

Select Board Meeting
Monday September 30, 2024
6:30 PM
Nowak Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM and went downstairs to the Wheelwright Room for interviews.

2. Board Interviews

- a. Nick Drinker for the Trustees of the Robinson Fund
- b. Christine Soutter for the Tax Exemption and Credit Advisory Committee
- c. Steven Osborne for the Budget Recommendations Committee

The Board reconvened in the Nowak Room at 7 PM.

3. Public Comment

- a. Karishma Manzur spoke about voter registration. She suggested putting out the electronic sign trailers prior to the election to increase awareness. She also suggested putting out more information and reminders about absentee ballots. She presented some posters she made for the town.

Mr. Papakonstantis said regarding the trailers at the polls and at Portsmouth and Holland Way, Ms. Manzur should reach out to the Town Moderator Kate Miller who oversees the elections and communicates with Public Works. Regarding registration, there are timelines that the Supervisor of the Checklist has to follow. Mr. Chartrand said people can also register at the polls on the day of voting. Mr. Papakonstantis said the Board can encourage the town to do more with social media. Ms. Manzur asked about putting a sandwich board in front of Town Hall. Mr. Dean said it would have to be approved by the Moderator and Supervisors of the Checklist, but he can coordinate that.

Ms. Cowan mentioned that NH residents are not automatically registered to vote. Town Clerks are the only ones who can conduct voter registration drives. We should encourage our election officials to do that as much as they can.

- b. Keith Whitehouse of 61 Westside Drive said he's requesting help to schedule a dance at the Raynes Barn. The town needs to make that happen by finishing the work on the barn.

4. Proclamations/Recognitions

- a. There were no proclamations or recognitions at this meeting.

5. Approval of Minutes

- a. Regular Meeting: July 25, 2024
Corrections: Mr. Chartrand said on the last page, the vote should read 5-0 instead of 5-8.

MOTION: Mr. Chartrand moved to approve the minutes of September 16, 2024 as amended. Ms. Belanger seconded. The motion passed 5-0.

6. Appointments and Resignations

MOTION: Ms. Belanger moved to accept the resignation of Jane McCaffrey from the Robinson Board of Trustees. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to appoint Nick Drinker to the Robinson Board of Trustees vacant position, term to expire March 2025. Ms. Gilman seconded. The motion passed 5-0.

7. Discussion/Action Items

- a. Exeter BSA Eagle Scout Project Update -James Haney, Troop 323

Mr. Haney was not present but the Board discussed the proposal. Ms. Belanger said once this box is placed, who would own it, the town or the Scouts? They talked about putting together a regular schedule to check for the flags. How long would we let it go unattended? Would we replace it if it got rusty? Mr. Papakonstantis asked if the Board had any comments on the design. Mr. Chartrand said he's fine with it. Mr. Papakonstantis asked Mr. Dean to reach out to Mr. Haney with the Board's questions rather than having him reschedule, and to consider it under permits and approvals at a future meeting.

- b. Swasey Parkway Trustees Joint Meeting

The Swasey Parkway Trustees and DPW Director Steve Cronin were present for this discussion.

Swasey Parkway Trustees Chair Dwane Staples called their meeting to order at 7:24 PM. He introduced Trustees Dave Short and Darius Thompson.

Mr. Papakonstantis said in August, the Public Works Department shared some ideas about the design, and he was impressed with what they showed him. He met with Mr. Staples after Labor Day and Mr. Cronin walked them through the ideas. The Trustees had a sidewalk on September 18 and walked through this temporary plan.

Mr. Cronin said we looked at short-term, temporary solutions to open the Parkway to vehicle traffic. It's tough to reverse direction with the current layout. We're proposing a temporary turnaround using the existing maintenance driveway and curb cut to allow them to turn around. Vehicles need a 25 foot radius to safely turn around, and we're able to fit that. We're proposing a second curb cut north of the existing curb cut and constructing a second driveway, as well as 3 ADA accessible parking spots off the turnaround. We're also looking to add parking on the river side between the entrance gate and the turnaround. We're proposing three gates, one at each entrance and one just after the turnaround. This will allow us to shut down the parkway in an emergency or

during an event. We would restrict the Parkway to passenger vehicles only, due to the width. We could still accommodate larger vehicles such as Police/Fire and delivery vehicles, we'd just have to coordinate opening the gates. There would be a 15 MPH speed limit. We would have to add additional signage for the parking areas and the rules of the road. We're proposing a manually operated swing-style gate.

