



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, July 8, 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:** Assistant Mayor Kelley (AM Kelley), Councilor Cook (Cook), Councilor Tabor (Tabor), and Councilor Lombardi (Lombardi) were present. Also present was Deputy City Manager / Regulatory Counsel Woodland (DCM) and City Attorney Morrell (CA).
3. **Review and Approval of the Minutes of the May 28, 2024 and June 24, 2024 meetings:** Tabor moved to accept the minutes of the May 28, 2024 and June 24, 2024 meetings. Seconded by Lombardi. **All in favor.**
4. **Training for City Volunteers – Draft Code of Conduct Policy Updates:** CA made the edits which were discussed at the last meeting and distributed a highlighted copy denoting the edits, along with a clean copy. CA offered that most of the edits were not substantive, making language consistent throughout, such as elected and appointment city officials and volunteers and referencing the City Standards of Conduct and Code of Ethics policy for its employees and also including right to know language for non-public sessions. A brief discussion ensued about including language regarding violations of the policy and consequences or if it was too heavy handed. AM Kelley stated that she thought it should be included as it has been cause for confusion of where the line is drawn for volunteers and committee members. Lombardi agreed saying that although the consequences may appear to be a heavy hammer, the language should stay. CA stated that with the increase of training, people would be more aware of their actions and repercussions, and they will understand that they need to comply with the policies and the right to know law. Also, discussion of at what point a committee member or volunteer would be required to take the training and how often it would be required, along with clarifying that the requirements are per the policy and the handbook is the training tool. Tabor stated that they have a nearly finished product. Cook stated that after adoption of policy, it would be a realistic goal to go live this fall with the training and distribution of the handbook. CA will made the stated edits, add the hyperlinks for on-line use and as last steps, adding some short training videos and putting the training in Power DMS.
5. **Public Art Review Committee Ordinance Draft Changes:** Cook advised that she met with the Chair of the Trustees of the Trust Fund and there are additional requested changes to the ordinance regarding clarification that only financial contributions go to the Trust (vs. art contributions), along and contributions generated by the ordinance or by private

persons. Also that that at least 75% of the donation be should be expended on the public art, and there will be one fund for maintenance for all art projects, and that at least 10% of a donation would be set aside for collective maintenance of outdoor art. This would provide more leeway, not only to the Trustees, but also when requesting funds for maintenance to the City Manager and approval by the City Council. DCM asked about the intention of enlisting advise from PARC in 1.1706 A and also DPW input, which has major involvement in the maintenance of the art items. Lombardi inquired about art that might need more maintenance. Cook advised that PARC guidelines are in place in the order to avoid this situation. Discussion ensued regarding additional language requested by the Trustees (as new Section D) regarding the process how the Trustees would receive the authorization from the City Council in order to disburse funds for maintenance requests. Cook will present the revisions to PARC and then plan to present the policy to the City Council at the August, 2024 meeting.

6. **Administrative Ordinance Review:** Cook advised that the Mayor requested the Committee review ordinances for redundancies, updating outdated content and streamlining processes for the citizens and the City. The Committee initially reviewed the Administrative Code for policies for review, i.e., purchasing procedures, city communication system, budgeting, noise and hawkers and peddler licenses, etc. The Committee discussed referring policies out of their purview to other relevant committees and departments, such as health, parking,... The Committee will discuss this project in more detail at the next Committee meeting, with review of procurement being the first policy for review.
7. **Public Comment:** None
8. **Announcements:** Next Governance Committee meeting will be on Monday, August 5, 2024 at 11:00 a.m.
9. **Adjournment:** AM Kelley moved to adjourn the meeting at 1:04 p.m. Seconded by Lombardi. **All in favor.**

Meeting Minutes prepared by:
Barbara J. Zulkiewicz

Minutes approved: August 5, 2024