

PORT OF MANCHESTER  
MINUTES  
August 12, 2019  
Manchester Library Meeting Room, 8067 E. Main Street

**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, Contract Administrator O'Connell and 10 guests.

**2.0 Approvals – Consent Agenda**

**2.1** Regular meeting minutes for July 8, 2019.

**2.2** Minutes of All Ports meeting of July 29, 2019

**2.3** Vouchers numbered 9089 through 9102 in the total sum of \$20,149.20.

After discussion, Commissioner Fallstrom moved approval of 2.1 and 2.3 of the consent agenda. He was not present for the All Ports meeting. Commissioner Ballard seconded the motion. Passed unanimously. Commissioner Ballard moved approval of 2.2. Commissioner Strode seconded the motion. Motion passed with Commissioner Fallstrom abstaining.

**3.0 Public Comment.**

Paul Nuchims gave a brief report on the activities of the MCAC. He stated there was not much to report as there was little activity this past month.

There has not been a response from the State RCO on the Kona Ice Vendor request to bring in a self-contained food vendor truck on occasion to sell snow cones and frozen products. He will follow up.

*No action was required on this Agenda item*

**4.0 Grant Solutions Services Proposal:** Contract Administrator O'Connell and Commissioner Strode explained a proposal from Grant Solutions to represent the Port in seeking grant funds to assist in development of a civic center on land owned by the Port North and West of the library. Grant Solutions, owned by Kathleen Byrne-Barrantes is of the initial opinion that grant money is available for this project. She has assisted the Port in the past in obtaining grant funds. Her initial payment for a retainer is the sum of \$1000.00. Upon obtaining a grant, the company would be paid a project fee based on a sliding scale of approximately three percent of the grant. There followed considerable discussion regarding the proposed project, funding and whether Grant Solutions should be retained at this time.

Commissioner Fallstrom moved to approve the retainer contract with Grant Solutions authorizing Commissioner Strode to approve the agreement in behalf of the Port with Contract Administrator being named as Project Manager for the Port. Commissioner Ballard seconded the motion. Passed unanimously.

**5.0 Project Updates -** Contract Administrator reported on project updates.

Work will not be commenced to construct the pavilion at Pomeroy Park until after the good weather season has concluded so that full use of the park is available until fall weather returns.

Contract Administrator O'Connell is still obtaining information on whether food vending machines would be a good idea on Port property.

*No action was required on this Agenda item.*

**6.0 Upcoming Events:**

No events are scheduled and none are known at this time.

*No action was required on this Agenda item*

**7.0 Miscellaneous:**

**7.1 Financial Report** - Contract Administrator O'Connell gave a written and an oral report. Ramp fees are running a bit less than last year. We are running on target thus far this year.

**7.2 Commissioner Comments** - None.

*No action was required on this Agenda item*

**8.0 Future meeting dates:**

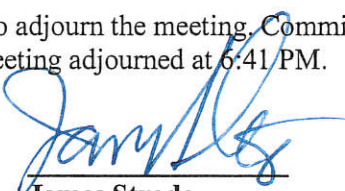
**8.1** September 9, 2019, 6:00 p.m. - Regular meeting

**8.2** October 14, 2019, 6:00 p.m. - Regular meeting - preliminary hearing regarding Port budget.

**8.3** November 11, 2019, 6:00 p.m. - Regular meeting and public hearing to adopt Port budget.

**9.0 Adjournment** - Commissioner Fallstrom moved to adjourn the meeting. Commissioner Ballard seconded the motion. Passed unanimously. The meeting adjourned at 6:41 PM.

  
\_\_\_\_\_  
**Ronald E. Thompson**  
Attorney/Auditor

  
\_\_\_\_\_  
**James Strode**  
President