



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, January 13, 2025
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 Kate Cook (Cook), Councilor Vincent Lombardi (Lombardi), and Councilor John Tabor (Tabor) were present.

Assistant Mayor JoAnna Kelley-Adams was absent.

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 December 9, 2024 meeting:** Tabor moved to accept the minutes of the December 9, 2024 meeting. Seconded by Lombardi. All in favor. The motion was approved.

4. **Administrative Code – Chapter 1**

- a. **Review of fee section, response to questions:** DCM advised that payment in lieu of fees, such as that being developed relative to below-market housing will be addressed by the structure and the process outlined in ordinance sections that will be developed. These will go through the usual fee committee and annual budget processes referred to in Chapter 1. Therefore, there will be need for changes to the current draft of the proposed amendments. A brief discussion of penalties and assessment of fees to compel compliance was discussed. DCM also explained that it was unwise to include references to State law in the local ordinance in this section on fees given the diversity of state law references.

Tabor made a motion to move the amendments to the Adoption of Fees Ordinance forward to the City Council. Lombardi seconded. All in favor. Motion was approved. Cook will arrange to put this on the agenda for a request for first reading at the first City Council meeting in February.

- b. **Initial review of update to Administrative Organization sections:** The revision of this ordinance will focus on cleaning up numbering, naming, and wordsmithing, along with more substantively, bringing the ordinance into consistency with practice. Discussion of IT and the needs across the various

platforms in the City, such as the Police Department and Schools, and in relationship of the Charter. The discussion will continue at the next meeting and DCM offered to ask an IT representative to attend to clarify and answer any IT questions.

5. **Encumbrance Ordinance and Policies:** Discussion ensued regarding information provided by Ferrini regarding City encumbrances which was compiled from various City Council policies, ordinances and permits, along with the relevant fees. Ferrini advised that there is a plan to make many permits available on Viewpoint (OpenGov Permitting & Licensing). This will facilitate consistency and transparency.

Discussion ensued regarding outdoor table and chairs on sidewalks, in community spaces and other areas. DCM suggested defining the various spaces and recommends a permit process, regardless of fee, in order to have some control and oversight over tables and chairs, planters and other items in public rights of way and community space easements. ADA access must be maintained. Cook also stated that any inconsistencies regarding outdoor dining and the sidewalk encumbrance permits and fees should be addressed before March, when the permitting begins.

6. **Public Comment:** There were no public comments.
7. **Announcements:** The next Governance Committee meeting will be on Monday, February 10, 2025 at 11:00 a.m.
8. **Adjournment:** Motion by Tabor to adjourn the meeting, seconded by Lombardi. All in favor. Motion was approved. Meeting adjourned at 12:18 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: February 10, 2025