



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, September 23, 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. Also present was Deputy City Manager and Regulatory Counsel Suzanne Woodland (DCM).
3. **Review and Approval of the Minutes of the September 9, 2024 meeting:** Councilor Tabor moved to accept the minutes of the September 9, 2024 meeting. Seconded by Councilor Lombardi. All in favor.
4. **Administrative Ordinance Review:**
 - a. **Review of Final Changes to Procurement Procedures, Disposition of Real Estate, and Disposition of Surplus Property:**

Procurement: DCM presented an updated version of the ordinance which includes language stressing transparency in the processes and sufficient documentation of the procurement process for vendors and the public to view. Also, the revision included language establishing criteria, procedures, and definitions regarding Emergency and Sole Source purchases. A brief discussion ensued regarding obtaining publication software with the intention to provide resource hyperlinks which tie to the relevant ordinances.

Disposition of Real Estate: A revision was made to change mobile home to manufactured home and to increase the amount of the taxes owed from \$15,000 to \$50,000 or less to take action. Language was added to provide the Tax Collector discretion to recommend to the City Manager disposition of manufactured homes without auction. The revision also clarifies that the City has no obligation to take by tax deed any property with environmental contamination or other liabilities that outweigh the taxes likely to be recovered.

Consensus of the Committee was that the revised ordinance was ready to adopt and move to the City Council. The Committee moved public comment forward, to allow Petra Huda of Portsmouth, NH to provide comment on the draft procurement ordinance, which she did. DCM offered to send the draft ordinance to the City auditor for comment. If the audit firm doesn't have any concerns, the revised ordinance could be presented to City Council for a first reading and if they have concerns, DCM will present any issues to the Committee. **Cook requested a motion to move the revised Procurement Ordinance to City Council pending approval by the auditing firm. Lombardi moved, Kelley seconded, all in favor.**

- b. **Separation of Financial Administrative Ordinances into Chapter 2:** Initial discussion of moving financial related items that are currently in Chapter 1 to 2. Some Chapter 2 items would move to Chapter 1. The process will eventually include re-ordering into a more concise format. Brief discussion ensued regarding the best process to achieve this goal, next steps and action items for the next meeting.
- 5. **Public Comment:** No additional public comment
- 6. **Announcements:** The next Governance Committee meeting will be on Tuesday, October 15, 2024 at 11:00 a.m.
- 7. **Adjournment: Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Meeting adjourned at 11:40 a.m.**

DRAFT Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: October 15, 2024