

PORT OF MANCHESTER  
MINUTES  
February 11, 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 6:02 PM. Present were Commissioners Strode, Fallstrom and Ballard. Also present was Contract Administrator O'Connell and 2 guests. Attorney Ron Thompson was excused due to inclement weather. Administrator O'Connell agreed to take minutes for this meeting.

**2.0 Approvals – Consent Agenda**

**2.1** Regular meeting minutes for January 14, 2019.

**2.2** All Ports meeting minutes from January 28, 2019.

**2.3** Vouchers numbered 9013 through 9024 in the total sum of \$3,197.73.

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

**3.0 Public Comment.**

Jerry Clark offered a brief summary of topics discussed at the most recent MCAC meeting. He also asked if the Port could publish their meeting agenda in advance. Administrator O'Connell explained that often the agenda changes the day of the meeting, but a draft version of the agenda could be posted in advance.

*No action was required on this Agenda item*

**4.0 VenTek Wireless Upgrade** – Administrator O'Connell presented a proposal from Northwest Parking Equipment Company (Northwest) to upgrade the wireless modem on the Port's VenTek machine from a 2G modem to a 4G modem. The VenTek machine is used to collect launch and overnight parking fees and was originally installed by Northwest. The upgrade includes software updates that will be fully supported in the future. The cost of the upgrade will be \$1,796.70 and the all work will be performed by Northwest. Following brief discussion, Commissioner Fallstrom moved to authorize the Port Administrator to execute the proposal. Commissioner Ballard seconded and the motion carried unanimously.

**5.0 Library Property Survey** – Administrator O'Connell advised the commission that Thomas Uemoto of the Friends of the Manchester Library (FOML) has requested survey data on the Port property that includes the library building. Commissioner Ballard stated that he would search his records for survey data. Administrator O'Connell does not have survey data for that particular lot on file.

*No action was required on this Agenda item at this time.*

**6.0 Upcoming Events:**

**6.1** April 27th and 28th - FOML Plant Sale

**6.2** June 16th - Annual Salmon Bake

**7.0 Miscellaneous**

**7.1 Financial Report** - Contract Administrator O'Connell gave a written and oral report. The total balance of all Port funds as of January 31, 2019 was \$49,788.18.

**7.2 Commissioner Comments** - Commissioner Fallstrom reported that he had addressed State Representative Caldier regarding additional funding for the derelict boat program, and other statewide issues.

**8.0 Future Meeting Dates:**

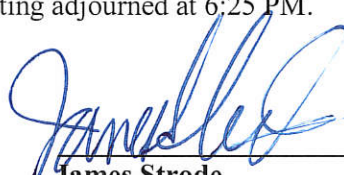
**8.1** March 11, 2019, 6:00 pm – Regular Meeting

**8.2** April 8, 2019, 6:00 pm – Regular Meeting

**8.3** May 13, 2019, 6:00 pm - Regular Meeting

**9.0 Adjournment** - Commissioner Ballard moved to adjourn the meeting. Commissioner Fallstrom seconded the motion. Passed unanimously. The meeting adjourned at 6:25 PM.

  
\_\_\_\_\_  
**Dennis O'Connell**  
**Contract Administrator**

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