

TRUSTEES OF THE TRUST FUNDS  
CITY OF PORTSMOUTH, NEW HAMPSHIRE  
MINUTES OF MARCH 16, 2016 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on March 16, 2016 at the 3<sup>rd</sup> Floor of the Seybolt Building at Portsmouth City Hall. The meeting was called to order at 7:34 a.m.

Present were Trustees Phyllis Z. Eldridge, Thomas R. Watson and Dana S. Levenson by telephone. Also present were Peter Torrey, Michael Warhurst, David Allen, Robert Sullivan, Jamey French, Jack Blalock, Christine Dwyer, George Valone, Matthew Fredette, and Ben Anderson.

The minutes of the February 24, 2015 meeting were reviewed and, upon motion duly made and seconded, approved.

Payroll and operating expense checks were reviewed and signed.

Jamey French and Ben Anderson appeared on behalf of Prescott Park Arts Festival (PPAF). Mr. French advised the Trustees that, for the foreseeable future, he will serve as the primary contact of PPAF for all issues associated with the Park. If there are any requests for information or causes for concern, he asked that they be directed to him.

Mr. French then distributed an updated schedule of events for PPAF. This schedule replaces that distributed to the Trustees by Mr. Anderson in February. Mr. French noted that the schedule has been revised so that there is no longer a concert on a school night before the end of the 2015-2016 Academic Year. The first concert will take place on June 22, 2016, the day after the close of the school year. He noted that there are two dates at the end of the PPAF calendar, August 28 and August 30, that potentially overlap with the start of the new school year. However, PPAF agrees to conclude any performance on August 28<sup>th</sup> by 9:00 pm and any performance on August 31<sup>th</sup> by 9:30 pm. Mr. French described the schedule as a 'placeholder' whereby the days on which events will be held are designated but the actual events are subject to the availability of the Festival to secure performing artists.

At this point, PPAF is seeking approval from the Trustees of the dates for performances and the general "bookends" for the Festival of June 22<sup>nd</sup> and September 10<sup>th</sup>. Mr. French advised the Trustees that PPAF expects that it will be able to return with a final calendar, including a listing of performing artists, by the end of April. Mr. Watson asked if the Festival also agrees to abide by the rules established by the Mayor's Working Group in 2015 and Mr. French confirmed that the Festival would do so. A general discussion and question-and-answer period followed. Mr. Levenson expressed his concern that several Saturdays on the schedule appeared to have events running from 11:00 am until the end of the 7:00 pm concert. He is concerned that such scheduling creates a lot of wear and tear on the Park. Following the discussion, the Trustees unanimously approved the calendar as presented, subject to the time limitations for August 28<sup>th</sup> and 31<sup>st</sup> events and subject to the conditions imposed by the Mayor's Working Group in 2015.

Mr. French also distributed a profit and loss statement for PPAF for 2015. He noted that PPAF suffered a loss that year. He stated that PPAF believes that there are a number of potential causes for the loss, including bad weather and increased costs incurred in satisfying certain requirements imposed upon PPAF by the Mayor's Working Group in 2015.

Mr. Warhurst provided an update on seasonal boaters. Of the eight applicants who submitted completed applications for the 2016 season, only three have tendered the license fee by last week's deadline. In addition, as a result of further publicizing the remaining openings for seasonal licenses, Mr. Warhurst has received five inquiries requesting applications. He expressed his concern that the beginning of the season is fast approaching and the failure of the early applicants to confirm their intended use of the docks by paying the annual fee places him in a position where he is unable to confirm slip availability to each of the individuals who have recently asked for applications. After discussion, Mr. Warhurst was requested to contact each of the individuals who have not, as yet, paid the annual fee and confirm their intent to utilize the docks and set a final deadline for receipt of the fees.

George Valone and Matthew Fredette appeared on behalf of Dockwa. Mr. Valone summarized the history of Dockwa. The company started in Newport, Rhode Island in 2014. Dockwa has created an online reservation system for marinas whereby boat owners are able to reserve and pay for slips at marinas utilizing an app on their mobile phones or any computer with internet access. He stated that the company has now installed its reservation system at approximately 300 marinas on the East Coast from Maine to the Caribbean. Mr. Valone provided a demonstration of how the system works.

Thereafter, a question-and-answer session followed. In response to questions, Mr. Valone and Mr. Fredette explained that the cost of installing the system at each marina is free. Dockwa is compensated for its services by collecting a 3.5% fee on all reservations made through Dockwa. All fees are billed and collected by Dockwa and are remitted periodically (daily, weekly, etc.) to the marina. Each marina remains able to book reservations outside of the Dockwa system and Dockwa does not receive a fee on such bookings. To the extent the marina grants a refund to a boater, Dockwa also refunds its portion of the fee charged at the time of reservation. Dockwa also offers a total reservation system for marinas whereby all reservations are managed within the Dockwa system. Following the discussion, the Trustees advised that the representatives of Dockwa that they would discuss the proposal further and contact Dockwa in the near future.

Ms. Eldridge presented a written request from Eric Gagnon, band director at Portsmouth High School, for a distribution from the Portsmouth High School Clipper Band Trip Fund to assist in paying the costs for the band to travel to Orlando, Florida to represent Portsmouth at both Disney Performing Arts and Festival Disney in April. She reported that Mr. Torrey has determined that there is presently \$3,301.29 in accrued income in the Fund available for distribution. After discussion, upon motion duly made and seconded, the Trustees unanimously approved distributing \$3,300 to the Clipper Band for the trip.

Ms. Eldridge also reported that the Trustees' long time bookkeeper, Stephanie Long, has changed or will change her employment from the Portsmouth School Department to the City of Portsmouth. She reported that the City of Portsmouth has requested that the Trustees contribute \$700.00 towards Ms. Long's account with the New Hampshire Retirement System as reimbursement for those retirement costs to be incurred by the City. A number of questions

arose concerning the request. Mr. Sullivan offered to review the Prescott Park governing documents to ascertain if such a contribution is allowed. The Trustees unanimously resolved to table the request to allow Mr. Sullivan to conduct a review and to obtain further information concerning the matter.

The chair reported that the next meeting will take place on March 31, 2016.

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 9:30 a.m.



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Thomas R. Watson, Secretary