



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, June 24, 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 (Cook), Councilor Tabor (Tabor), and Councilor Lombardi (Lombardi) present. Assistant Mayor Kelley (AM) present via Zoom. Also present was City Attorney Susan Morrell (CA).
3. **Training for City Volunteers:**
  - a. Update from City Staff: CA advised the next stage for the training manual would be to work on policies to be inserted into the manual and then revise the language in the manual to coincide with the policies.
  - b. Draft Code of Conduct Policy for City Councilors and City Volunteers – CA advised that she worked on this policy, using the City Standards of Conduct and Code of Ethics for Employees as a template. CA shared thoughts on revisions and asked for comment from the Committee. The Committee then proceeded to review the policy and had an in-depth discussion regarding the objective and purpose of the policy with the focus on education, to include duties and responsibilities of serving in these roles, general and city standards, guidelines, administration of and non-compliance of the policy.
4. **Public Art Review Committee Ordinance Draft Changes:** Cook presented draft ordinance to PARC and they requested some revisions and they suggested 75% (vs 90%) of the principal amount to ensure there are also enough funds for maintenance and also creating a cushion in the Public Art Trust in case of an overage for an installation or anticipated maintenance. The Committee agreed with these revisions. Cook will present the draft ordinance to the Trustees of the Trust Funds to ensure they agree with the ordinance. If the Trustees agree with the revisions, Cook proposed present to the City Council at the August City Council meeting. Lombardi moved to submit to the City Council at the August City Council meeting. Tabor seconded. **All in favor.**
5. **Review and Compaction of Ordinances:** The Mayor asked the Governance Committee to consider a review in compaction of the ordinances to update or eliminate unnecessary language in ordinances or ordinances that are not being followed in order to streamline the ordinances. This will be the next task that the Committee will undertake.
6. **Public Comment:** None

7. **Announcements:** Next Governance Committee meeting will be on Monday, July 8, 2024 at 11:00 a.m. There will not be a meeting as scheduled on July 22, 2024.
8. **Adjournment:** Tabor moved to adjourn the meeting at 12:15 p.m. Seconded by Lombardi. **All in favor.**

DRAFT Meeting Minutes prepared by:  
Barbara J. Zulkiewicz

Minutes approved: July 8, 2024