



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES  
MONDAY July 17, 2023 – 10:00 a.m.  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH 03801**

1. **Welcome and Call to Order** – 10:00 a.m.
2. **Roll Call** – Councilor Kate Cook, Councilor Vincent Lombardi, and Councilor John Tabor all present. Also present was legal counsel Robert Sullivan, John Mayer from the Arts and Cultural Commission, and Suzanne Woodland, Deputy City Manager who arrived at 11:00 a.m.
3. **Review and Approval of Minutes** – Minutes from June 26, 2023 were not available for review.
4. **Old Business**

**a. Economic Development Committee Ordinance**

The Governance Committee reviewed the updated draft ordinance in final format which implemented staggered membership. Motion by Councilor Lombardi to send it to the City Council. Councilor Tabor seconded. All in favor.

**b. Arts and Cultural Commission Ordinance**

The Governance Committee reviewed the updated draft BR committee conversion ordinance.

Addition to Definitions: Councilor Tabor suggested including written arts to Section B, Definitions. The committee decided to insert “literary and performance arts.”

Defining Membership: The committee requested legal counsel’s recommendation for wording for meetings per year and term appointments. Additional discussion centered on initial terms, quantity of members, and including for-profit institutions.

The committee heard from John Mayer, who represents the Cultural Plan Subcommittee submitting the draft ordinance.

Motion by Councilor Tabor to get public opinion immediately before end of meeting. Councilor Cook seconded. All in favor.

Additional discussion after public comment on a quorum, appointment or recommendation of members, and funding sources.

Councilor Tabor motioned that the amended ordinance be presented to the City Council. Council Lombardi seconded. All in favor.

**c. Sustainability BR Committee Conversion Ordinance**

Status Update: the BR committee is discussing their membership definition and terms staggering. It will be available at the first Governance Committee meeting in August.

**d. Conflict of Interest in Administrative Ordinance Sections 1.801 and 1.802 – Final Draft Language**

Councilor Tabor motioned to move the ordinance from the Governance Committee to the City Council along with a presentation. Councilor Lombardi seconded. All in favor.

**e. Election Disclosures – Administrative Ordinances 1.902, Council Rule 21, and City Charter Section 3.8**

Financial Disclosure: The current form should fully reflect the ordinance, specifically accumulative total of expenditures.

It is recommended that Councilor Cook discuss with the City Manager that the current form be compliant with the current ordinance requirements.

The Governance Committee began discussion for ordinance changes for 2025, including Code of Ethics violations, online public records, in-kind gifts, and \$100 limit. The Committee will return with further questions for discussion.

**5. New Business**

**a. City Council Preliminary Draft Ethics Policy**

The Governance Committee is asked to send suggestions for items to be included in a preliminary draft Ethics Policy.

**6. Public Comment**

Petra Huda (Comments on Arts and Cultural Commission recommended appointments, quorum, and funding sources wording.) (Comments on Conflict of Interests)

**7. Announcements - Next Governance Committee meeting: July 31, 2023**

**8. Adjournment**

Motion by Councilor Lombardi to adjourn, seconded by Councilor Tabor and by roll call vote all in favor. Adjourned 12:02 p.m.

Minutes Prepared by: Margaret Carnahan, Office Manager, Portsmouth Public Library

Minutes Approved: July 31, 2023