



City of Portsmouth Blue Ribbon Task Force
Establishment of a Public Private Historical Archive

Meeting: DATE: 09/22/2025 - 9:00 -10:30
City Hall - Conference Room A

Agenda

- Approval of 08/25/2025 Minutes
- Finance Report - Status of Accounts
- Conservations Assessment Updates
- Submission to Secretary of State for Incorporation
- Needs for IRS Submission
 - Review of proposed 3 year Budget
 - Other Sections ?
- Presentation to City Council
- Other Business

You are invited to a Zoom meeting.

When: September 22, 2025 09:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us06web.zoom.us/j/81885365389>

After registering, you will receive a confirmation email containing information about joining the meeting.



August 28, 2025 Meeting Minutes

Archiving Committee on Creating a Public/Private Historical Archive
Portsmouth NH City Hall Conference Room A, 9 - 10:30am

Attending: Richard Candee, Alan Cohen, Elizabeth Farish, Christine Frieze, Tom Hardiman, Jeff Keefe, Vincent Lombardi, Kristen Peterson and Emma Stratton.

Absent: Charles Doleac.

Guests: George Dumas, Portsmouth Resident; Linnea Grim, Strawberry Banke Museum and Andrew Goldstein, Albacore Museum.

Proposed Name: Portsmouth Archive Center

Meeting Opened by Vincent Lombardi: 9:07am

MOTIONED and **SECONDED** to accept July 28, 2025, Meeting Minutes. All in favors; no opposition.

Discussion of:

Organizations 'Conservations Assessments

- Elizabeth, SBM, assessment complete.
- Christine, City of Portsmouth, assessment in-progress of holdings in the city hall basement, Clerk Office and Library.

Submission to Secretary of State for Incorporation

- Vince: City Attorney Valerie Sussman is on vacation — submission held up until her return. Once submitted, a quick return is anticipated, allowing the formation of the committee.
- Jeff: Let's discuss the Board formation at our next meeting.

Needs for IRS Submission

- Vince: We will create a three year operating budget, with the help of a group, if

possible, of people who have expertise in this. Possibly use the Athenaeum's budget as a template. Jeff: It can be worked on during a group meeting.
- Address: Use the city address.

Commented [1]:

Other Business

- Christine: We will create a procedure to thank/acknowledge donors.
- Vince: We can meet to discuss the Board formation. Once a Board is formed, it's no longer a city committee. At that point, the location of meetings will likely be at members association locations.
- Richard: Trevor will be able to guide of regarding if the Committee should continue.
- Kristen: We will need a marketing budget, which can also be a line item on the overall three year budget.
- Kristen: I will reserve an Instagram and Facebook page for: Portsmouth Archive and start thinking about a logo.

Next meeting confirmed: September 22, 2025

Meeting Adjourned by Vincent Lombardi: 9:36am

DRAFT

Portsmouth Archive Center Inc Budget

INCOME			2026	2027	2028
				0.03	0.03
Operating Income					
	Dues		313,100.00	322,493.00	332,167.79
	Donations		100,000.00	103,000.00	106,090.00
	Grants			-	-
	Interest and Investment Income		-	-	-
				-	-
			413,100.00	425,493.00	438,257.79
Expense				-	-
	Rent		90,000.00	92,700.00	95,481.00
	Utilities			-	-
		Electricity	15,000.00	15,450.00	15,913.50
		Telephone	1,800.00	1,854.00	1,909.62
		Water/Sewer	1,200.00	1,236.00	1,273.08
		Alarm System/Security	5,000.00	5,150.00	5,304.50
		HVAC	6,000.00	6,180.00	6,365.40
		Cell Phone Service	2,400.00	2,472.00	2,546.16
	Maintenance			-	-
		Cleaning	12,000.00	12,360.00	12,730.80
		Snow Removal	7,000.00	7,210.00	7,426.30
		Building Supplies	2,500.00	2,575.00	2,652.25
		Elevator Inspections	4,000.00	4,120.00	4,243.60
		HVAC	5,000.00	5,150.00	5,304.50
	Insurance		25,000.00	25,750.00	26,522.50
	Office Supplies		2,000.00	2,060.00	2,121.80
	Office Equipment			-	-
	Archival Suppplies		3,000.00	3,090.00	3,182.70
	Professional Services (legal, accounting, archival)		2,000.00	2,060.00	2,121.80
	Marketing expenses			-	-
		Website/Internet/Software	2,500.00	2,575.00	2,652.25
		Postage	1,000.00	1,030.00	1,060.90
		Printing/Copying	5,000.00	5,150.00	5,304.50
	Staff costs			-	-
		Staff Salaries	100,000.00	103,000.00	106,090.00
		Payroll Tax	7,000.00	7,210.00	7,426.30
		Workers Com	500.00	515.00	530.45
		Health Insurance	9,000.00	9,270.00	9,548.10
		Professional Development	1,000.00	1,030.00	1,060.90
		NH Unemployment Tax	100.00	103.00	106.09
		Payroll Processing	1,000.00	1,030.00	1,060.90
	Volunteer Expenses		500.00	515.00	530.45
				-	-
	Development Costs		5,000.00	5,150.00	5,304.50
				-	-
	Capital Expense		100,000.00	103,000.00	106,090.00
				-	-
	Total		416,500.00	428,995.00	441,864.85