



**CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES
MONDAY, MARCH 13, 2023 – 10:00 a.m.
Conference Room A
City Hall Complex, 1 Junkins Avenue
Portsmouth, NH 03801**

1. **Welcome and Call to Order** - 10:01 a.m.
2. **Roll Call** – Councilor Cook, Councilor Lombardi, Councilor Tabor all present. Also present was the Deputy City Manager/Deputy City Attorney Suzanne Woodland (DCM).
3. **Review and Approval of Minutes** – Councilor Tabor moved to approve the February 13 and 27, 2023 minutes. Councilor Lombardi seconded. All in favor.
4. **Old Business**

- a. **Donations Policy**

Councilor Cook stated there is a draft version and a red-lined version of the donations policy in the packet. Red-lined version was reviewed to see changes that were made. DCM discussed the various additions for clarification. She went on to discuss how certain language was moved to form new sections to emphasize segments of the policy.

Councilor Cook spoke to the new paragraph 8 emphasizing that the City should not feel obligated to take certain funds and donations. Council Lombardi also supported the new language with reference to the School having authority to decline donations. The DCM confirmed the School Board has its own donation and fundraising policy and they are reviewing their fundraising policy.

Councilor Cook liked the change in 13 from “Department” to “City”.

Councilor Tabor asked what the threshold amount is for City Council to vote. DCM confirmed threshold is \$100 and the steps which the City Manager would take to issue a quarterly report identifying donations accepted of \$100 and under.

Councilor Cook asked for a motion to have the Donation Policy move forward from Governance to the City Council for review. Councilor Lombardi made the motion, Councilor Tabor seconded. No discussion. All in favor.

Councilor Cook will put the proposed Donation Policy in the next City Council packet for consideration first, and with action scheduled for a meeting in April.

5. New Business - Cemetery Committee Requested Ordinance Change

Councilor Cook introduced the proposed ordinance change for the cemetery committee. Co-Chair Susan Sterry could not attend this meeting and has asked DCM to speak on behalf of the Committee.

DCM spoke to the difficulties of the Cemetery Committee meeting quorum and that being the motivating factor behind the requested change. In addition, the proposed ordinance change would create staggered terms to help ensure continuity.

Councilor Cook asked why a range of members versus a specific number. DCM explained that there are currently ten members. Current members could ask reappointment. The quorum number would float depending on the membership.

Councilor Cook asked if this change envisions appointment of people once this change is adopted. DCM confirmed the goal is “the Mayor shall thereafter reappoint the members of the committee until all existing members have been offered the opportunity for reappointment.” So that is the language as part of the resolution to make these changes.

DCM will add “with approval of the City Council” for clarification within the directive paragraph for the Mayor relative to reappointment of existing members.

Councilor Tabor made a motion to approve the proposed changes on the Cemetery Ordinance as amended. Councilor Lombardi seconded. No further discussion. All in favor.

Councilor Cook will put the proposed Cemetery Committee Ordinance change in the City Council’s packet with a request for the first reading at the April 3, 2023 meeting.

6. Public Comment: No public comment.

7. Announcements

a. Current Committee Schedule

- Conflict of Interest, Parks – March 27
- Administrative Ordinance changes (if ready) – March 27 or April 10
- Conflict of Interest, Blue Ribbon Committee Conversions – April 10

Councilor Lombardi reminded everyone he will be attending via Zoom on March 27th or possibly by phone. Councilor Cook asked for motion to adjourn. Councilor Lombardi so moved. Councilor Tabor seconded. All in favor. Meeting adjourned at 10:45 a.m.

Meeting Minutes prepared by
Donna D. Splaine, Admin Assistant/Paralegal and Suzanne Woodland, Deputy City Manager

Minutes Approved: April 10, 2023

