

Portsmouth Citizen's Response Task Force

Bridge Street Subcommittee Meeting

July 27, 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  
Tristin Law, Pop Up NH  
Robert Marsillia, City of Portsmouth  
Evan Mallett, Black Trumpet  
Nancy Carmer, City of Portsmouth  
Karen Conard, City Manager City of Portsmouth  
Katelyn Deyo

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**

**Work progress:**

Stage Materials are on site.

Generator on site and Fencing complete

North noted that there is a flurry of activities with many volunteers

There will be a need for volunteers on Wednesday for painting.

This will be a slow roll out of opening.

First day there will be 6 tables in food area.

Additionally, there was a request for scrim all around the fencing. (it is also worth noting the scrim can be painted or signage can go up as it is single use)

**Update on Permits**

- Robert M asked that the plumbing and electric contractors pull their building permits. His staff need time to approve and cannot wait until last minute.  
Electric is Tim Walker

Plumbing is Golter

Robert made it clear that all permits need to be in place before the lot is opened. He also said he needs at least one day lead time to get the permits done. Tristan noted he would get a hold of both plumber and electrician to make this happen.

- Peter Howe (Fire Chief) noted he needs a Permit for Assembly.

### **Plan to Open and Needs:**

Tristan noted that the goal was to open Friday with a soft launch. Saturday will be first show.

Needs for Opening:

- Permits (as noted above)
- Cellular access- it was discussed that the easiest place to put a cellular hub would likely be the on the Traffic signal at cross street since that is clearly owned by the City of Portsmouth. (Peter Rice suggested that pole would be best)
- Insurance for the Venue and Pop UP NH (Josh said they believe this will be wrapped up with Cross Insurance early this week)
- Department of Health Needs the Lay Out Plan and the Operational Plan as soon as possible. She suggested at a minimum the Lay Out plan should come soon.
  - North suggested that he had a circulation and lay out plan that could be to Kim by tomorrow. He will clean up his lay out plan and forward to Kim.
  - There were issues with Griddles and Grills which are now all in the Grill yard and that information will be included within documents sent to Kim.
- Peter Howe as that when up loading plans to keep all iterations of the plans on View Point.
- There need to be panic hardware on Gates before events. If the gates are “Manned” by staff or volunteers that might be okay temporarily.
- Handwashing areas need to be clarified

### **Volunteers and Staff:**

Kim noted that 90 volunteers was a bit of an issue for her. Even if they rotate that would mean that 90 people would be interfacing with the regular staff and the attendees. It would be very problematic for tracing any outbreak and makes the number of people working the site very large to manage.

### **Other Issues:**

#### **Security on Site:**

Russ noted that the site would need to be secured when not in operation and asked about the plan to store equipment etc. Josh noted that there is no budget to hire security officer for site. Possibly cameras could be used as a deterrent. It was agreed that breaking in is problematic and questioned if there was a storage unit on site that could be locked up?

Tristan noted that security could be part of the Operations Plan. Deb A offered to reach out to Mi Box and see if they would donate a storage unit.

**Still need the Final Layout and 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 feedback 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 a soft opening July 31 with first show on Saturday August 1.