



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, August 26, 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 11:04 a.m.
2. **Roll Call:** Assistant Mayor Kelley, Councilor Cook and Councilor Lombardi were present. Councilor Tabor attended via Zoom. Also present were City of Portsmouth Staff - Suzanne Woodland, Deputy City Manager / Regulatory Counsel, Jane Ferrini, Senior Assistant City Attorney, Nathan Lunney, Deputy City Manager Finance Administration and Elefteria Primpas, Purchasing Coordinator.
3. **Review and Approval of the Minutes of the August 5, 2024 meeting:** Councilor Tabor moved to accept the minutes of the August 5, 2024 meeting. Seconded by Assistant Mayor Kelley. All in favor.
4. **Administrative Ordinance Review / Chapter 1:** Deputy City Manager Woodland provided an overview of edits to Chapter One to the City of Portsmouth Ordinances. She briefly spoke about the upcoming first reading of the revised PARC ordinance advising that she is creating an explanatory note to capture how the previous ordinance and policy were used to create the revision.

Discussion continued regarding the draft of the Procurement Ordinance (Article V) to bring this ordinance in sync and as there will be deployment of new software in a few months. Nathan Lunney and Elefteria Primpas were introduced, and very detailed and lengthy review of the working copy of the Procurement Ordinance objectives and corresponding edits commenced with questions and feedback from the Committee, along with input and clarification from Nathan and Elefteria.

5. **Public Comment:** None
6. **Announcements:** The next Governance Committee meeting will be on Monday, September 9, 2024 at 11:00 a.m.
7. **Adjournment:** Assistant Mayor Kelley left the meeting at 12:15 p.m. for another meeting. It was decided that the Competitive Bidding Process and Disposition of Real Estate sections would be discussed at the next meeting. There no longer being a quorum, the meeting concluded without motion shortly thereafter at 12:20 p.m.

Meeting Minutes prepared by:  
Barbara Zulkiewicz

Minutes approved: September 9, 2024