

Portsmouth Citizen's Response Task Force

Bridge Street Subcommittee Meeting

July 24, 2020

Present:

Russ Grazier, subcommittee chair and task force member  
James Petersen, task force co-chair  
Deb Anthony, Task Force member  
Ben Van Camp, Chamber Collaborative of Greater Portsmouth  
Peter Rice, City of Portsmouth Director of Public Works  
Joseph Almeida, City of Portsmouth Facilities Manager  
Kim McNamara, City of Portsmouth Health Officer  
Stephanie Seacord, City of Portsmouth Public Information Officer  
Josh Denton, Chair of Pop Up Portsmouth  
Joanna Kelly, Treasurer of Pop Up Portsmouth  
Andrew Bagley, Secretary of Pop Up Portsmouth  
North Sturtevant, JSA, Pop Up Portsmouth Board member  
Kathleen Cavalaro, Advisory Committee of Pop Up Portsmouth

These notes are general in nature and are intended to document topics discussed and are not minutes.

Notes:

**Bridge Street Site -Address is 11 Bridge Street, Portsmouth NH**

**City work progress:**

Fencing is completed! Done by Mobile Fending Incorporated.

Joe Almeida noted some issues with fencing might impact the table layout due to placement of kickers.

Stephanie asked if Pop Up NH would give credit to the fence company?

Generators will be in place on Monday. 7.27.20

Portable toilets and sinks are on way.

Peter Rice noted that there is some extra fencing that could be used for line management. That was left on site if needed.

**Update on Permits**

North noted that electrical plans, food beer and water for sheds all uploaded to the City.

North also noted that plumbing would be uploaded by end of day.

Outstanding issues are with the cooking sheds and the griddles. The question to the city inspectors will be if the current hood system will be sufficient. Without the griddle there will be a significant damper on the food preparations for restaurants.

Note there is an outside grill area being put in that includes fencing all around for safety. North noted the Fire Chief felt the steel fencing was sufficient.

Ongoing work with Kim to finalize the food venues and operations is needed. (see action items below)

**Retail Area:**

There is a hold on retail area due to concerns about crowd flow. It was noted that there is fencing on site when/if the retail area is a go.

**Sheds:**

Josh and his crews will begin building sheds on Sunday. They believe that the Sheds will be available by Wednesday. Looking for some volunteers to decorate the sheds!

**Stage:**

The Portsmouth City Mayor is helping to construct the stage. Josh noted he was hopeful that volunteers will be available to assist in the stage building. Joe will work with Jeff to get all lumber on site and needed building materials. There was a discussion about asking the Mayor if he was okay with public acknowledgement of his very generous offer to build the stage.

**Pop Up NH New Leadership:** The organization has hired a General Manger starting Saturday 7/25/20. Tristan Law locally has worked with the Portsmouth Community booking bands and acts in many local venues.

**Notable on-Going Issues:**

**Flow of Crowds:** Concerns about mixing of the theater going people with those eating in the food court remain a concern. North noted that that in the Theater area people enter at the high end and traverse to various aisles and then to their seats. There are three aisles to help control the crowd movement and social distancing. The people going in for just food will enter in a different place. Upon leaving the theater area there are two exits East and West to maintain social distancing. (Kim is awaiting a plan for crowd control from Pop Up NH)

**Avoiding over-crowding in the Food Court by Theater attendees:** Kathleen noted they are going to use a point of sale app. to order food thus allowing people in the theater to order food and have it delivered by trained wait staff. North noted that food runners would have a clear path to deliver to seats and maintain social distancing. (this will all be laid out in the Operational Plan that is going to be delivered to Kim) Additionally the people eating in the food court would be able to order from their table which will also avoid lines at the food sheds.

**Social Distancing and Health Concerns:** Kim reiterated her ask for a Final Physical Layout and Operational Plan that will address all concerns about social distancing; managing crowd movement, food court and theater. Plan needs to delineate capacity in both food court and theater, number of staff and performance folks (what would max be at any given time, including volunteers/staff needed to control crowd). Plans for crowd control should also include shared use of the porta potties between the two venues.

**Thank you and Acknowledgements:** Stephanie needs to know from Pop Up NH who needs to be recognized. People on the call were very grateful to the Mayor for supporting the project through volunteering to build the stage and work with venue.

**Financing for Pop Up NH:**

The Pop-UP NH team feels confident that financing is not an issue. Currently have \$35,000 in the bank and \$34,259 on their Go Fund Me page. The City Match has been met!

They are also in a strong position to fund raise through corporate sponsors. Bill McDonald Board member of Pop Up NH is working on sponsorships.

**Needed:**

- All contractors working on the site need insurance.
- Also, a plan to ensure that volunteers are covered (likely built into Pop Up NH Plan)
- How many volunteers and staff will be needed to manage up to 200 visitors.
- Training that will occur for volunteers and staff on site.
- Staffing patterns including volunteers each night.
- Consideration of the Porta Potties (how to manage that shared space).

**A Final Operations Plan that will:**

- Detail hours of operation when food court open and when the theater will be open.
- Include Details for Crowd flow management (How do people come and go between venues hours of operations for all parts of the project) North noted this should be done by end of business Monday giving the City plenty of time for feed back and resolution of any issues.
- Documented Insurance for Pop Up NH nonprofit and operations. Including coverage for volunteers on site.
- Details of how the shared Porta potty area will be managed,
- A detailed plan for overall crowd control and a plan to maintain social distancing.

**Start Date for the Pop-Up Venue:** Josh assured the committee that they feel confident that start date for the event space will be JULY 30<sup>th</sup>.