



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, December 9, 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 JoAnna Kelley (Assistant Mayor), Councilor Kate Cook (Cook), Councilor Vincent Lombardi (Lombardi), and Councilor John Tabor (Tabor) were present.

Staff: Deputy City Manager / Regulatory Counsel Suzanne Woodland (DCM), City Attorney Susan Morrell (Morrell), and Senior Assistant City Attorney Jane Ferrini (Ferrini)
3. **Review and Approval of the Minutes of the November 12, 2024 meeting:** Lombardi moved to accept the minutes of the November 12, 2024 meeting. Seconded by Tabor. All in favor. The motion was approved.
4. **Volunteer Training Review:**
 - a. **Volunteer Training Manual:** Discussion ensued regarding most recent draft of the manual, along with the timeline to bring before the City Council for their approval, along with the process of rolling out the manual to the boards, orientation for the volunteers and offering on-line and/or hard copies of the manual to the volunteers. Cook requested a motion to approve the Volunteer Training Manual for review by the City Council. Assistant Mayor moved to approve the Volunteer Training Manual. Motion seconded by Lombardi. All in favor. The motion was approved. Cook stated she will arrange to put this on the agenda for introduction at the December 16, 2024 meeting and request for approval at the January 6, 2025 meeting.
 - b. **Volunteer Training and Standards of Conduct and Ethics Policy:** This document was revised to include Section K – Volunteer Orientation and Training. Cook asked for a motion to approve the Volunteer Training and Standards of Conduct and Ethics Policy. Assistant Mayor moved to approve the Volunteer Training and Standards of Conduct and Ethics Policy. Motion seconded by Lombardi. All in favor. The motion was approved.
5. **Administrative Ordinance Review:**
 - a. **Division into Chapters 1 (Administrative Code) and 2 (Finance):** There was a

brief discussion of the proposed new order of sections once other updates are made. The Procurement Procedures and Disposition of Property sections of the Finance section were previously revised.

- b. **Review of Fees** (Article XVI): Tabor asked if the setting of fees is governed by State law and to just cover costs. Tabor also questioned how a “payment in lieu” would be handled. DCM will investigate these topics and draft clarifying language, if appropriate.
6. **Encumbrance Ordinance and Policy:** Discussion regarding end user issues regarding the Outdoor Dining Encumbrance Permit Ordinance and its intersection or overlap with other encumbrances. Ferini gave a general overview of other issues which have been voiced, such as where to find specific encumbrance, license and permit information as it is scattered in various chapters throughout the ordinances. Ferrini suggested including all encumbrance information in one chapter. Cook suggested creating a packet of all the encumbrance information for review, beginning with outdoor dining, sandwich boards and other seasonal matters. This will be put on the next Committee agenda, along with Adoption of Fees.
7. **Public Comment:** There were no public comments.
8. **Announcements:** The next Governance Committee meeting will be on Monday, January 13, 2025 at 11:00 a.m.
9. **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: January 13, 2025