

**Minutes of Somersworth Veterans Park Commission Meeting**  
**City Hall Conference Room**  
**Monday, October 15, 2018**

Committee members present: Councilor Martin Dumont, Chairman  
Councilor Richard Michaud, Vice Chairman  
Jenne Holmes  
Doreen Cole  
Cathy Burns  
Richard Gagnon  
Eric Mommsen  
Paul Spendley  
Claudette Bayko

Administration present: Robert Belmore, City Manager  
Dana Hilliard, Mayor

Excused absent: Brian McKay  
Bill Weners

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The meeting was called to order by Chairman Dumont at 4:06pm. Motion to accept the minutes of the last meeting as written and reviewed was made by Vice Chairman Michaud and second by Jenne Holmes, motion passed unanimously by hand vote.

Mr. Robert Belmore handed out and presented a letter from Ironwood Design Group (Jeffrey Hyland) of a proposed three step design process comprised of information gathering, conceptual design and design development. Discussion among members of the committee and Mr. Belmore regarding funding of this project, what do we need to bring this to city council. We need definitive concept, concrete plan, and idea of the cost. Need to refocus our timeline expectations, funding is difficult this time of year as the budget has already been set, however Mr. Belmore has put a place holder for this project in the CIP. We can certainly do the project in phases. Chairman Dumont added, we definitely need to polish our asking before going out to business for financial support.

Jenne Holmes presented her design of the park project to the committee incorporating the recreational department component, her design was well received and input was provided. Cathy Burns handed out picture references and examples of monuments and layouts in other Veterans Parks in other communities, this was helpful in our discussions, again it was discussed that the Dover project is a good guide but we are not looking to replicate it.

Chairman Dumont reported that Brian McKay is still reaching out to his contacts as reported at the last meeting.

Chairman Dumont asked for a consensus to make a request to council for \$7,500.00 to go ahead with Task 1 and 2 in the Ironwood proposal as suggested by Eric Mommsen. Mr.

Belmore suggested he would rather take our request back to his staff, look for resources and get it to finance committee before going to the council. He will also review with Jeffrey Hyland the meaning of terms in his proposal. Paul Spendley asked do we need a RFP; can we talk to one or two more firms and go with them? Mr. Belmore explained that there is more flexibility with professional services in the ordinances, RFP may not be needed. It was agreed that Mr. Belmore's suggestion of taking it back to staff was our next step.

Chairman Dumont set our next meeting for Tuesday, November 13, 2018 at 4pm at City Hall.

A motion was made to adjourn by Richard Michaud, second by Jenne Holmes passed unanimously by hand vote, meeting adjourned at 5:08pm.

Respectfully submitted,

Claudette Bayko, committee member