

TRUSTEES OF THE TRUST FUNDS
CITY OF PORTSMOUTH, NEW HAMPSHIRE
MINUTES OF OCTOBER 8, 2015 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on October 8, 2015, at the 4th Floor Law Library at Portsmouth City Hall. The meeting was called to order at 7:30 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 and Molly Bolster, Matt Glenn and Alan Brady

The minutes of the September 17, 2015, meeting were reviewed and, upon motion duly made and seconded, approved.

Payroll and operating expense checks were reviewed and signed.

Mr. Torrey presented his financial report for the Park. He distributed and led a discussion of the revenue and expense summary for the Park for the period ending September 30, 2015. Among other things, he noted that the Park is ahead of budget on revenues and below budget on expenditures. Mr. Torrey also distributed and led a discussion of the activity summary for the Marine Maintenance Trust Fund for the period ending September 30, 2015. It was noted that revenues were considerably higher than for the same period in 2014.

Mr. Torrey also distributed and led a discussion on the fund valuation growth comparative for the Trust Funds for the period ending September 30, 2015. It was noted that the Funds were down in value although not to the same degree as the market over the first three quarters of the year.

Molly Bolster and Matt Glenn appeared on behalf of The Gundalow Company. The purpose of the visit was to formally request that the Trustees extend the present agreement with The Gundalow Company that expires on November 1, 2015. Ms. Bolster also reported on the activities of the Company during the 2015 season. After further discussion upon motion duly made and seconded, the Trustees unanimously voted to extend the contract with The Gundalow Company for an additional year to end on November 1, 2016. Mr. Sullivan was asked to formalize the decision.

Alan Brady, the IT Coordinator for the City of Portsmouth, appeared at the invitation of the Trustees to address possible ways to upgrade the reservation and payment systems for the public docks. He explained that the City is currently in the process of implementing a new recreational software program to be used at the Connie Bean Center and other recreational facilities in the City. He explained that the software will allow for online reservations and payment. Mr. Brady opined that it is likely the software could be easily expanded to cover the docks at Prescott Park. A discussion thereafter ensued concerning other features of the system. At the conclusion of the system, Mr. Brady agreed to contact the software provider to ascertain the feasibility in extending the software to Prescott Park, its costs and the likely timetable to achieving implementation.

Mr. Warhurst next provided his report on the Park. He reported on the receipt of an inquiry from Denise Wheeler of Portsmouth Halloween Parade to allow the parade to end in the Park as occurred last year. After discussion, the Trustees approved the request subject to the condition that there be no planned music or similar activities in the Park and that the sponsors of the parade ensure that all debris, trash and other remnants of the parade be removed that evening after the crowd disperses.

Mr. Warhurst reported on plans for Mr. Justin Chen of MIT to collect video of the Memorial Bridge Tower from the Pier at Prescott Park later today (October 8, 2015) as part of the UNH – Living Bridge Team on the Memorial Bridge Project.

Mr. Warhurst reported that the sodding of the Hovey Lawn and the reconstruction of the tops of the fountains in the formal garden will commence later this month. Total costs of these items will be slightly below \$16,000. He inquired of the Trustees whether they wanted to proceed with fertilizing the trees in the park. He has received a quote of approximately \$4,300 to fertilize all trees. In the discussion that followed it was noted that the budget contains \$2,500 for grounds and gardens which has not been expended. Upon motion duly made and seconded, Trustees unanimously authorized Mr. Warhurst to expend up to \$2,500 in fertilizing the trees.

A general discussion then ensued in organizing the strategic planning for Prescott Park. Different options for organizing the planning were discussed by the Trustees. One option discussed was the use of an outside planning firm with experience in the design of public spaces. After discussion, Mr. Allen was asked to contact Mr. Tainter, the Chief Planner for the City to request recommendations for specific vendors. Upon receipt of these recommendations, Mr. Watson and Mr. Levinson were tasked with performing an initial screening of the vendors.

The chair reported that the next meeting will take place on October 20, 2015.

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 9:26 a.m.

Thomas R. Watson, Secretary