

TRUSTEES OF THE TRUST FUNDS  
CITY OF PORTSMOUTH, NEW HAMPSHIRE  
MINUTES OF NOVEMBER 7, 2013 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on November 7, 2013 at the 4<sup>th</sup> Floor Law Library at Portsmouth City Hall. The meeting was called to order at 7:32 a.m.

Present were Trustees Phyllis Z. Eldridge, Dana S. Levenson and Thomas R. Watson. Also present were Peter Torrey, David Allen, Michael Warhurst, Claudette Barker, Robert Sullivan, Benjamin Anderson and John Bohenko.

The minutes of the October 24, 2013 meeting were reviewed and, upon motion duly made and seconded, approved.

Payroll and operating expense checks were reviewed and signed.

Ms. Barker and Mr. Allen advised the Trustees that the City of Portsmouth and the Prescott Park Arts Festival have reached a tentative agreement on covering the \$114,000 funding shortfall which resulted from construction bids coming in higher than projected. Apparently PPAF has agreed to cover that shortfall. However, Ms. Barker announced that PPAF has agreed to do so on two conditions. First, PPAF would like the \$114,000 to be an offset against future impact fees to be paid to the Trustees. Second, PPAF wants assurance that it will have the ability to continue to manage the kitchen in the new concession building. In response, the Trustees stated that they were not in a position to agree to an offset for that expenditure. They reminded PPAF that they are currently in the midst of developing new terms for the operating agreement with PPAF and plan to present them as a package rather than negotiate individual provisions, such as the impact fee, separately. The Trustees also reminded PPAF that the requirements for managing the kitchen facility in the concession are established by the Health Department and they cannot be overwritten by the Trustees.

Mr. Torrey presented his financial report. He noted that the Trustees had recently an increase from the Internal Revenue Service for a "missing" 941 Report. He has determined that the report was timely filed with the IRS and the fact that it may be missing there is not attributable to any action or inaction by the Trustees. He will provide the IRS with another copy of the report.

Mr. Torrey reported on the receipt of bills from the Portsmouth Herald, Portland Press Herald, Manchester Union Leader and Foster's Daily Democrat for advertising expenses associated with the RFP for investment advisory services. Although not part of this year's budget, they will be paid out of general revenues.

Mr. Torrey next distributed and led a discussion of the financial reports for the period ending October 31, 2013. It was noted that expenditures for general supplies and repairs and maintenance have run considerably over budget. Whether those overages result in a deficit for the year cannot be determined until distributions from endowment are received in December. Mr. Torrey also distributed an updated financial report for the Marine Maintenance Trust Fund. The report showed an increase over 13% in dock revenues over the prior year.

Mr. Torrey distributed a proposed financing model for the dock replacement project. He led a discussion of the assumptions employed in the model.

After discussion, the Trustees requested that the model be presented to the City Manager for his consideration.

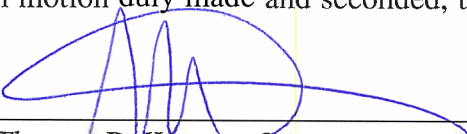
Mr. Torrey distributed a scholarship awards worksheet for scholarships to be awarded in June 2014. An extended discussion occurred concerning the worksheet, assumptions incorporated therein and individual scholarship funds, following which the Trustees unanimously voted to approve the suggested amounts of scholarship funds to be made available from each fund.

Mr. Warhurst presented his Park Report. He noted that the restoration work on the Shaw Building is almost complete. He reported that he is currently looking into the possibility of having a fire alarm system installed in the Shaw Building with connection directly to the Fire Department. He also reported of his interest in researching the eligibility for an energy conservation grant from Public Service Company of New Hampshire. The City Manager suggested that he coordinate his research efforts with Mark Nelson and Peter Rice who handle such inquiries on behalf of other city departments.

Mr. Warhurst reported that there were no issues this year associated with the Halloween Parade and its finish in Prescott Park. He indicated that last weekend, the sound building in the park sustained minor damage when a vandal tore off some of the wooden shingles. Mr. Warhurst was able to nail the shingles in place, however.

The chair reported that the next meeting will take place on November 21, 2013.

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 8:44 a.m.



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Thomas R. Watson, Secretary