



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, October 15, 2024  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH

1. **Welcome and Call to Order:** The meeting was called to order at 11:00 a.m.
2. **Roll Call:** Assistant Mayor Kelley (Kelley), Councilor Cook (Cook), Councilor Lombardi (Lombardi), and Councilor Tabor (Tabor) were present.  
  
Staff: City Attorney Susan Morrell (Morrell) and Senior Assistant City Attorney Jane Ferrini (Ferrini)  
  
Deputy City Manager / Regulatory Counsel Suzanne Woodland was not present.  
  
Finance Director Nathan Lunney (Lunney) entered the meeting at 11:20 a.m.
3. **Review and Approval of the Minutes of the September 23, 2024 meeting:** Kelley moved to accept the minutes of the September 23, 2024 meeting. Seconded by Councilor Lombardi. All in favor.
4. **Administrative Ordinance Review:**

**Final Changes to Procurement Procedures, Disposition of Real Estate, and Disposition of Surplus Property after the Auditor's Review:**

Cook stated per public comment at the September 23, 2024 meeting, the City's Auditor reviewed the proposed changes to these ordinances who then recommended some slight revisions. Legal Staff also reviewed the Disposition of Real Estate ordinance and recommended additional revisions. Cook explained the changes, asked for a motion to provide a final opportunity for Public Comment before moving these ordinances forward to the City Council. **Kelley moved to suspend the rules and move up Public Comment. Lombardi seconded. All in favor.** Petra Huda of Portsmouth, NH provided comment on the final revised Procurement Procedures and the Disposition of Real Estate ordinances. Sue Polidura of Portsmouth, NH also provided comment on the Procurement Procedures. Cook, Morrell and Lunney provided clarification on points brought by the public comment and a brief Committee discussion ensued. Public Comment not being closed, Petra Huda requested to further comment on the disposition of surplus property ordinance. At 11:41 a.m., Cook closed public comment.

In regard to Section 1.504, Kelley stated she reviewed Disposition of Surplus Property language of other New Hampshire municipalities and asked that clarifying language be included to state that any real estate property shall be disposed

consistent with State law. In order to clarify this discussion, Ferrini summarized that this language would be included as new section A pertaining specifically to Real Estate surplus property and that a new Section B. would be created for Other Property in order to clarify the distinction between the two types of property. The existing sections “A”, “B”, and “C”. would be revised to B1, 2, and 3 under the Other Property section.

**Cook requested a motion to accept the revisions to Section 1.504 – Disposition of Surplus Property. Kelley moved to accept the revision as clarified by Ferrini. Seconded by Lombardi. All in favor.**

**Cook requested a motion to accept the revisions to the Procurement Procedures, Competitive Bidding Process, Disposition of Real Estate and Disposition of Surplus Property as amended previously in this meeting. Tabor so moved. Kelley seconded. All in favor.**

The Committee discussed and decided that the updated ordinances with the revisions made today would be forwarded to the City Council on the next agenda as a first reading and at the discretion of the Mayor.

5. **Volunteer Training Review:**

- a. **Volunteer Training Manual:** Ferrini presented an update to the revisions to the manual. Discussion ensued regarding determining the formal process for violations of policies for volunteers similar to what is in the City’s existing ethics ordinance or at another level of process. The Committee will continue to discuss this to inform volunteers of what is expected of them, provide clear criteria of specific violations and the repercussions thereof, along with what their rights are. The Committee will look for guidance in other ordinances and discuss additional recommendations at the next meeting. In regard to the paragraph on social media, Tabor suggested that some helpful guidance should be provided, such as requiring that a statement is a personal opinion.
- b. **General Policies Review:** Tabor stated that the summary of motions chart needs to be updated. Morrell offered that she has some other versions for review.
- c. **Volunteer Training and Code of Conduct Policy:** Ferrini will provide edits to the volunteer training manual and code of conduct policy for consideration and to be discussed at the next meeting.

6. **Public Comment:** There was no additional public comment.

7. **Announcements:** The next Governance Committee meeting will be on Monday, October 28, 2024 at 11:00 a.m.

8. **Adjournment: Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Meeting adjourned at 1:31 p.m.**

Meeting Minutes prepared by:  
Barbara Zulkiewicz

Minutes approved: November 12, 2024