



**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 29, 2020	2:00-3:00 p.m.
1. Approval of Minutes	2 mins
2. Insurance coverage for members of City committees	3 mins
3. Health sub-committee report - COVID update	
- Mask use update	15 mins
4. Bridge St Lot sub-committee report	15 mins
5. Streets sub-committee report	15 mins
6. Old business – November, Ph3 & 4 indoor assembly, PR	10 mins

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Portsmouth Citizen Response Taskforce
Remote meeting via Zoom
Meeting Minutes for Wednesday, July 22, 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. City Manager Karen Conard represented staff and was the moderator. Patience Horton took minutes. This intense, information-packed meeting lasted one hour.

Taskforce present:

1. Co-chair James Petersen, Principal, Petersen Engineering
2. Co-chair Mark Stebbins, Principal, PROCON, Hotel Industry Professional
3. Russ Grazier, PMAC, Non-profit; Seacoast Jazz Society
4. Senator Martha Fuller Clark, NH State Senate District 21 Representative
5. Kathryn Lynch, Non-profit Health-care Organization, Little League Umpire
6. Valerie Rochon, President, Chamber Collaborative of Greater Portsmouth
7. Ann Birner, Pharmacist, Retired Health Care Professional
8. Dr. Bianca Monteiro, York Pulmonary Associates, Health Care Professional
9. Karen Bouffard, The Real Estate Market, Real Estate Business
10. Jim Lee, REMAX Shoreline, Real Estate Business
11. Marylyn Morin, Pediatric Nurse Practitioner, Health Care Professional
12. Deb Anthony, Gather Pantry Market, Non-profit Director
13. John Golumb, Poco's Bow Street Cantina, Restaurant Owner
14. Nathan Moss, Citizen-at-large
15. Karen Conard, City Manager
16. Health Officer Kim McNamara, City Health Officer
17. Alan Gold, City Economic Development Commissioner
18. Sarah Lachance, City Economic Development Commissioner

Taskforce absent:

19. Jeffrey Goss, The Clipper Tavern, Restaurant Owner
20. Samantha Finigan, Gus & Ruby Letterpress, Retail Business Owner
21. Joe Scarlotto, Restaurant Owner

City Staff present:

1. Stephanie Seacord, Public Information Officer
2. Joe Almeida, Facilities Manager
3. Robert Merner, Police Chief
4. Juliet Walker, Director of Planning

Also present:

1. Petra Huda, City Councilor
2. Anne Weidman, Portsmouth Professional Alliance/JSA Architects
3. Josh Denton, Chair, PopUpNH

4. Dagan Migirditch, Advisory Committee, PopUpNH
5. Joanna Kelley, Board Member, PopUpNH
6. North Sturtevant, Board Member, PopUpNH
7. Kathleen Cavalaro, PopUpNH
8. Andrew Bagley, PopUpNH
9. Ben VanCamp
10. Beth Dinan, Portsmouth Herald
11. Evan Mallett

James Petersen: There is a pandemic that is impacting our independent businesses severely, and there is a need to support them and help them get through the pandemic. The projects we are working on essentially take indoor functions and move them outdoors where social distancing is possible and safer.

1. Approval of Minutes

- Motion: Moved by Nathan Moss, seconded by John Golumb, the Minutes of July 15, 2020, were approved as written. The motion passed unanimously.

2. Health Sub-committee report—COVID update

Speaking on behalf of the Health Subcommittee, **Ann Birner** said, “Even though the numbers are looking good in our area, relatively speaking, we don’t want to have a false sense of security caused by just looking at the numbers. We want to remain vigilant so we keep it that way as we reopen,” she said, walking the group through the Covid Data graphs that were strangely drawn in different scales. The graphs showed there were no obvious changes in the maps of NH, ME, and MA from last week.

- 1) NH is described as stable, or about the same.
- 2) Numbers are decreasing a little in ME.
- 3) There is a slight rise in MA right now. Elsewhere, uncontrolled openings have led to problems.

