



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES  
MONDAY, JANUARY 30, 2023 – 10:00 a.m.  
Conference Room A  
City Hall Complex, 1 Junkins Avenue  
Portsmouth, NH 03801**

1. **Welcome and Call to Order** - 10:04 a.m.
2. **Roll Call** – Councilor Cook, Councilor Lombardi, Councilor Tabor all present. Also present was Deputy City Manager/Deputy City Attorney Suzanne Woodland and Library Director Christine Friese.
3. **Review and Approval of Minutes** – Councilor Tabor moved to approve the January 9, 2023 meeting minutes, seconded by Lombardi and all in favor.
4. **Old Business**

**a. Donations Policy – Draft Language Review**

Councilor Cook shared by zoom a draft Donations Policy for discussion purposes only. No action at this meeting. The City Council has never adopted a donation policy. There has been a practice to bring most donations to the City Council (exception Library Trustees have a policy and authority to accept donations). School Board also has a policy. Police Department has a policy and standard operating procedure although all their donations ultimately go forward to the City Council.

Committee members reviewed the draft and provided comments on the various provisions of the draft. Intention is to create a next draft which will be circulated to the various department heads for comment and input and report back to the Governance Committee.

**b. Upcoming Committee Topics** – Review of upcoming topics and dates of future meetings:

- Parks Discussion – February 13
- Donations Policy – February 27

**5. New Business**

Brief discussion of Fee Study Committee and possibility of adding a member so that there are three voting members and not just two to review fees. There are over 150 individual fees charged by the municipality and that are adopted through the budget process.

**6. Public Comment**

There was no public comment.

- 7. Adjournment – Update** Councilor Lombardi moved to adjourn, seconded by Tabor, all in favor. Adjourned at 11:55 a.m.

Meeting Minutes prepared by  
Suzanne Woodland, Deputy City Manager

Approved by Governance Committee on: February 27, 2023