



**City of Portsmouth, New Hampshire
Portsmouth Citizen Response Task Force
Remote meeting via Zoom**

You are required to register in advance of this meeting via Zoom.
Please click on the link below or copy and paste this into your web browser to register:
[https://zoom.us/meeting/register/tJAvcu2rqjIjGdwAuFDU2-kYdzXkPM8HxQ97](https://zoom.us/join/zoom/register/tJAvcu2rqjIjGdwAuFDU2-kYdzXkPM8HxQ97)

Once registered, a unique link, meeting ID and password will be emailed to you.

Please note, this meeting will also be re-broadcast on the City's YouTube Channel.
Per NH RSA 91-A:2, III (b) the Chair has declared the COVID-19 outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-10, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

AGENDA

July 15, 2020

2:00-3:00 p.m.

- | | | |
|------|---|---------|
| I. | Approval of Minutes | 2 mins |
| II. | Health Sub-committee – update, mask use | 15 mins |
| III. | Bridge Lot (Pop-up Portsmouth) Sub-committee – update | 15 mins |
| IV. | Public Realm (Streets) Sub-committee - update | 15mins |
| V. | Additional CRTF scope – cont. from last week | 15 mins |

City of Portsmouth, New Hampshire
Portsmouth Citizen Response Taskforce
Remote meeting via Zoom
Meeting Minutes for Wednesday, July 8, 2020; 2:00 P.M.

Call to Order; Determination of Quorum

Co-Chair James Petersen determined a quorum and called the meeting to order at 2:00. Nancy Colbert Puff, Deputy City Manager, City Manager, represented staff and was the moderator. Patience Horton took minutes. This meeting lasted one hour.

Taskforce present:

1. Co-chair James Petersen, Principal, Petersen Engineering
2. Co-chair Mark Stebbins, Principal, PROCON, Inc. (Hotel Industry)
3. Senator Martha Fuller Clark, NH State Senate District 21
4. Russ Grazier, PMAC (Non-profit)
5. Ann Birner, Pharmacist (retired) (Health Care Professionals)
6. Dr. Bianca Monteiro, York Pulmonary Associates (Health Care Professional)
7. John Golumb, Poco's Bow Street Cantina (Restaurants)
8. Samantha Finigan, Gus & Ruby Letterpress (Retail Business)
9. Alan Gold, Economic Development Commission
10. Sarah Lachance, Economic Development Commission
11. Kathryn Lynch, (Non-profit Health-care Organization)
12. Karen Bouffard, The Real Estate Market, Inc. (Real Estate)
13. Jim Lee, REMAX Shoreline (Real Estate)

Taskforce absent:

14. Marylyn Morin, Pediatric Nurse Practitioner (Health Care Professional)
15. City Staff, Health Officer Kim McNamara
16. Karen Conard, City Manager
17. Valerie Rochon, President, Chamber Collaborative of Greater Portsmouth
18. Deb Anthony, Gather Pantry Market (Non-profit)
19. Jeffrey Goss, The Clipper Tavern (Restaurants)
20. Joe Scarlotto (Restaurants)
21. Nathan Moss, Citizen-at-large

City Staff present:

1. Peter Rice, Director of Public Works
2. Todd Germain, Fire Chief
3. Nancy Carmer, Economic Development Manager
4. Stephanie Seacord, Public Information Officer
5. Joe Almeida, Facilities Manager
6. Nancy Colbert Puff, Deputy City Manager
7. Kristin Shaw, Deputy Health Officer
8. Robert Merner, Police Chief

Also present:

1. Kathleen Cavalaro, Seacoast Rep, Independent Working Group
2. Pedra Huda, City Councilor
3. John Tabor, City Councilor

Minutes

- Motion: Karen Bouffard moved to approve the Minutes of July 1, 2020. Russ Grazier seconded the motion. Spelling corrections were requested. The motion passed unanimously.

I. Insurance coverage requirements/clarification

Deputy Manager Nancy Colbert Puff clarified that the City is requiring total coverage of \$3 Million for sidewalk cafés. That has been in place for several years. That requirement is typically met through umbrella policies. Contact the legal department for further advice or check online [City website], she said.

II. Hanover St & Foundry garage rates review

- **Peter Rice** explained the arrangement.
 - 1) Foundry Garage -- \$3.00 per 10-hour day for downtown employees
 - 2) Hanover Garage -- \$2.00 per hour
- **Jim Lee:** Can there be a merchants' discount in Hanover? [No discussion.]
- **Martha Fuller Clark:** Can there be a more amenable passage between Foundry and Maplewood? **Peter Rice:** The sidewalks have been replaced. Traffic signals are being adjusted.

III. Streets Sub-committee update

- **Peter Rice:** The concern about the Commercial Alley entrance has been alleviated.
- The spaces we've created are being utilized.

