

PORT OF MANCHESTER
MINUTES
October 12, 2020

**In Response to the COVID-19 Pandemic and Governor's Directive,
this meeting was conducted via telephone conference call**

REGULAR MEETING

1.0 Call to Order. Board President Strode called the meeting to order at 6:00 PM. Present were Commissioners Strode, Fallstrom and Ballard. Also present were Attorney Thompson and Contract Administrator O'Connell. One guest, Bill Malmquist was also present. All were present via telephone conference arranged by Dennis O'Connell.

2.0 Approvals - Consent Agenda

2.1 Regular meeting minutes for September 14, 2020 teleconference meeting.

2.2 Vouchers numbered 20230 through 20245 in the total sum of \$5,566.30.

After discussion, Commissioner Fallstrom moved approval of the consent agenda. Commissioner Ballard seconded the Motion. Passed unanimously.

3.0 Public Comment.

Guest Malmquist sought information concerning mischief on Port property after we now have security in place at times. Contract Administrator O'Connell stated that security has helped considerably, and there has not been any recent incidents of graffiti or unwanted garbage. Commissioner Ballard who offices nearby stated that he felt the added security has helped considerably. It is now being done two times a week by the contractor. After discussion, it was decided by consensus to continue with two times a week.

No action was required on this agenda item at this time.

4.0 Annual Budget Draft: Contract Administrator O'Connell presented a draft of a proposed budget for the Port for FY 2021. Since the meeting was virtual, he reviewed the proposal line item by line item. Additional funds are added to most categories because of inflation and cost of living. The item for elections was increased because Commissioners Ballard and Fallstrom's terms of office will expire at the conclusion of FY2021, and there will be an election for these two positions. Additional funding is added for seal coating of parking areas. The Contractor will be purchasing supplies for the public restroom, and will be reimbursed. Funding is provided for 4th of July activities based on the assumption that COVID 19 will be over by then. More is budget for flower baskets because we have

a new supplier. Additional for storm water protection is present because of projected additional charges from the County, and because filters will probably be replaced. The Commissioners gave preliminary approval to the budget proposal as presented. A public hearing, perhaps virtual because of COVID 19 will be held at the November 9, 2020 meeting. Public notice is being given of the hearing.

No action was required to be taken on this Agenda item at this time

5.0 Miscellaneous

5.1 Financial Report. Contract Administrator O'Connell gave a written and an oral report. For the period ending September, 2020 there was a total fund balance of \$70,158.38 including year to date launch fees collected totaling \$19038.50. We are well within budget.

5.2 Commissioner Comments - It was noted that sand is coming up on the boat ramp. The Water Department personnel have pushed off as much as they can, but it will probably be back. It is felt that the cause of the problem is the outflow of the storm drain installed by the County. The matter will be further studied to determine whether it has subsided, what is the cause and whether a claim should be made against the County for remedial action.

No action was required at this time on this Agenda item

6.0 Future meeting dates:

6.1 November 9, 2020, 6:00 pm - Regular meeting, Teleconference, Budget hearing and approval

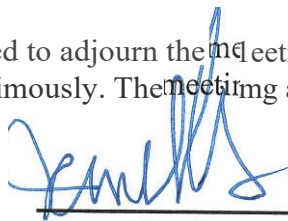
6.2 December 14, 2020, 6:00 pm - Regular meeting, Location to be determined

6.3 January 11, 2021, 6:00 pm - Regular meeting. Location to be determined. Annual meeting

No action was required on this Agenda item

7.0 Adjournment - Commissioner Ballard moved to adjourn the meeting. Commissioner Fallstrom seconded the motion. Passed unanimously. The meeting adjourned at 6:20 PM.

Ronald E. Thompson
Attorney/ Auditor



James Strode
President