



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GOVERNANCE COMMITTEE  
MEETING MINUTES

Monday, September 9, 2024 at 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 Lombardi, and Councilor Tabor were present. Also present were City of Portsmouth Staff - Suzanne Woodland, Deputy City Manager / Regulatory Counsel, Trevor McCourt, Deputy City Attorney, and Nathan Lunney, Deputy City Manager - Finance Administration.  
  
Assistant Mayor Kelley was absent.
3. **Review and Approval of the Minutes of the August 26, 2024 meeting:** Councilor Tabor moved to accept the minutes of the August 26, 2024 meeting. Seconded by Councilor Lombardi. All in favor.
4. **Administrative Ordinance Review:**
  - a. **Section L500: Procurement Policy - Competitive Bidding Process:** Deputy City Manager Woodland provided an update to the policy from staff to address concerns and suggestions which were discussed at the 8/26/2024 meeting. Continued discussion of various topics, such as sole sourcing, RFPs, and the need to identify and formalize the process and procedures pertaining to the new system. Transparency was determined to be a key element of the process, along with audit documentation and procedure, chain of approvals, along with prompt and efficient completion of the competitive process. A further revision will be presented for discussion at the next meeting.
  - b. **Section L503: Disposition of Real Estate:** Deputy City Attorney McCourt spoke to the strict statutory requirements in the taking property by tax deed and City's policy of recovering unpaid taxes and funds expended in this process, and statutory penalties, along with the fiduciary duty to keep the property owner's equity intact. Discussion ensued regarding tax liens on mobile homes and to revise the ordinance to clarify the specific nuances for this type of property, along with re-naming the reference to these properties to "manufactured homes."
  - c. **Section L504: Disposition of Surplus Property:** Proposed changes made to this section of the ordinance involve giving more authority to the City Manager to dispose, donate or sell various items that the City no longer has use for: 1) the City Manager would have the authority to discard, donate or sell any municipal supplies valued at less than \$1,000, 2) property valued at between \$1,000 and \$50,000 would be disposed without City Council approval, but through a competitive process, auction or trade-in, and 3) property valued over \$50,000 would need to go before City Council to determine disposition.

5. **Announcements:** The next Governance Committee meeting will be on Monday, September 23, 2024 at 11:00 a.m.
6. **Adjournment: Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Meeting adjourned at 12:00 p.m.**

Meeting minutes prepared by:  
Barbara Zulkiewicz

Minutes approved: September 23, 2024