



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING NOTES

Tuesday, April 29, 2024

11:00 a.m.

Conference Room A

City Hall Complex, 1 Junkins Avenue

Portsmouth, NH 03801

1. **Welcome and Call to Order:** The meeting was called to order at 11:00 a.m.
2. **Roll Call:** Councilor Cook (Councilor Cook) and Councilor Tabor (Councilor Tabor) all present. Assistant Mayor Kelley and Councilor Lombardi were absent. Also present was Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel (DCM Woodland) and City Attorney Susan Morrell (City Attorney Morrell). Due to vacation schedule conflicts, a quorum was not met for this meeting. This meeting will continue as an informal discussion.
3. **Training for City Volunteers:**
 - a. **Review of Draft Training Manual:** Review and updates to the manual are in process based on prior feedback and questions.
 - b. **Outline of Training Needs:** DCM Woodland provided an update on the new policy software, Power DMS which will provide training modules that will be pushed out to volunteers, along with providing access to the handbook.
 - c. **Update from City Staff:** City Attorney Morrell provided information regarding the taking of oaths and state statutes, along with implementing a code of conduct for city councilors, board members or volunteers similar to the city policy for City employees. Discussion ensued regarding the Electronic Communications and Conflict of Interest policies and to arrange further discussion of these topics.
 - d. City Attorney Morrell discussed scheduling Legal meetings with certain Committees on an annual or bi-annual basis which would include short training videos which could then be imbedded in Power DMS. The Deputy City Attorney McCourt has been conducting training regarding public records which could be recorded and distributed.
 - e. Other: Councilor Tabor discussed adding clarification of the Committee methods of reporting back to the City Council and questions to City Staff should be through the Committee Chair.
4. **New Business:**
 - a. Public Art Ordinances and Policies Review: Council Cook discussed a request from the Public Art Review Committee to update the various ordinances and policies relating to public art into one ordinance, clarifying various definitions of public art, funding amounts and other criteria, including who are the voting members of the Committee.
5. **Public Comment:** None

6. **Announcements:** None
7. **Adjournment:** Councilor Cook adjourned the meeting at 12:00PM.
8. Next Governance Committee meeting will be on Tuesday, May 28, 2024 at 11:00 a.m.

Meeting Notes prepared by:
Barbara J. Zulkiewicz

Notes approved: May 28, 2024