

TRUSTEES OF THE TRUST FUNDS
CITY OF PORTSMOUTH, NEW HAMPSHIRE
MINUTES OF DECEMBER 8, 2016 MEETING

A regular meeting of the Trustees of the Trust Funds for the City of Portsmouth, New Hampshire was held on December 8, 2016 in Conference Room A at Portsmouth City Hall. The meeting was called to order at 7:36 a.m.

Present were Trustees Phyllis Z. Eldridge, Dana S. Levenson and Thomas R. Watson. Also present were Judy Renaud, Michael Warhurst, Kathleen Dwyer, Sandra Parr, David Moore, and Beth Margeson.

Payroll and operating expense checks were reviewed and signed.

The minutes of the November 22, 2016 meeting were reviewed. Upon motion duly made and seconded, the minutes were approved.

Mr. Warhurst gave his Park report. He reported on the discussions that took place at a December 6, 2016 meeting with representatives of Dockwa to review each party's experience during the 2016 season, the first year that the Trustees have participated in Dockwa's dock reservation system. Mr. Moore also attended that meeting. Both parties reported that the experience was a good one. Suggestions for 2017 include:

- There will be no change to the fee structure.
- The Trustees hope to have greater utilization of Dockwa's reservation system.
- There will be no change in the number of seasonal docks at the Park.
- The City hopes to explore a model for staffing the docks which may include combining with the staffing assigned to the boat landing on Pierce Island.
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Mr. Warhurst advised the Trustees that he recently met with City officials to discuss the Park needs in the upcoming Capital Improvement Plan. He also reported that all Park staff, other than himself, have stopped working for this season.

Ms. Renaud gave her financial report. She first introduced Kathleen Dwyer who appeared concerning the Futures Program. Ms. Dwyer stated that, until now, the Futures Program has had no ability to accept donations via the internet. That problem is currently being addressed. The City has opened an account to accept donations and is in discussions with PayPal to provide the function of collecting and depositing donations. Ms. Dwyer stated that she expects this system to be fully functional in the near future.

Ms. Renaud distributed and led a discussion of a proposed schedule of scholarships of 2017. After further discussion, the Trustees resolved to defer consideration of the proposal until the December 29, 2016 meeting in order to allow for a more thorough review of the recommendations.

Ms. Renaud next advised the Trustees that it is the time of year for the Trustees to make any recommendations for changes in fee schedules at the Park to the City. She distributed and led a discussion of the existing fee schedule for the docks. Mr. Moore noted that the existing fee

schedule is consistent with the financial model developed between the City and the Trustees for repaying the City's loan to the Trustees to reconstruct the South Docks. After further discussion, upon motion duly made and seconded, the Trustees voted to recommend that the current fee schedule remain the same.

Mr. Moore suggested that the Trustees formalize the current fee schedule for weddings and other events in the Park. He also recommended that the Trustees consider increasing the current fees for weddings by 50%. In the discussion that thereafter ensued, a suggestion was made that the Trustees impose a fee on companies who use Four Tree Island for company outings. The advisability for such a change was questioned. After further discussion, the Trustees requested that Mr. Moore develop a proposal which addresses each of these questions for consideration of the Trustees at its next meeting on December 29, 2016.

Mr. Renaud next distributed and led a discussion of a proposed wage schedule for 2017. In addition to an across-the-board wage adjustment, the proposed wage schedule includes a larger increase in the pay range for the crew chief and dock master positions. She noted that each of these positions appeared to be underpaid relative to the duties of the position. A discussion concerning the proposals thereafter ensued. Mr. Watson suggested that it may be premature to adjust the pay for the dock master until after the City explores the possibility of sharing the functions of the dock master with the employee(s) handling the boat ramp on Pierce Island. Thereafter, on motion duly made and second, the Trustees unanimously approved the proposed wage schedule for 2017 with exception of the recommendation associated with the dock master position.

Finally, Ms. Renaud presented a proposed trust agreement for the establishment of the City of Portsmouth 400th Anniversary Trust. After review and discussion, the Trustees approved the terms and executed the Agreement.

The meeting was then opened for public comments.

Ms. Margeson stated that several neighbors in the vicinity of Prescott Park are anxious over how oversight of the Prescott Parks Art Festival will occur in 2017 if that function transitions from the Trustees to the City Manager and an advisory board, a proposal currently being considered by the Blue Ribbon Committee. However that process develops, the neighbors hope the process will result in three outcomes:

1. A reduction in the number of shows.
2. No alcohol in the Park.
3. A reduction in sound volume during performances.

Ms. Margeson also stated that she believes adopting user fees schedules for Prescott Park is appropriate. She described her experience as an employee of the New Jersey Department of Parks several years ago during which that agency had adopted a fee schedule that varied based upon the intensity of the use.

Ms. Parr stated that she does not object to user fees in the Park for any organized activity.

The chair reported that the next meeting will take place on December 29, 2016.

There being no further business, upon motion duly made and seconded, the meeting was adjourned at 9:04 a.m.



Thomas R. Watson, Secretary