Approval of Memorandum of Understanding for Professional Services Among the Education Coalition Communities 2.0 NH – **Voted** to authorize the City Manager to negotiate and execute the MOU with the Education Coalition Communities 2.0 NH on behalf of the City in a form similar to the attachment in the City Council packet.
11. Report Back on Land Donation from Estate of Star C. Johnson – **Voted** to authorize the City Manager to accept the parcel of land located at Tax Assessor's Map 232, Lot 25 from the Estate of Star C. Johnson.
12. Report Back on Request to Release a Portion of Longmeadow Lane – **Voted** to place the request from Attorney Durbin on file.
13. Betty's Dream PILOT Agreement – **Voted** to authorize the City Manager to enter into a PILOT agreement with Betty's Dream in the amount of \$3,000.00.
14. Second Amendment to Player' Ring Lease – **Voted** to authorize the City Manager to negotiate and enter into Lease Amendment 2 with the Player's Ring in a form similar to the attachment in the Council Packet.
15. Report Back on Solar Overlay District – **Voted** to refer the zoning review and drafting of Solar Zoning Amendments to the Planning Board for its recommendation in a report back to the City Council.
16. Consent Agenda – **Voted** to adopt the Consent Agenda.
  - A. Request from Alexandra Farren of A & D Management to install a Projecting Sign at 16 Market Street (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability 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 no cost 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. Letter from Jennie Halstead, My Breast Cancer Support, requesting permission to hold the 17<sup>th</sup> Annual Celebrate Pink 5K Walk & Run on Sunday, September 21, 2025  
***(Anticipated action – move to refer to the City Manager with Authority to Act)***

C. Letter from Annie Zampitella, Wentworth-Douglass Hospital & Conventures, Inc., requesting permission to hold the 2025 Seacoast Cancer 5K Walk & Run on Sunday, September 14, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

17. Email Correspondence – **Voted** to accept and place on file.

18. Email Correspondence from James A. Hewitt dated December 4, 2024 – **Voted** to refer to the Legal Department.

19. Letter from Attorneys Matthew Cowan & Derek Durbin regarding the Release of Interest in Portion of Longmeadow Lane – **Voted** to accept and place on file.

20. Municipal Building Blue Ribbon Committee – **Voted** to establish the Municipal Building Blue Ribbon Committee with the following purpose: to explore and recommend to the City Council investments in the Municipal Building which would:

- *Upgrade the existing police space to improve adjacencies of key functions and to renovate or build better workspaces.*
- *Accommodate the public more effectively and increase security with a single point of service.*
- *More efficiently allocate municipal services within the building*
- *Maximize the investment in critical building components to provide a safe, comfortable, and energy-efficient environment.*

Mayor McEachern announced that the membership of the committee would consist of 5 residents, 2 City Council members, and 2 staff members. The staff would include the City Manager and a representative from the Police Department for a total of 9 members. Councilor Bagley voted opposed to the motion.

21. Volunteer Training – **Voted** to schedule a vote on the draft Volunteer Training and Standards of Conduct and Ethics Policy, and the Board, Commission, and Committee Handbook for Volunteers, developed and reviewed by the Governance Committee in conjunction with the Legal Department, at the January 6, 2025, City Council meeting.

22. Appointment of Board Members to the Center for Archival Research of Portsmouth (CARP) – **Voted** to appoint Vincent Lombardi as the City Council Representative and Christine Friese, as the City Manager’s designee, to the Board of Directors of the Center for Archival Research of Portsmouth for the 2025 calendar year.
23. Acceptance of Housing Opportunity Planning (HOP) Grant - \$65,321.00 – **Voted** to approve and accept the grant as presented.
24. Acceptance of US Department of Justice Grant for the Police Department for the NH Internet Crimes Against Children - \$368,355.00 – **Voted** to approve and accept the grant as presented.
25. Acceptance of Bureau of Justice Assistance Patrick Leahy Bulletproof Vest Partnership Grant for the Police Department - \$5,392.49 – **Voted** to approve and accept the grant as presented.
26. Acceptance of US Department of Justice Grant for the Police Department for the Implementation of a Body-Worn Camera Program - \$196,000.00 – **Voted** to approve and accept the grant as presented.
27. City Manager’s Informational Items
- Pease Development Authority Board Meeting Update – City Manager Conard reported that Executive Director Brean reviewed the Annual Report for the PDA with members of the board. She spoke regarding the expenditure of ARPA funds for various projects including buildings, road construction, and rehabilitation of the wharf. She announced the Boston Medical Air Flight is coming to Portsmouth and will have a 12-month lease with the PDA.
  - Update Regarding Food Permits – City Manager Conard reported that there are 289 Active Food Permits and 35,586 seats under license with the Health Department.
  - Status of Property Tax Bills – City Manager Conard announced that the tax bills are with the company that is mailing them out to property owners on Thursday, December 19<sup>th</sup> and as a result on-line bill payments will become active tomorrow. She advised that the tax bills will be due on January 22, 2025.
  - ARPA Assistance to Nonprofits – City Manager Conard announced that thirty-four nonprofits have qualified for ARPA assistance and nine were not successful in obtaining funding.
  - Citywide Master Plan – City Manager Conard said that the RFQ was sent out on November 4<sup>th</sup> with three interviews were held with staff scoring the firms by looking at scope and price and moving towards a contract.
28. Miscellaneous/Unfinished Business Including Business Remaining Unfinished at Previous Meeting – Councilor Bagley suggested that the City Council take a tour of the three elementary schools to get a perspective on the sites.

29. Adjournment – At 9:00 p.m., **voted** to adjourn the meeting.

Respectfully submitted:

Kelli L. Barnaby, MMC/CNHMC  
City Clerk