



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, March 10, 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 11:03 a.m.
2. **Roll Call:**
Councilor Katherine Cook; Councilor Vincent Lombardi; and Councilor John Tabor were present. Assistant Mayor Joanna Kelley was absent.

Staff: Suzanne Woodland, Deputy City Manager / Regulatory Counsel, (DCM Woodland) was present via Zoom and Jane Ferrini, Senior Assistant City Attorney (Attorney Ferrini) was present.
3. **Review and Approval of the Minutes of the February 24, 2025 meeting:** Councilor Tabor moved to accept the minutes of the February 24, 2025 meeting. Seconded by Councilor Lombardi. All in favor. The motion was approved.
4. **Review of City Council policies relative to encumbrances:** Attorney Ferrini presented a chart of City Council encumbrance policies which also included a color-coded reference to the relevant City ordinance. Discussion ensued regarding several types of encumbrances and factors when the term of permit would necessitate an application for a license, i.e., a short-term project evolves into a long-term project. Councilor Tabor asked if license approvals were appropriate for the City Council to approve or if they were more of an administrative function. Also, Councilor Cook spoke of some complaints she received about people getting around the rules to avoid paying for permits and suggested including language on permits and licenses applications that would address consequences for abuse of policies, but to also have an appeal process. DCM Woodland said that she would speak with departments in the City to gather relevant data and possible revisions to the encumbrance process which were discussed during the meeting. Ensuing parking issues in residential and congested areas of the City due to construction workers was discussed. Attorney Ferrini suggested changing the designee to the City Manager for projecting sign encumbrances. Councilor Cook suggested revising the sign encumbrance to accommodate for temporary signage, such as flags specifically for one day or evening special events on private property. Discussion also ensued about food trucks or otherwise vending from a parking space or on municipal property.
5. **Public Comment:** None
6. **Announcements:** The next Governance Committee meeting will be scheduled for Monday, March 31, 2025 at 11:00 a.m.

7. **Adjournment:** Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Motion was approved. Meeting adjourned at 12:23 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: March 31, 2025