



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, May 12, 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 11:06 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); Susan Morrell, City Attorney (CA); Jane Ferrini, Senior Assistant City Attorney (SACA) were present.
3. **Review and Approval of the Minutes of the March 31, 2025 meeting:** Councilor Lombardi moved to accept the minutes of the March 31, 2025 meeting. Seconded by Councilor Tabor. All in favor. The motion was approved.
4. **Draft Encumbrance Ordinance:** SACA provided an overview of the draft encumbrance ordinance which authorizes the City Manager to oversee City property and publish rules, regulations and procedures, including general permit and license instructions, and would update the Council on a regular basis. CA stated that an intern will be working on related code enforcement ticketing project this summer. Discussion ensued regarding City Manager authority and what matters would be presented to the City Council along with what that process would be; i.e., consent agenda, omnibus, and keeping transparency a forefront. Councilor Cook spoke to abuse of policies and enforcement mechanisms, and that an appeals process for applicants and neighbors / business owners should be put in place. SACA will work to weave in permit information into Chapters 6 and 8, condense the wording in some of the existing ordinances and create a draft of the City Manager approval guidelines for encumbrances and permits.
5. **Follow-up from IT and HR Discussion – Draft Language:** Per feedback from the March 31, 2025 meeting, DCM reworked some of the language pertaining to the uniqueness of the departments through the City and their IT functions and needs, along with coordination and collaboration with the departments and the Chief Information Officer.
6. **Other Business:** None
7. **Public Comment:** None
8. **Announcements:** The next Governance Committee meeting will be scheduled for

Monday, June 2, 2025 at 11:00 a.m.

9. **Adjournment:** Motion by Councilor Lombardi to adjourn the meeting, seconded by Councilor Tabor All in favor. Motion was approved. Meeting adjourned at 1:21 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: June 2, 2025