Ms. Belanger asked about the additional parking discussed, which was not on the map. Mr. Cronin said we haven't figured out how many spaces we can accommodate. The roadway is 24 feet wide, which may create conflicts if people are parked too far out into the road. Ms. Belanger asked why there are only 3 ADA spaces. Mr. Cronin said we're trying to stay close to the look of the Parkway so we're trying to be as unobtrusive as possible.

Ms. Belanger asked if the gates would be locked, and if so who would have the keys. Mr. Cronin said that's a decision for the Board.

Mr. Papakonstantis said this area of green space is not optimal and this could actually improve the drainage in this area.

Ms. Gilman asked how close the accessible spaces would be to a curb cut to the walkway. Mr. Cronin said we'd talk with our contractor about tying it in.

Ms. Gilman asked if there is change anticipated to the intersection at the end of the Parkway. Mr. Cronin said nothing is planned for the Newfields side. On the Water Street side, there should be some cue to separate the roadway from that entrance.

Mr. Papakonstantis asked about the Coastal Resiliency Grant. Mr. Cronin said that grant will look at flooding issues on Swasey. We're not sure what will come out of that study, so we felt a temporary option here will allow us to see how a more permanent solution can be implemented. It will take us a year to complete the grant work.

Mr. Papakonstantis said most of this can be paid for with our Road Aid grant.

Mr. Cronin said the estimate includes the gates, construction, pavement markings, and signage.

Mr. Staples said he's concerned about the handicapped spaces. Is there a way to add one more? Mr. Cronin said ADA requirements are that you have a loading and unloading area. We're proposing 3 spots that are 8 feet wide with 8 foot loading areas between them. Putting in an additional spot may require us to move some curbing.

Mr. Staples said this area is always wet. The space it takes up is the wet area. This solves more than one issue. We can use this as a temporary fix and build from this.

Mr. Thompson said on the sitewalk, we talked about adding a rain garden to address drainage issues. That would be an improvement. Mr. Cronin said that's something that would have to be engineered, but we can explore that. We talked about pervious pavers but with the proximity to the river they could allow water in as well as out.

Mr. Cronin said if approved tonight, we can authorize our contractor to move forward. The construction season is coming to an end but hopefully we could get this done by mid-November. We've already reached out to Bell & Flynn, our paving contractor.

Mr. Papakonstantis asked if the chili fest could still happen on Saturday, and Mr. Cronin said yes.

Mr. Thompson asked if there are guarantees of a fixed price. Mr. Cronin said yes, but we also built in some contingency.

Mr. Staples asked if this project would fall under the November 15 deadline. Mr. Cronin said there's limited work that needs to happen in the roadway so we would do that first.

Mr. Papakonstantis said this warrant article passed several years ago and we promised to work closely with the Trustees and do the best possible project, and he thinks that it has paid off. This will actually bring improvements to a portion of the park and helps with the Coastal Resiliency Grant. He thanked the Trustees for their work.

Mr. Staples said he looks forward to seeing what the grant can do for that area.

Mr. Papakonstantis said this is a temporary plan, so we will continue to welcome feedback and suggestions.

MOTION: Ms. Belanger moved to authorize the Public Works Director to begin work on the Swasey Parkway turnaround and further authorize \$32,102.08 to be expended out of Road Aid to cover the construction costs, and further authorize the Town Manager or their designee to sign any appropriate paperwork. Ms. Cowan seconded. Ms. Gilman suggested rounding up the amount. Ms. Belanger amended her motion to \$35,000. The motion passed 5-0.

MOTION [Swasey Parkway Trustees]: Mr. Thompson moved to adjourn the meeting of the Swasey Parkway Trustees. Mr. Short seconded. The motion passed 3-0 and their meeting adjourned at 7:48 PM.

c. Exeter Public Library Request for Additional FY24 Funding

Finance Director Corey Stevens was present to discuss the Library funding. Mr. Papakonstantis said at the last meeting, Mr. Dean spoke about the possibility of additional funding needed by the Library. Members of the Board, the Finance Director, and Library Staff and Trustees met and we heard their concerns.

