

TRUSTEES OF THE TRUST FUNDS  
CITY OF PORTSMOUTH, NEW HAMPSHIRE  
MINUTES OF MAY 22, 2014 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on May 22, 2014 at the 4<sup>th</sup> Floor Law Library at Portsmouth City Hall. The meeting was called to order at 7:34 a.m.

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

The minutes of the May 8, 2014 meeting were reviewed and, upon motion duly made and seconded, approved.

Payroll and operating expense checks were reviewed and signed.

Mr. Warhurst provided a brief Park report. He advised the Trustees that the event at Four Tree Island involving students from Derryfield School appeared to have been a success. He also reported that he has begun planting flowers in the Park's gardens.

Mr. Torrey gave his financial report. He advised the Trustees that they have received \$108,550.90 from Comcast pursuant to the cable agreement with the City of Portsmouth and that the same will be transferred to Portsmouth Public Media (P.P.M. tv) by June 30, 2014. Mr. Torrey also circulated a proposed Garden Signage Policy prepared by him in response to a discussion concerning the need for such a policy at a recent Trustee meeting. After review and comment, the Trustees determined to table the policy until a further meeting in order to give the Trustees an opportunity to reflect upon its terms.

Mr. Torrey also distributed to the Board and to the representatives of the Prescott Park Arts Festival a 10-year income and expense summary for the Park and a list of current vendors in response to a recent request for such information from Mr. Anderson. Mr. Anderson responded that he was looking for actual Park budgets for each of the 2004 through 2013 years rather than a summary of revenues and expenditures. Mr. Torrey indicated that he had not understood the earlier request to ask for separate statements for each year. Mr. Torrey expressed his concern that the software system utilized for tracking the Park's finances may not have the ability to produce those reports and he might therefore be required to reconstruct the reports from other documents. Mr. Sullivan advised that Mr. Torrey is not required to create or re-create documents in response to the request but should provide copies of any existing documents which are responsive to the request. Mr. Watson asked Mr. Anderson to clarify his request. Is he seeking solely budgets for each of the years in question or, rather, year-end profit and loss statements? Mr. Anderson clarified that he was seeking statements that would show how much has been expended in the Park on certain goods or services from year to year. Mr. Watson responded that he would search his own files and work with Mr. Torrey in trying to respond to this request for additional records.

Ms. Eldridge reported on the receipt of a letter from the Seacoast African American Cultural Center with a request for a \$1,500.00 grant from the Daniel Austin Fund for purposes of

assisting in the cost of an Emancipation Proclamation commemorative celebration scheduled for mid June. Mr. Torrey advised that this fund was established by Mr. Austin to fund such commemorations and had done so in the past but that the trust documents limit distributions to accumulated income only. After further discussion, upon motion duly made and seconded, the Trustees unanimously voted to approve a grant from the Daniel Austin Fund to SAACC in an amount up to \$1,500.00 as the accumulated income in the fund allows.

Ms. Bolster appeared on behalf of The Gundalow Company. She advised the Trustees that the Board of Directors of the Company has approved the proposed 2014 operating agreement with the Trustees and is prepared to sign it after a minor correction has been made.

Mr. Anderson and Ms. Barker appeared on behalf of Prescott Park Arts Festival. Mr. Anderson asked the Trustees for a key or other access to the first floor workshop of the Shaw Building wherein the electrical panels are placed. He explained that PPAF suffered an electrical blackout at one of its performances last summer due to an overload of power that triggered a circuit breaker, resulting in a significant period of down time in the programming that day. He indicated his hope to avoid a repeat of that event during the coming season. Mr. Levenson expressed his concern about the lack of ability to secure the workshop if additional keys are in circulation. Mr. Sullivan reported on an incident where access to City Hall was provided to another group during off hours that resulted in the loss of a TV. Mr. Sullivan suggested that an appropriate protocol might be to place an extra key to the workshop with the Police Department, thereby allowing for a quick response time in the event of a power loss. Mr. Sullivan agreed to look into such an arrangement with the Police Department.

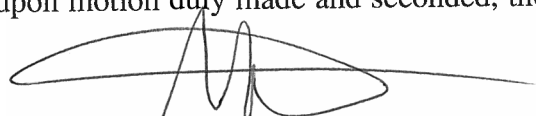
Mr. Anderson also inquired as to whether the Trustees had received any response from the Seacoast Repertory Theater to his concerns that SRT is advertising that it is conducting theater-related activities in the Park. Mr. Warhurst reported that he has been unable to obtain an appointment with appropriate person at SRT, as yet.

Ms. Barker advised the Trustees that both the Executive Committee and the Board of Directors of PPAF have met within the last two weeks and formulated a proposal for PPAF's financial contribution to the Park for the Trustees' consideration. She provided the Chair with that proposal. Thereafter, Ms. Barker responded to a number of questions seeking clarification of the proposal, following which, Ms. Barker and Mr. Anderson advised the Trustees that they would leave the Trustees to consider and discuss the proposal, whereupon they departed.

The Trustees thereafter continued the discussion of the proposal, following which they agreed to work with Mr. Sullivan in preparing a written response to PPAF.

The chair reported that the next meeting will take place on June 9, 2014

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 9:35 a.m.



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Thomas R. Watson, Secretary