Ann Birner continued. The Health Subcommittee supports the City Council’s resolution encouraging the use of masks both indoors and outdoors. We believe safety can and should be enhanced in the Popup area by disallowing food and beverage in the stage area. Diners should eat before or after the staged events.

3. Bridge Street (Pop-up) Subcommittee Report

The PopUpNH subcommittee continues working with City Departments and the arts non-profits community to create a vibrant restaurant, retail, and performing space in the Bridge Street lot.

Russ Grazier: Construction is taking place. We have targeted July 30, eight days from today, as the opening. The eligibility requirements for Bridge Street follow:

- Portsmouth-based vendors with brick-and-mortar establishments within Portsmouth city limits will have top priority for the retail kiosks.
- Second priority retail space is available to non-profit organizations based in Portsmouth.
 - Those non-profits can raise money in their site. Their kiosks are for donations and sales. They will engage in sharing information about their non-profit missions.
- The third tier: If there are spots left over, the spaces can be used by online businesses based in Portsmouth.
- Businesses that do not operate in Portsmouth are not eligible. The single exception is the participation of Stone Face Brewery.
 - Stone Face has a partnership with the Portsmouth-based Liars Bench Brewery.
 - That partnership exists to facilitate the liquor license that the allows Portsmouth breweries to sell beer.
 - That partnership is an LLC and is completely, legally separate from Stone Face. It was created for the sole purpose of enabling beer service from other breweries.

Dagan Migirditch (LLC Advisory Committee): Stone Face and Liars Bench partnered to create the LLC. It has a registered place of business in Portsmouth. This is how, given the current guidelines, there can be representation of the Portsmouth-based breweries.

Josh Denton, chair of PopUpNH, formerly PopUp Portsmouth, named Jo Kelley and North Sturtevant to the board Dagan Migirditch to the advisory committee. Josh said we have to be vigilant and diligent about ensuring that the safety of all.

On approvals:

- **North Sturtevant:** There are two levels of approval for Bridge Street, Building/Fire departments and Health department.
- **Kim McNamara:** The Health Department has to permit anything related to food.
- **Karen Conard:** The City Manager and City Council decides how to go forward with city property.
- **Karen Conard:** The Task Force ratifies subcommittee recommendations.

Russ Grazier: The logistics of moving around in the venue with food and drinks will be worked out by the Bridge Street Subcommittee.

4) Streets Subcommittee Report

Juliet Walker: “There is progress all over town.” At the Streets Subcommittee meeting two nights ago, Monday, July 20, several project areas were discussed and/or confirmed.

- 1) The Moxy/Penhallow situation seems to be solved for once and for all. The relocation of the Loading Zone has been finalized.
- 2) State Street is a done deal, as are Jumpin’ Jay’s, Flatbread, and Goat.

- 3) A new outdoor dining area has been created in front of the Thirsty Moose and Rudi's. Parallel parking will be outside that space into Market Square. A handicap parking space is being moved down to the left end.
- 4) Ceres Street proper might be closed down for vehicular traffic some evenings from 5:00 to 11:00 p.m., leaving acceptable access for emergency vehicles and Moran Towing. This is in the works.

Ratification by the Citizen Response Task Force

- Motion: Martha Fuller Clark moved for the Task Force to ratify those decisions made at the Monday, July 20, Streets Subcommittee meeting, as described by Juliet Walker today. Mark Glazier seconded. The motion passed unanimously.

Other Business—The Mask Campaign

Anne Weidman presented slides showing that creative things are happening!

Ann Weidman and others tossed around mask slogans.

- 1) Be Smart / Do Your Part
- 2) A mask / Is All We Ask
- 3) Your Mask Protects Everyone / Especially you

Stephanie Seacord, along the lines of:

- 4) Do your Part / Wear a Mask

Valerie Rochon, a statewide campaign:

- 5) My Mask Protects You / Your Mask Protects Me

James Petersen: We have been allocated \$50,000 by the City Council. Some of that money should be budgeted for signage for the downtown Portsmouth mask message campaign.

5) Old Business

James Petersen:

- More PR brainstorming!
- What is going to happen in November when the weather changes?

