



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES
Monday, July 14, 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:** Councilor Katherine Cook; Councilor Vincent Lombardi; and Councilor John Tabor were present. Assistant Mayor Joanna Kelley was absent.

Staff: Karen Conard, City Manager; Carl Weber, Deputy City Manager; Susan Morrell, City Attorney; and Jane Ferrini, Senior Assistant City Attorney

Also present: Petra Huda, Portsmouth, NH; Jackie Cali-Pitts, Portsmouth, NH

Zoom: Tom Nease, Portsmouth, NH
3. **Review and Approval of the Minutes of the June 23, 2025 meeting:** Councilor Lombardi moved to accept the minutes of the June 23, 2025 meeting. Seconded by Councilor Tabor. Councilor Cook and the City Manager each noted a typo in the draft minutes. Councilor Lombardi amended the motion to approve the minutes with the noted revisions. Councilor Tabor seconded the motion. All in favor. The motion was approved.
4. **Update on Draft Encumbrance Ordinance:** Senior Assistant City Attorney Jane Ferrini provided an explanation regarding a proposed encumbrance ordinance which would streamline all the different encumbrance ordinances into one ordinance so that people will be able to find all encumbrance related information in one place. She advised that there are currently four (4) different chapters and four (4) different city council policies regarding various encumbrances. She compiled an outline of current permits and where the information is currently located within the chapters and policies. Discussion ensued regarding special events, public forum space, renting City property, abuse, penalties, and appeals. It was decided that the Committee would begin the review process by discussing projecting signs and sidewalk obstructions at the next meeting.
5. **Other Business:** None
6. **Public Comment:** In regard to the draft encumbrance ordinance, Petra Huda asked how is this process is a deviation from the current process, is this an efficient process and what is the goal of the changes? She also asked for clarification on renting City property and if there was an appeal involved, and the time frame involved.

Jackie Cali-Pitts provided the Committee with information on the City building on City property in the area of Kearsarge Way and that the City should also need to obtain a permit, buy and pay taxes on the property as the rules should apply to everyone.

Tom Nease spoke to the City's Ethics Policy and the Volunteer Handbook which were released earlier this year to new appointees to boards and new volunteers. He stated that the Committee should reconsider and mandate or encourage all existing board members and volunteers to review this information as well in order to benefit and be brought up to date on the same material.

7. **Announcements:** The next Governance Committee meeting was scheduled for Monday, August 11, 2025 at 11:00 a.m.
8. **Adjournment:** Councilor Lombardi moved to adjourn the meeting, seconded by Councilor Tabor. All in favor. Motion was approved. Meeting adjourned at 1:12 p.m.

Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: August 11, 2025