



**SUB-COMMITTEE OF THE CITY COUNCIL
FOR THE EVALUATION OF THE CITY MANAGER
MEETING NOTICE / AGENDA
CITY HALL COMPLEX, 1 JUNKINS AVENUE, PORTSMOUTH, NH
CITY MANAGER'S CONFERENCE ROOM, 4TH FLOOR
MONDAY, SEPTEMBER 21, 2026 AT 1:30 P.M.**

Agenda

1. Call to Order / Roll call
2. Review and approve draft minutes of the July 17, 2026 meeting
3. Anticipated motion to enter Non-Public Session Pursuant to NH RSA 91-A:3, II (a) relating to employee performance and (c) relating to reputation which is to include a discussion with the City Manager and follow up for reporting out to the public at upcoming City Council meeting.
4. Anticipated motion to close the non-public session and seal the minutes
5. Other business, if any
6. Adjournment



**SUB-COMMITTEE OF THE CITY COUNCIL
FOR THE EVALUATION OF THE CITY MANAGER
MINUTES
CITY HALL COMPLEX, 1 JUNKINS AVENUE, PORTSMOUTH, NH
LAW LIBRARY, 4TH FLOOR
MONDAY, JULY 20, 2026 AT 3:00PM**

1. Suzanne Woodland, Regulatory Counsel, called the meeting to order at 3:06 p.m. City Councilors Cook; Tabor; and Moreau were present.

2. Upon motion of Councilor Moreau, seconded by Councilor Cook, Councilor Tabor was nominated to serve as Chair. All in favor. Woodland passed the running of the remainder of the meeting to Councilor Tabor.

3. Discussion of the process to evaluate the City Manager's performance ensued. A question was raised regarding the timing of the evaluation and whether there were any deadlines to be observed. Woodland advised that while the City Manager's employment agreement provides dates for evaluation, the parties can agree to different timing. There was a preference by all to conduct the performance evaluation after the FY27 budget was passed.

Woodland provided a summary of the processes that were used during prior evaluations. In 2025, the City Council subcommittee elected to distribute questions relative to the City Manager's performance to the City Councilors for consideration and reflection. The City Councilors thereafter met in non-public session to discuss collectively the responses to those questions. The City Manager later joined the non-public session to obtain feedback relative to her performance. By agreement, Councilor Blalock reported to the public on results of the City Manager's evaluation at the April 21, 2025, City Council meeting. In years prior to that, a survey was distributed to City Councilors and Councilors' written responses were collected, collated by City staff and reported to the Subcommittee.

The Councilors determined to use a process similar to that undertaken in 2025. Specifically:

- Questions will be distributed to the City Councilors relative to the City Manager's performance.
- Councilors will be asked to opine on their responses to those questions at a nonpublic session on August 17, 2026.
- The Subcommittee will schedule a meeting with the City Manager for the later part of August/early September to report back on the City Council's responses and input.
- It is the expectation of the Subcommittee that it could report to the public at the September 14, 2026 City Council meeting.
- The City Manager will be requested to provide a self-evaluation to be distributed to all members of the City Council in advance of the non-public on the 17th. The questions upon which the City Councilors will opine shall also be shared with the City Manager to help inform the self-evaluation.

4. At 3:18 p.m. Councilor Cook, seconded by Councilor Moreau, moved to enter into non-public session pursuant to NH RSA 91-A:3 (a) and (c). All in favor.

5. At 4:00 p.m. Councilor Moreau, seconded by Cook, moved to end the non-public session, and seal the minutes. All in favor.

6. Meeting adjourned at 4:02 p.m.

Recording Secretary
Suzanne Woodland, Regulatory Counsel