Mr. Stevens said the meeting was to discuss additional financial need around a retaining wall project that took place in FY23. They were seeking funding from the town. In 2023 he attended a training which included a budgeting workshop, and afterwards he did research on budget turnbacks. If the General Fund has a surplus, we turn it back to the budget surplus. He concluded that this also pertains to the Library. He sought other legal opinions which were in agreement. The Town Manager took that information to the Library Director to say we were considering not turning back surpluses to the Library in 2023. There

was \$70,000 at the end of 2023, which we kept. In July, his office identified that given wage spending, the Library was going to be over on their budget lines. He met with the Assistant Director on this issue and she was going to work with the Library Director on a solution. Regarding the rock wall, the Library Director reached out to Mr. Dean and discussed the high cost of the wall and how it was putting strain on the Library finances, related to the fact that we did not turn back their surplus last year. Subsequent to meeting with them, they came to us with a check to cover overage in their wage lines. We also received correspondence from the Chair of the Trustees saying they are no longer seeking assistance with the rock wall. Both issues appear to be resolved.

Ms. Belanger asked if there would be no disruption to Library service, and Mr. Stevens said that was the indication from the Chair of the Trustees.

Mr. Papakonstantis asked Mr. Dean if we've notified the Library in writing of our intentions under RSA 32:7, and Mr. Dean said yes.

d. Preliminary FY25 Budget Presentation

Mr. Dean presented the preliminary FY25 budget. This budget incorporates the reclassification per the Keegan report and a non-union increase of 3% step and 2% COLA. The contracts with the SEIU, Police, and Fire are being negotiated. The health insurance increase is expected to be 10%. In expenses, blue bags are up \$42,000, paving is up \$150,000, and solid waste collection is up \$112,180. We split the Assistant Town Manager off from the Human Resources Director and there's a new part time Senior Coordinator position split with the Town Manager, the Parks and Rec Revolving Fund, and the Hospital.

The FY25 budget total is \$23,887,679, a 4.49% increase over FY24, or up by \$1,026,817. The tax rate in 2024 was \$6.23/1,000, and a new rate will be set in November 2024. The town operations was 22.6% of the total tax rate of \$26.78/1000. Water and Sewer rates are set by the Select Board with a recommendation from the Water/Sewer Advisory Committee. 2024 was a property revaluation year.

The FY25 budget focuses on recruitment and retention. Wage and benefit costs continue to rise. We're working on the implementation of the Keegan report. This is the final year of ARPA spending. Solid waste disposal costs are rising. Paving is back up to \$700,000.

The General Government budget is \$1,645,210, an increase of 6.71% over FY24. The position of Assistant Town Manager will be directly under the Town Manager budget. Transportation is \$1.00 and Legal is \$100,000, both level-funded. There's an IT increase of 9.7%, which includes moving the Public Safety computer contract oversight to the IT Department. Media communications had an increase of 5.66% due to wages and benefits increases. Trustees of the Trust Funds had no increase. The Town Moderator budget decreased by \$678 due to fewer elections in 2025. The Town Clerk budget is \$406,669, a decrease

of 11.54% mainly due to staff turnover. Elections/registration is \$21,233, a decrease of 14.28%. There is only one election in 2025 compared to 4 in 2024.

Ms. Belanger said email archiving decreased; are we going to stop archiving emails? Mr. Dean said no. Ms. Roy said we are stopping to archive our emails due to recommendations from Legal. Mr. Dean said he'll look back into that. Mr. Stevens said there was a healthy discussion around the topic so we'll have more background.

Mr. Dean said the Finance budget is \$801,949, an increase of 4.01% over FY24 mainly due to wages and benefits. We've put in an update for our bond rating which is \$4,500. The Treasurer budget is \$9,545, a decrease of 1.52%. The Tax Collection budget is \$130,908, an increase of 8.5%. Assessing is \$267,975, a decrease of 0.9%. The MRI contract increased 4.5%.

The Planning, Building, Economic Development and Land Use budget is \$788,348, up 2.94%. Planning is up 5.68%, Economic Development is up 3.36%, with a wage increase but a decrease in expenses of 10.2%. In Inspections and Code, the budget has decreased 0.13%. Contracted services are being reduced from \$15,000 to \$5,000. The Land Use Board budgets were relatively stable. The Renewable Energy Expense budget is \$1.

