



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, June 2, 2025
City Hall Complex, Conference Room A
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; Councilor Katherine Cook; Councilor Vincent Lombardi; and Councilor John Tabor were present.

Staff: Suzanne Woodland, Deputy City Manager / Regulatory Counsel, (DCM); Susan Morrell, City Attorney (CA); Jane Ferrini, Senior Assistant City Attorney (SACA) were present, along with Dana Morrell-Winter, a legal intern for the summer; Portsmouth Police Chief Mark Newport; Daisy Lavoie, IT Manager for the Portsmouth Police Department; Zach McLaughlin, Superintendent, Portsmouth School Department; and Ryan Babcock, Chief Information Officer
3. **Review and Approval of the Minutes of the May 12, 2025 meeting:** Councilor Tabor moved to accept the minutes of the May 12, 2025 meeting. Seconded by Councilor Lombardi. All in favor. The motion was approved.
4. **Chapter 1, Section 1 - Administrative Code Updates**
 - **Updated IT and HR Language:** DCM presented further revised language of Chapter 1 pertaining to the IT and HR Departments. A detailed discussion ensued with Police Chief Newport and IT Manager Lavoie providing input and concerns regarding authority and oversight by the City IT Department, along with Superintendent McLaughlin providing considerations from the School Department perspective. Chief Information Officer Babcock provided thoughts from his perspective and provided clarification on items of concern. Staff to follow-up on suggestions.
5. **Update on Encumbrance Ordinance Drafting:** Senior Assistant City Attorney Ferini updated the Committee on the encumbrance permit ordinance and asked for input from the Committee regarding the structure of the revision. The process for special events was discussed.
6. **Other Business:** None
7. **Public Comment:** None
8. **Announcements:** The next Governance Committee meeting will be scheduled for Monday, June 23, 2025 at 11:00 a.m.

9. **Adjournment:** Motion by Assistant Mayor Kelley to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Motion was approved. Meeting adjourned at 1:38 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: June 23, 2025