IV. Pop-up venue Sub-committee update

- **Russ Grazier:** The permit application for the overall venue will be submitted by Friday, July 10. A dry run will be held Wednesday evening, July 22. The target opening is for the next day, Thursday.
- **Russ Grazier:** For fiduciary oversight, the independent community workgroup that developed the Pop-up project has applied to become a non-profit organization with the name "Pop-up Portsmouth." Seacoast Rep will act as fiscal agent for Pop-up Portsmouth until the organization reaches its own nonprofit status. The new non-profit has the following officers and board members:
 - 1) Josh Denton, President
 - 2) Joanna Kelly, Treasurer

- 3) Andrew Bagley, Secretary
- 4) Architect North Sturtevant
- 5) Bill MacDonald
- 6) Kim Davies
- 7) Jim Moynihan (Prescott Park Arts Festival)

- **Peter Rice:** “Small” sewer service is being established into the parking lot. The stage will stay up week-to-week. The parking lot will be taken out of service.

V. Taskforce new business—please come with thoughts and ideas on next tasks for this group to tackle

Formation of a Subcommittee

- **Ann Birner:** It would be useful to have the Coronavirus data summarized to the Taskforce before each meeting. Co-chair James Petersen formed a subcommittee that would summarize coronavirus data and also develop a face-mask policy:
 - 1) Anne Birner, Chair
 - 2) Dr. Bianca Monteiro
 - 3) Kim McNamara, City Health Officer
 - 4) Kristin Shaw, Deputy Health Officer
 - 5) Kathryn Lynch
 - 6) Stephanie Seacord, Public Information Officer.

Perhaps another subcommittee should be formed to handle other action items, James said. He illuminated this in “**Other Strategies**,” ahead.

Mask Usage

- **Senator Clark:** She has heard people are unwilling to go downtown because they see people unwilling to wear masks, **including servers in restaurants**. Perhaps the Chamber could reach out to the downtown restaurants.
- **Dr. Bianca Monteiro:** It is difficult mandate 100% mask usage. Should we ask the City Council to vote in favor of using masks?
- **Jim Lee:** It would be okay to ask for increased mask use, as long as it is voluntary.
- **Kathryn Lynch:** Our second charge is “to discuss, identify, and educate Portsmouth businesses and public about best practices and approaches based on healthcare advisory.” The City cannot impose universal mask usage. Maybe we can find ways to *encourage* mask use through public service announcements, educational announcements, or even poster competitions with kids.
- **Kathleen Cavalaro:** Plastic face shields that come down over the face are an option. Perhaps a central point can be established to distribute them.

- **James Petersen:** Would it be under the auspices of the Health Department to enforce the use of masks by waitstaff? Answer: Nancy Colbert Puff: There already is a mandate. Letters have been sent off. Upon reopening, restaurants have had to sign off on a check list. This is also a requirement of the Governor who also *recommends* that guests wear masks at all times sans when eating.
- **Nancy Colbert Puff:** Councilor Lazenby had identified mandating mask-wearing as his major concern for the taskforce to discuss. She felt a public relations campaign is good. Perhaps it could show notable citizens of the City wearing face masks as they go about their business, she said.

Other Strategies

- **James Petersen** has doubled up the Coronavirus data subcommittee to summarize data and to develop the face-mask policy. They are responsible for two action items.
- **James Petersen:** Perhaps the overall taskforce will decide someone outside the group should be asked to handle and investigate certain problems.
- **James Petersen:** Perhaps a subcommittee should be formed to focus on studying strategies and precedents formed in other communities. Nashua has mandated masks, which is worth studying, said Senator Clark. James hoped for a subcommittee.
- **Martha Fuller Clark:** Can the barriers be painted in a decorative manner? They have done that in Amherst, Mass. Peter Rice answered: These are on loan and are not ours to paint, but he would look into it.
- **Martha Fuller Clark:** There should be an investigation of how closing down streets is working out and whether changing traffic patterns should be tweaked.
- **Councilor John Tabor** spoke of a two-hour class that is taking place tomorrow, Thursday July 9, at 2:00. It shows what cities are doing around the world. It features city planner, urban designer, writer, and lecturer Jeff Speck (Harvard), who was once brought to speak in Portsmouth by PS21.
- **Russ Grazier:** Down the road, when Phases 3 and 4 (full capacity) are upon us, when businesses like performance centers and churches start opening up, perhaps we should invite their representatives to come tell us if there is anything we can learn from or offer them. Are people going to want to gather again? James Peterson asked Russ to explain why opening up places of assembly is not as easy as “flicking a switch.”

Next Regular Meetings (Zoom)

All Wednesdays through 8/5/20 @ 2:00 p.m.
All Mondays and Wednesdays @ 3:00 p.m.
All Fridays @ 9:00 a.m.

Weekly Taskforce
Street Use Subcommittee
Street Use Subcommittee

Adjourn

- Motion: Jim Lee moved to adjourn. Alan Gold seconded the motion. The motion passed unanimously. The time was 3:00.

Respectfully submitted,
PG Horton