The Police Budget is \$4,084,171, an increase of 3.34%, mostly due to wage and benefit increases. Expenses decreased in Community Relations and in the Computer Service contract moving to the IT budget. Overall expenses decreased by \$16,760.

Ms. Belanger asked about an increase in overtime spending. Mr. Dean said it's mostly due to wage increases.

Mr. Dean said the Fire/EMS budget is \$4,206,447, a decrease of 0.68%, but that is prior to the health rates being built back in. There are wage increases of \$40,397 in full time wages, as well as \$5,193 in PT wages for the EMD PT position being funded for 12 months. There's a benefits decrease of \$37,067 due to plan changes. General expenses decreased by \$51,483 due to the IT contract moving to the IT budget. The PFAS gear was funded by ARPA funds in 2024, but that was a one-year reduction.

The Dispatch budget is \$467,706, a decrease of 2.21%. The Health Department budget is \$140,242, an increase of 7.96% due to wages as well as education for the Health Officer as she works toward her degree.

The Public Works General Fund budget is \$4,915,951, an increase of 5.96%. Administration/Engineering had an increase of 2.63%. Wage increases are offset by some benefit decreases. Highway is up by 7.32% mainly due to increases in the Highway Capital Outlay budget. We increased the Paving general fund back to \$700,000. \$150,000 of that budget came from Road Aid in 2024.

The Snow Removal budget is \$289,511, a decrease of 8%. We intend to allocate more to the Snow and Ice Deficit Fund from fund balance, \$75,000 instead of \$50,000. The Solid Waste budget up 10.89%, due to a 9.4%

adjustment to the town's solid waste contract, a part time wages increase, and a blue bag budget adjustment of \$42,000.

Street Lights had a decrease of 13.02%. We now own our streetlights because the paydown to Unitol is complete. Stormwater is level funded.

The DPW Maintenance and Garage budget is \$1,303,186, an increase of 4.82% due to wage increases and contracted services for cleaning town buildings. The Fire Safety budget increased by \$9,000 for safety guideline implementation from the Department of Labor. Town Buildings is up 5.61% due to increased costs of electricity, natural gas, and water/sewer. Maintenance Projects is level-funded at \$100,000. The Garage up 0.7%, so fairly flat.

The Welfare/Human Services budget is \$276,013, up 13.86% due to the Administrator position, which was only funded for 9 months last year, as well as an increase in direct relief including rent relief. Human Services agency funding decreased by 0.42%. The committee will report on that during the budget process.

Mr. Chartrand asked about direct rent relief. Mr. Dean said it's more effective to keep them where they are rather than utilizing hotels. Mr. Chartrand said helping them earlier saves us money. Ms. Gilman said we can now bill the town that people come from for welfare assistance.

Mr. Dean said the Parks and Rec budget is \$773,447, an increase of 12.28%. Recreation had a wages increase and the new Senior Coordinator position. Parks is up 12.86% due to wage and benefits increases. Most of the Other Culture and Recreation budget, which covers activities such as the Christmas lights and the Exeter Brass Band, is level. There was inflation on the fireworks, from \$8,000 to \$10,000.

The Public Library budget is \$1,259,054, an increase of 6.19%. The Library Trustees sent over a budget with only a 5% increase, but we will make that change in the budget. Mr. Stevens said there were increases in the wage lines and public services.

Mr. Dean said the Debt Service and capital budget had a decrease of 2.74%. Debt service has a decrease of 5.83%. The Great Dam removal bond and the Rec Park development design bond are retired. The Vehicles/Leases budget increased by \$47,822 due to the approval of a new sidewalk tractor.

Benefits and taxes had an increase of 57.36%. This is where we budget our health insurance reserves and Health Buyout program. It includes unemployment insurance, workers comp, and property insurance. The Health Trust rates will be reallocated to the departments.

For bond articles, we're looking at a Pickpocket Dam article at \$2,100,000; a Linden Street Bridge article at \$1,257,900; a new fuel island at the DPW Complex at \$575,000; and a Street Sweeper at \$395,000, which would be covered through an SRF loan. Mr. Papakonstantis asked whether we would reapply for a NOAA grant for Pickpocket Dam, and Mr. Dean said yes.

