



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, November 12, 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:** Councilor Cook (Cook), Councilor Lombardi (Lombardi), and Councilor Tabor (Tabor) were present.
Assistant Mayor Kelley was absent.
Staff: Deputy City Manager / Regulatory Counsel Suzanne Woodland (DCM) and Senior Assistant City Attorney Jane Ferrini (Ferrini)
3. **Review and Approval of the Minutes of the October 15, 2024 meeting:** Tabor moved to accept the minutes of the October 15, 2024 meeting. Seconded by Lombardi. All in favor. The motion was approved.
4. **Volunteer Training Review:**
 - a. **Volunteer Training Manual, which includes:**
 - i. **Updated Robert's Rules Guide**
 - ii. **Standards of Conduct and Code of Ethics Policy for Elected and Appointed Officials and Volunteer Members of Boards, Commissions and Committees**

The Committee reviewed the latest draft of the Volunteer Training Manual which was prepared by Legal Staff with prior input from the Committee. The review was led by Ferrini, who asked the Committee for clarification of some outstanding questions and if the document met the Committee's expected purpose and requirements. A detailed discussion ensued as to whether the Committee was ready with the additional edits to move forward to presenting to the City Council. Review of the remainder of document continued, additional edits were made, including adding links to some information. The Committee asked to receive the manual in final form to review over the next few weeks and present to friends who are laymen who are not familiar with the subject matter to get their opinion if it makes sense to them. The final handbook and policies and any input will be discussed at the next meeting and plans to include in the packet for the December 16, 2024 City Council meeting. Cook will discuss further with the Mayor.

iii. **Non-Discrimination and Anti-Harassment Policy:** There were no revisions made to this policy and the Committee had no further comments.

iv. **Acceptable Use Policy:** There were no further revisions requested on this policy.

- b. **Volunteer Training Policy:** It was decided to move this section in with the other policy section.

5. **Administrative Ordinance Review:**

- a. **Division into Chapters 1 and 2**

- b. **Ongoing and Additional Work**

DMC advised that staff is recommending an update to certain sections of the ordinance relating to licenses and encumbrances to fix inconsistencies in the ordinances, such as for outdoor dining.

6. **Public Comment:** There were no public comments.

7. **Announcements:** The next Governance Committee meeting will be on Monday, December 9, 2024 at 11:00 a.m.

8. **Adjournment:** Motion by Lombardi to adjourn the meeting, seconded by Tabor. All in favor. Motion was approved. Meeting adjourned at 12:02 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: December 9, 2024