



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Tuesday, May 28, 2024
11:00 a.m.

Conference Room A
City Hall Complex, 1 Junkins Avenue
Portsmouth, NH 03801

1. **Welcome and Call to Order:** The meeting was called to order at 11:00 a.m.
2. **Roll Call:** Councilor Cook (Cook), Councilor Tabor (Tabor), and Councilor Lombardi (Lombardi) present. Also present was Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel (DCM). City Attorney Susan Morrell (CA) arrived at 11:05 a.m., along with Benjamin Mackillop, a summer intern in the Legal Department. Assistant Mayor Kelley was absent.
3. **Review and approval of the Minutes from the April 9, 2024 meeting and notes from the April 29, 2024:** Councilor Tabor moved to approve the minutes of the April 9, 2024 meeting and the notes from the April 29, 2024 meeting. Seconded by Councilor Lombardi. **All in favor.**
4. **Public Art Review Committee (PARC) Ordinance Draft Changes** (reflects a change in the agenda outline): For initial review, Cook presented a draft of the combined existing PARC ordinances and policy, and requests from PARC. The Committee reviewed the document point by point and provided input. PARC requested that in Section 1.1706 – that expenditure of funds be made more flexible, including any remaining funds would stay with PARC. The Committee agreed the language in this section needs to be refined and will present an update at the next meeting. Cook will present the revisions made during this meeting to PARC to ensure they agree with the revisions and to further discuss the expenditure of funds question.
5. **Training:**
 - a. **Review of Draft Volunteer Training Manual and Policy:** CA advised that she reviewed the Training Manual and made some minor edits. She stated that the substance of the manual is great and covers all the aspects of training that the Committee wanted to cover. Next steps would be to work on the policies that would be embedded or linked in the manual. Discussion ensued regarding the topic of communication between City Council, city staff, committees with City Council liaisons and the role of stated representatives from other committees.
 - b. **Draft Code of Conduct for City Councilors and Volunteers Policy:** CA stated plans to roll out the training to the volunteers would be through the Power DMS. The volunteers would be able to review the training and policies and the system would

track completion. CA also stated that the Legal Department would like to produce some short training videos which would be imbedded into the training, and also include Right to Know training. CA asked for input regarding how often to require the training and for what topics. A few options were discussed, including requiring the training be completed at the beginning of every term, every year depending on the topic and time frame to complete. DCM distributed the City's internal non-discrimination / anti-sexual harassment policies knowing that these topics will be captured in the training. She also passed out the employee standards of conduct and code of ethics policy for review. Cook stated that the Committee should also consider a creating separate code of conduct policy for volunteers. DCM suggested that the training should cover a broad range of volunteers from board members to people helping out at an event. Cook stated she has discussed with the CA regarding potentially developing a secondary training manual and videos for land use board as there is a different level of knowledge required. Cook showed the draft Volunteer Training Policy on the screen for a review of the minor revisions made by the CA. If there are no further comments, it was agreed that the policy be held until the Volunteer Training Manual is completed. Also, in order to move this matter along, she asked Committee members to contact the CA with any comments or recommendations regarding any policies that should be targeted for training.

6. **Public Comment:** None
7. **Announcements:** Next Governance Committee meeting will be on Monday, June 24, 2024 at 11:00 a.m.
8. **Adjournment:** Lombardi moved to adjourn the meeting at 12:00 p.m. Seconded by Tabor. **All in favor.**

DRAFT Meeting Minutes prepared by:
Barbara J. Zulkiewicz

Minutes approved: July 8 , 2024