Mr. Dean said that warrant articles for the CIP include Front/Pine/Linden drainage and sewer replacements at \$150,000; Transfer Station Improvements

at \$100,000; the Parks Improvement Fund and ADA Capital Reserve Fund allocations; the Sportsman's Club cleanup; the Sestercentennial Fund; and the Succession Plan Fund. We're funding these from \$100,000 bond proceeds, the General Fund at \$300,000, and the Sewer Fund at \$150,000.

For Lease Purchase proposals, we would replace Dump Truck 33 and Sidewalk Tractor 58. Parks and Rec has also requested an ADA Accessible Van. The funding sources would be the General Fund, at \$109,250 in year 1, and the Revolving Funds.

We plan to use Fund Balance to replace Fire Utility 1; install a public EV charging facility; obtain a styrofoam recycling unit; install a Raynes Barn fire alarm unit; and allocate \$75,000 to the Snow and Ice Deficit Fund and \$100,000 to the Sick Leave Trust. The total would be \$459,170 from Fund Balance. We try to keep it around \$500,000.

Mr. Papakonstantis asked how many warrant articles there would be on the ballot. Mr. Dean said above 20.

Mr. Dean said the General Fund preliminary budget is \$23,887,679 and the warrant articles from the General Fund (not the fund balance) are \$409,250, so the total preliminary budget is \$24,296,929, an increase of 5.7%. The estimated tax impact is \$0.37/1,000.

The Water Fund budget is \$4,517,198, a decrease of 8.98%, mainly due to capital outlay decreases. Administration is \$576,642, an increase of 7.28%. Billing is up 1.82%. Distribution is down by 0.97%. Treatment is up 10.84%. Debt Services is down 12.96% due to debt retirements. Capital outlay is down 64.09%.

The Sewer Fund budget is up 8.34%. Administration is up 7.33%. Billing is up 1.85%. Collection is up 3.75%. Treatment is up 3.19% Debt Service is up 11.51% due to the Siphons payment coming online. Capital Outlay is up 10.55%.

There will be Bond Issues for Water/Sewer Funds: a Groundwater Development bond of \$6,800,000, and is proceeding on schedule; Clemson Pond cleaning and inspection at \$500,000, to be funded by excess bond proceeds from the lagoon sludge project; the Wastewater Treatment Facility Effluent Flume Repair at \$245,000, and Front/Linden/Pine Sewer and Drainage replacement project at \$150,000, paid for by excess bond proceeds from the Salem Street Utility project.

In the Revolving Funds, CATV is projected at \$233,300. The EMS Fund has \$793,600 in projected revenue. The Rec Revolving fund has \$771,000 in projected revenue.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

- i. There were no abatements or exemptions considered.

b. Permits & Approvals

- i. Household Hazardous Waste Contract

Mr. Cronin said each year we work with RPC to manage a Household Hazardous Waste event for several communities. Historically this contract is based on unit prices per waste stream, which has a lot of variability, but RPC negotiated a fixed per-vehicle price this year. It's limited to 400 vehicles this year. This will allow us to bill the communities and pull in the revenue sooner.

Mr. Cronin said we have 158 people registered, so plenty of time slots are available. Residents can register through a link on the website or the RPC website.

MOTION: Ms. Belanger moved to approve a two-year contract with Tradebe Environmental Services, LLC in the amount of \$76,243.45 for the Exeter Area Household Hazardous Waste Collection Program, and to further authorize the Town Manager or their designee to sign the associated contract documents. Ms. Gilman seconded. The motion passed 5-0.

ii. Pleasant Street Winter Parking

Mr. Dean said there are 8 parking spaces on Pleasant Street available, 34 spaces at the Townhouse Common lot. People were coming in and taking multiple permits. We had a conversation with Public Safety and DPW and the feeling was that there should be one permit per household but we should allow them to use it on up to 3 different vehicles.

Ms. Belanger said we have no enforcement. Wouldn't it be easier to just say one per household? Ms. Gilman said the issue is that most households have more than one vehicle. Mr. Dean said enforcement wasn't discussed.

Ms. Gilman said the permit should have the phone number on it so they can be contacted directly during a snow emergency.

