

TO: KAREN CONARD, CITY MANAGER
FROM: CASSIE GIVARA, DEPUTY CITY CLERK
RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, OCTOBER 7, 2024
PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS TABOR, COOK, DENTON, BLALOCK, BAGLEY, MOREAU AND LOMBARDI

1. **On a unanimous roll call 9-0, voted** to close the Non-Public Session and seal the minutes.
2. Proclamation – Children’s Environmental Health Day – Councilor Denton read a Proclamation declaring October 10, 2024, Children’s Environmental Health Day. Rebecca O’Brien, Sustainability Committee, accepted the proclamation.
3. Proclamation – Fire Prevention Week – Mayor McEachern read a Proclamation declaring the week of October 6 – 12, 2024 “Fire Prevention Week.” Fire Chief McQuillen accepted the proclamation and urged residents to change the batteries on their smoke detectors and carbon monoxide detectors.
4. Proclamation – Domestic Violence Awareness Month – Councilor Moreau read a Proclamation declaring the month of October “Domestic Violence Awareness Month” in the City of Portsmouth. Ryan Grogan, Jean Reed, Natalie Belleville, and Steve Gahan accepted the proclamation.
5. Public Comment Session – There were two speakers: Frank Desper of the American Legion (Wall of Healing) and Petra Huda (Revaluation Calculations).
6. **Voted** to suspend the rules to move forward on the agenda the City Manager’s Informational Items under section XVII.
7. Update on Public Informational Meeting for Community Policing Facility – City Manager Conard reported that the public information meeting on the Community Policing Facility will take place November 7, 2024 at 6:00 PM in Council Chambers. This meeting will provide an opportunity for presentations, feedback, and questions and answers. City Manager Conard stated that City staff had met with the Staff Assessment firm Matrix; contract details are expected to be worked out in approximately a week, at which point Matrix will get to work on the assessment study.
8. Revaluation Update - Rosann Lentz, City Assessor, gave a brief presentation on the revaluation with an overview of the percentages of commercial vs residential properties, estimated commercial values by use, and estimated percentage change in taxes.

9. First Reading of Ordinance amendment to Chapter 7, Vehicles, Traffic and Parking, Article X, Towing, Section 7.1004, Towing or Immobilization of Motor Vehicles for Non-Payment of Parking Fines by amending the ordinance to reflect current procedures, delete and revise outdated language, change notice provision and increase fine for violation for removing immobilization device – **Voted** to pass first reading and schedule a public hearing and second reading for the October 21, 2024 City Council meeting.

10. PUBLIC HEARING AND SECOND READING of Ordinance Amending Chapter 1, Article XVII, Sections 1.1700-1.1709 – Funding, Review, and Acquisition of Public Art as shown in Exhibit A – *The presentation on this proposed amendment had been given at the September 23 City Council meeting. **Voted** to pass second reading and schedule a third and final reading for the October 21, 2024, City Council meeting. Held the public hearing with one speaker (Petra Huda). Chris Dwyer, Chair of the Public Art Commission, gave clarification on the verbiage of the amendment and

Voted to suspend the rules to pass third and final reading this evening.

Voted to pass the third and final reading of the amendment as presented.

11. **Voted** to suspend the rules and move forward on the agenda item #2 under City Manager’s Items Which Require Action.

12. Temporary Construction License Extension for 238 Deer Street, LLC – **Voted** to authorize the City Manager to execute and accept the temporary construction license extension to encumber the five license areas for 238 Deer Street as presented.

13. Report Back from Fee Schedule Study Committee Regarding Right to Know Policy – **Voted** to adopt the draft City Council Policy for Unique Electronic Records as presented and add the fee of \$1.00 for unique electronic records to the Fee Schedule.

14. Drinking Water Groundwater Trust Fund – Grant Extension – **Voted** to authorize the City Manager to enter into Amendment No. 1 of the Grant Agreement to extend the completion date of the \$739,000.00 grant from the State of New Hampshire Drinking Water and Groundwater Trust Fund by one year, to a completion date of December 31, 2025.

15. Acceptance of Community Space Easement and Access Easement for Water Services for Property Located at 200 Chase Drive – **Voted** to authorize the City Manager to accept and record a community space easement and an access easement for water services from Bethel Assembly of God in a substantially similar form to the easement deeds contained in the agenda packet.

16. Revocable License for 260 Marcy Street – **Voted** to authorize the City Manager to execute and deliver a Revocable License allowing Owner of 260 Marcy Street to replace their existing retaining wall with a new granite retaining wall and curbing on City property.

17. Consent Agenda – **Voted** to adopt the Consent Agenda.

- A. Request from Nissa Bagelman, Reedmor Books & Brews, to install a Projecting Sign at 67 State Street, Unit 2 - **Voted** 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*

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

19. Letter from Jessie & Scott Rafferty requesting their residence be removed from the Historic District – **Voted** to refer the amendment of the zoning map, removing 185 Orchard Street from the Historic District to the Planning Board and the Historic District Commission for reports back to the City Council.

20. Letter from Meg Gilman regarding eliminating pesticide use in our communities and State - **Voted** move to accept and place on file.

21. Letter from Abigail Gindele regarding the increasing pesticide dependency tied to an imbalance in ecosystems - **Voted** move to accept and place on file.

22. Letter from Michael Capalare requesting the city place an historical marker at The Plains to signify George Washington's arrival in Portsmouth on October 31, 1789 – **Voted** to refer to the Public Works Department for report back.

23. Letter from Bob Corash regarding the construction of the Community Policing Facility – **Voted** to accept and place on file.

24. Letter from Francis Desper, Frank E. Booma Post 6 American Legion, requesting to host the Wall of Healing during the summer of 2025 - **Voted** to refer to the School Board for its consideration.

25. Letter from Coureur Portsmouth requesting permission to hold the 3rd Annual Halloween Skate Jam on Saturday, October 26, 2024, from 1:00 p.m. to 4:00 p.m. (Rain Date October 27th) at the Portsmouth Skatepark – **Voted** to refer to the City Manager with Authority to Act.

26. Letter from Christine Groleau, North Church of Portsmouth, extending heartfelt thanks to the City Council for granting a fee waiver related to their construction project that will benefit the broader Portsmouth community – **Voted** to accept and place the letter on file.

27. Appointments to be Voted – **Voted** to appoint the following:

- Appointment of Sean Clancy as a Regular Member and Jillian Harris as an Alternate Member of the COAST Board of Directors
- Reappointment of Mark Syracuse to the Parking and Traffic Safety Committee
- Reappointment of Mary Lou McElwain to the Parking and Traffic Safety Committee
- Reappointment of Erica Wygonik to the Parking and Traffic Safety Committee
- Reappointment of Robert Marchewka to the Economic Development Commission
- Appointment of Brian Gibb to the Conservation Commission from an Alternate to a Regular Member

28. Request for first reading an ordinance amendment to exempt structures which do not require a building permit from zoning requirements – **Voted** to refer to the Legal and Planning & Sustainability Departments to draft language for consideration at a future City Council meeting.

29. Sister City Update – Councilor Blalock reported that there are currently students staff members visiting Portsmouth from the Sister City of Santarcangelo, Italy. These students along with the Mayor of Santarcangelo will be visiting City Hall on Tuesday, October 9. On October 11, there will be students and staff visiting Portsmouth from the Sister City of Nichinan, Japan.

30. Adjournment – At 8:32 p.m., **voted** to adjourn the meeting.

Respectfully submitted by:

Cassie Givara
Deputy City Clerk