6) Adjourn

- At 3:00, Alan Gold moved to adjourn. Valerie Rochon seconded. The motion passed unanimously.

Respectfully submitted,
PG Horton
Recorder

This document shall layout the procedures and protocols for daily operations at Pop Up Portsmouth (PUP), in accordance with social distancing requirements as well as local, state and CDC guidelines .

Staffing:

- PUP will staff **Four** paid positions for each service:
 - **General Manager:** the general manager will be the point person responsible for the following:
 - Crowd control and compliance
 - Sanitation up-keep
 - Conflict resolution
 - Communication between participating entities
 - Staff wellness compliance
 - **Host/Hostess:** working in conjunction with the GM the host/ess will:
 - Greet and seat guests
 - Ensure guest compliance at point of entry
 - Articulate expectations: mask wearing, hand sanitizing, no comingling etc.
 - Communicate with GM to monitor capacity and control flow of entry and exit
 - **Facilities Crew:** working in concert with participating vendors, facilities crew will be responsible for the following:
 - Implement sanitation protocol per Sanitation Protocol Guidelines
 - Rubbish removal and storage
 - Bathroom upkeep
 - End of night clean-up duties, not specific to COVID compliance
 - **AV Manager:** specific to performance productions and will not be tasked with COVID compliance measures
- In addition to paid staff PUP will staff at least **four** volunteers:
 - Volunteer One: to take ticket payment at entry and inform guests of expectations
 - Volunteers Two & Three: to monitor capacity/social distancing and articulate messaging
 - Volunteer Four: extra hands to help where needed (sanitation, messaging etc.)
- Participating Vendors will provide their own staff. In addition to industry specific guidelines, all participating vendors will follow the compliance procedures and protocols as laid out by PUP

Guest Experience/Flow Control:

- **Dining:**
 - Entrance to PUP will take place at the Bridge St. car ramp, closest to Islington street.

- 6 ft Markers will be placed along the mouth of Bridge Street and then down the bridge street sidewalk, heading towards the Foundry Garage to ensure all guests waiting to enter are appropriately distanced.
- Signage will be abundantly and clearly displayed at both the entrance and throughout the venue.
- Signage will ask guests to:
 - Check symptoms
 - Wear masks at all times except when seated
 - Maintain six foot distancing
 - Follow directional signage
- To shop retail, guests are not required to purchase a ticket, but the retail area will be monitored by a volunteer to ensure capacity limits are not exceeded
- To enter the Food/Beverage area guests will purchase a \$1 ticket or present a receipt for proof of parking at Foundry Place Garage
- While purchasing a ticket the guests will be informed of expectations
- Guests will be assigned a clearly marked, sanitized table
- Host/ess will walk guest to table
- Guests will then purchase food and drink from the vendor of their choosing
- Lines to the vendor booths will be clearly marked to maintain six foot spacing
- Upon purchase, guests will either receive the product immediately or inform the server of their table number and the purchase will be brought to them when ready.
- Vendors serving alcohol will follow all legally required steps of service (age verification, checking for signs of intoxication etc.)
- Guests cannot consume any product except when seated at their assigned table. This will be enforced by GM, Host/ess, Vendor Staff and Volunteers
- After completion of meal, Guests will leave through clearly marked exits
- Tables will be bussed, sanitized and marked as such prior to the next seating.
- **Show:**
 - Seats for a show are by reservation (i.e., tickets), or available for purchase through a separate box office at the interior entrance to the venue
 - Entry to the venue will adhere to the same guidelines as entry to the Food/Beverage area (distancing, messaging, masks etc.)
 - After presenting a ticket a volunteer usher will lead the group to their designated seating area.
 - Following clearly marked pathways, guests may purchase food or beverage from participating vendors.
 - Guests cannot consume any product except when seated at their assigned seat or table
 - After shows completion, guests will leave through clearly marked venue specific exits.
 - Seats and tables will be bussed and sanitized
 - Aisles and pathways will be swept and cleared of obstructions.