MOTION: Mr. Chartrand moved to approve the updated winter parking permit application for Pleasant Street for the 2024 - 2025 Winter Season and moving forward. Ms. Cowan seconded. Mr. Papakonstantis asked that the phone number be added to the permit. Ms. Belanger abstained. The motion passed 4-0-1.

iii. Highway Safety Grant approval

MOTION: Ms. Belanger moved to accept the Highway Safety Grant from the New Hampshire Department of Safety Office of Highway Safety in the amount of \$17,225.46. and to further authorize the Town Manager or their designee to sign the appropriate paperwork. Mr. Chartrand seconded. The motion passed 5-0.

iv. Town Manager's Report

1. We have an easement agreement underway with PEA for the roundabout. There is no cost to the town.
2. He met with SEIU and Fire on negotiations.
3. Donna Bennet, our new Deputy Tax Collector, started today.

4. The new hours for the Tax and Water/Sewer office mimic the Town Clerk, including closing at 12:30 PM Fridays, starting tomorrow.
5. Household Hazardous Waste Day is upcoming.
6. There is a BRC meeting Wednesday Oct 2 at 6:30
7. He and the Assistant Town Manager attended ICMA in Pittsburg last week. It was a good conference.

c. Select Board Committee Reports

- i. Ms. Belanger attended a Rec Advisory Board meeting. The pool painting and pickleball court lining are done. Fall soccer registration is open. There was a Planet Playground discussion on what to purchase or fundraise for. The Rec Advisory Board decided to use Rec Impact fees of \$63,000 for the sail shade. They will start with just one shade at the entry. They will raise funds for a glider at \$28,000. October 23 is the next meeting, where they'll be voting on next steps. They will come before the Select Board in January. There was a discussion on the number and cost of summer camp field trips. There were 27 scholarships last year. When they have field trips, there's no camp that day. Regarding EEE, all players should be off the fields by 6:30 until early November. The Planning Board needs alternate members. There was a lot line adjustment at the Ioka building that was approved, as well as a waiver for a perimeter buffer adjustment on Hampton Road from 50 to 35 feet. The Willey Creek application for a lot line adjustment was taken off the agenda at their request. There were two extensions for already-approved projects. She attended a "Do's and Don'ts of Electioneering" session. She will be volunteering at the Powder Keg festival.
- ii. Ms. Gilman said the Heritage Commission met at 112 Front Street to review a house and barn requesting a demolition. We decided to hold a public hearing. We have a 30 day window to meet, and we're meeting tomorrow at 5:30. The Historic District Commission meeting was only 2 minutes. We extended an approval for a project at 47 Front Street.
- iii. Ms. Cowan had no report.
- iv. Mr. Chartrand met with the Train Station group as a business owner. We continue to discuss how to provide more amenities for train riders. A Facilities Advisory meeting was scheduled for 9/25 but was delayed so all members could discuss a space needs assessment.
- v. Mr. Papakonstantis had a sitewalk with Swasey Parkway Trustees. The River Advisory meeting had an update from Paul Vlasich and a review of the Exeter River dam feasibility study paid for by a grant. Terri Harmon had an idea to have a sitewalk in October. The Pairpoint Park committee met and discussed work done since the last meeting. They will meet again next week. They will make recommendations to the Board October

15 regarding fencing and next steps. Tomorrow night he will meet with a Scout troop to talk about democracy and local elections.

d. Correspondence

- i. A monthly update from MRI. 346 appointments scheduled: 324 residential and 22 commercial. There were no statistics on the outcomes. Mr. Dean said those would come later.
- ii. A notice from Xfinity that they are discontinuing the use of cable cards.
- iii. A packet from public works on what's recyclable and disposable at the Transfer Station.

9. Review Board Calendar

- a. The next meetings are Tuesday October 15, October 28, Tuesday November 12, November 25, December 9, and December 23.

10. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public session under RSA 91-A3II (a) and (c) . Mr. Chartrand seconded. In a roll-call vote, the motion passed 5-0 and the meeting went into non-public at 9:03 PM.

MOTION: Mr. Chartrand moved to exit non-public session. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

MOTION: Mr. Chartrand moved to seal the minutes indefinitely. Ms. Belanger seconded. The motion passed 5-0.

11. Adjournment

MOTION: Ms. Belanger moved to adjourn the meeting. Mr. Chartrand seconded. The motion passed 5-0 and the meeting adjourned at 9:25.

Respectfully Submitted,
Joanna Bartell
Recording Secretary