

TRUSTEES OF THE TRUST FUNDS
CITY OF PORTSMOUTH, NEW HAMPSHIRE
MINUTES OF NOVEMBER 19, 2015 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on November 19, 2015 at the 4th Floor Law Library at Portsmouth City Hall. The meeting was called to order at 7:33 a.m.

Present were Trustees Phyllis Z. Eldridge, Dana S. Levenson and Thomas R. Watson. Also present were Peter Torrey, Michael Warhurst, David Allen, Richard Simpson, and Rick Simpson.

The minutes of the October 20, 2015 meeting were reviewed and, upon motion duly made and seconded, approved.

Payroll and operating expense checks were reviewed and signed.

Rick Simpson appeared on behalf of the Seacoast Horticultural Society. After describing the Society and its constituent's members, Mr. Simpson stated that the Society would like to install a plaque in the Park, adjacent to the tree planted earlier this year in memory of Jeff Ott, to commemorate Jeff's contributions to horticulture and, more specifically, arboriculture. The Society is open as to the size and nature of the plaque and even the inscription, although, it would propose that it state, "Dedicated to the life and work of Jeff Ott 'Touch Trees.'"

A discussion then ensued concerning the proposals. The Trustees were generally favorable to the idea but expressed some concern as to where the proposal fits into the existing Park policies regarding memorials. A copy of the existing policy was distributed and reviewed by the Trustees. It was noted that the policies do not cover this type of memorial. Mr. Allen suggested that the issue of memorials in the Park might be something to be addressed as part of the Master Plan for the Park, for which a Request for Qualifications of outside consultants is currently being developed.

After further discussion, the Trustees informed Mr. Simpson that the Society's proposal will require further study as part of a larger review concerning memorials in the Park in the future.

Mr. Simpson also advised that the Society had acquired a supply of arboretum quality, metal tags together with a printing device, and, with the permission of the Trustees would be willing to install tags on a number of trees in the Park, which would identify the genus and the species of the tree in both Latin and English. The Trustees whole-heartedly accepted the offer and expressed their gratitude to the Society for its generosity.

Ms. Eldridge reported on her attendance at the Historic District Commission work session on November 18, 2015, at which the proposed new stage for the Prescott Park Arts Festival was considered. She summarized the presentation of PPAF as well as the comments received from members of the public in attendance thereafter. She noted that the materials that were distributed to the HDC by the proponents appeared to be somewhat different than the plans

previously provided to the Trustee. Mr. Allen offered to arrange for the Planning Department to produce copies of the submissions for each of the Trustees.

Mr. Allen also reported that the City has been contacted by Eric Weinrieb, who has been retained by PPAF to conduct test borings in the Park in anticipation of the stage relocation. Mr. Weinrieb requested permission from the Trustees to perform the borings. A discussion concerning the request thereafter followed. Mr. Watson suggested that, if the Arts Festival was willing to incur the time and expenses presently to bring in the necessary heavy equipment, the borings should not be limited solely to the area the Festival proposes to relocate the stage, but, rather, to also include the area between the existing stage and the new stage to cover the possibility that the final location of the stage will be in that area. The other Trustees concurred. Mr. Watson also expressed his concern about possible archeological damage resulting from the borings. Mr. Allen responded that existing City policies requires that an archeologist be part of any project which involves excavation in historically significant areas. Mr. Allen also stated that the City has a protocol for this type of work, which includes mandatory insurance coverage. After further discussion, the Trustees unanimously voted to approve the request to allow Mr. Weinrieb to perform the borings on conditions that the work comply with all City requirements, including those related to archeological concerns and that the area covered by the borings include the existing stage area and the area between the existing and proposed stages.

Mr. Levinson reported that he had recently been contacted by former Trustee William Elwell who had expressed some concern about the authority of PPAF to construct a new structure in the Park under the terms of the Prescott Trust documents. After discussing the same, it was agreed that the Trust documents be re-reviewed to address his concern.

Mr. Watson reported on his receipt, review, and comments made to the proposed Request for Qualifications developed by the City Planning Department in conjunction with the Master Plan for Prescott Park. He explained his comments presented in a letter to the City Manager.

Mr. Warhurst gave his Park report. He reported that recently, while winterizing the concession building, he noted that significant cracks had developed in the floor of that portion of the building that houses the cooking facilities. These appear to be more than the usual hairline cracks that develop in many new structures. He stated that he has reported the condition to the City. Mr. Warhurst also noted that PPAF's green room trailer was finally removed from the Park on November 17, 2015.

Mr. Warhurst reported that there are still two seasonal boaters who are tied up at the docks. He inquired as to whether they should be paying rental fees given that the seasonal license ended on November 1st. The Trustees noted that the boaters should be paying a per diem rate in accordance with the Park's transient rate structure, for each day after November 1st, but given the delay in enforcement, asked Mr. Warhurst to advise the boaters that they would need to pay the day rate going forward.

Mr. Warhurst reported that the reconstruction of the fountain tops in the formal garden is now complete. He also reported that the sod in the Hovey Lawn, installed last month, has taken well.

Mr. Warhurst also reported that he has received a request for use of the public forum area on December 13, 2015, by Moms Demand Action.

Mr. Torrey provided his financial report. He distributed and led a discussion of the revenue and expense summary and balance sheet for the Park for the period ending October 31, 2015. He also distributed and led a discussion of the financial statement for the Marine Maintenance Trust Fund for the same period.

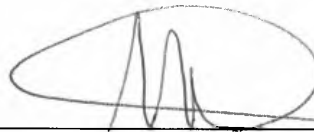
Mr. Torrey reported on the receipt of a request by Portsmouth High School for reimbursement from the recently created Barbara Porter Scholarship Fund of a \$500.00 scholarship the department had awarded and advanced from its own funds while the Scholarship Fund was still in the process of being finalized. Mr. Torrey reported that he has asked for and received copies of the check, award letter and formal request from the school department as proof of the transaction. After discussion, the Trustees unanimously resolved to reimburse the School Department for the \$500 advance from the Barbara Porter Scholarship Fund.

Mr. Torrey advised the Trustees that the City Manager has located office space in the City Hall to serve as the financial offices of the Trustees of the Trust Fund. This space is located on the third floor of City Hall, adjacent to the City's financial department. The offices also include a conference room, which will potentially serve as public meeting space for the Trustees. Mr. Torrey reported that the offices are currently being renovated with the expectation that they will be ready for occupancy by January 1, 2016.

Ms. Eldridge reported on the receipt of the final version of Trust Agreement for the William and Irene Mortimer Scholarship Fund II, as well as a check from the donor of \$25,000 as initial principal. The Trust Agreement was reviewed and executed by the Trustees and the check formally accepted.

The chair reported that the next meeting will take place on December 8, 2015.

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 9:45 a.m.



Thomas R. Watson, Secretary