

Select Board Meeting  
Monday June 17th, 2019  
Town Offices, Nowak Room  
Final Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Corson at 6:25 PM.

2. Board Interviews - Sustainability Committee

- a. The board went downstairs for interviews, and reconvened at 7 PM.

3. Bid Openings and Awards

- a. There were no bid openings or awards at this meeting.

4. Proclamations/Recognitions

- a. Ms. Corson recognized Arthur Manock, Water/Sewer Heavy Equipment System Operator, who was the Public Works employee of the quarter in the winter quarter of 2019, and Larry Pond, Water Sewer/Maintenance Technician, who was awarded employee of the 2019 Spring Quarter.

5. Public Comment

- a. There was no public comment at this meeting.

6. Approval of Minutes

- a. Regular Meeting June 3rd 2019

**MOTION:** Ms. Surman moved to accept the minutes of Monday June 3rd as submitted. Mr. Papakonstantis seconded. All were in favor.

7. Appointments - Sustainability Committee

**MOTION:** Mr. Papakonstantis moved to appoint Beverly Tappan to the Sustainability Committee for a one year term, expiring April 30, 2020. Ms. Cowan seconded. All were in favor.

**MOTION:** Mr. Papakonstantis moved to appoint Chetana Parmar to the Sustainability Committee for a term ending April 30, 2021. Ms. Cowan seconded. All were in favor.

**MOTION:** Mr. Papakonstantis moved to appoint Jennifer Brackett Piskovitz to the Sustainability Committee, with a term to expire April 30, 2022. Ms. Cowan seconded. All were in favor.

Ms. Corson said that Liuxi Sun's appointment is pending information about Ms. Sun's availability. Mr. Papakonstantis said there will be an additional four interviews at the next meeting, and the Board should also appoint the members that evening so that the Committee can get started. Ms. Corson agreed. She also asked which Board member would be interested in being the Select Board rep for the Sustainability Committee. Ms. Cowan and Mr. Papakonstantis were interested but need to know the time/day of the meetings.

## 8. Discussion/Action Items

### a. Quarterly Financial Report

Doreen Chester, the Chief Financial Officer for the town, gave a report on the first quarter. Finance has been working with the auditors, putting together a BAN (Bond Anticipation Note) for the \$2.5 million library bond, and working with legal counsel on the other 2019 bonds. They also assisted the Tax Department with the MUNIS conversion, and bills have gone out with the new system. The Accounting Clerk retired in May, so they had resumes and interviews to go through and Ms. Chester had to cover the role for a few weeks before hiring Melissa Parouse as the accounting specialist for Finance.

Ms. Chester explained that General Fund Revenues are usually flat year over year in the first quarter, because taxes have not been billed or collected yet. There is \$81,000 more in interest on property taxes this year. Motor vehicle is up \$46,000, and building permits are up \$6,000, which is higher than last year but not more than the big year they had in 2017. There was a drop of \$15,000 in Other Permits and Fees. Income from Departments is up. Regarding Interest Income, the town opened an investment account with Citizens, so instead of \$100 in this category in the first quarter of last year, they have \$15,000 this year. Rental Revenue is \$2,000 more due to new fees for Town Hall and other buildings. There were amounts voted out of fund balance for the Sick Leave Trust (\$100,000), Snow and Ice (\$50,000), the LED lights project (\$187,800), and the Swasey Parkway Expendable Trust (\$24,000).

Overall, General Fund expenditures are \$4.2 million, or 22% spent, which is about average.

The General Government Group is 30% spent. Legal is down \$5,000 from prior year, and Liability Insurance is down \$25,000. The Finance Group is 23% spent. IT was budgeted for new computers at \$5,500, as part of their planned replacement program. Planning and Other Boards is 21% at \$116,000. In Planning, there is some change due to timing of payment of RPC dues of \$12,000, which were paid in a different quarter last year. Building inspection expenses were \$60,000, which is flat. The Police Department is at \$846,000, or 22% spent. Police Admin Wages are up \$15,000 due to the retirement of the Police Chief and a vacation payout. Dispatch expenses are down \$23,000 due to a retirement and staff replacement at a lower rate.

Ms. Gilman asked how the investment account interest will be used. Mr. Dean said it will be counted as additional General Fund revenue.

Ms. Chester continued by discussing the Fire Department, which at \$803,000 is 21% spent against budget. Fire Suppression wages, benefits, and taxes decreased by \$24,000, due to the hire of two new firefighters. Public Works is at \$1 million or 19% spent. Public Works Admin is down by \$17,000. The Snow Removal budget is close to being exhausted, at \$270,000 or 86% spent, versus only 76% spent last year. Solid waste disposal was \$34,000 lower, but this is due to timing. Parks and Rec is at \$111,000 or 21% spent, a \$9K decrease due to changes in health plans and staff turnover. Parks appears to have \$14,000 increase due to the timing of maintenance on Contract Services. The Library has \$237,000 spent to date with a \$6,600 increase YOY. Full time wages increased by \$28,000, somewhat offset by a decrease in part time wages.

Ms. Chester said the General Fund has a net deficit but it's not a concern and is due to lack of property tax revenue at this time of year.

Ms. Surman wanted to emphasize that the Fire Suppression decrease of \$24,000 can be traced back to two years ago when the town voted in additional firefighters.

In the Water Fund Budget versus Actual, enterprise revenues were \$851,000 collected against budget. Against last year, that's \$51,000 more, due to water rate increases from the prior year, although water usage is down slightly. Expenses are \$808,000, or 25% spent. Water Admin saw a \$29,000 decrease in property tax insurance rates. Water Distribution had a reduction of \$27,000 due to less spending on tank rehab and hydrant assembly. There was a \$322,000 increase in debt service, partly due to the timing of the Larry Lane GWTP which got paid in the second quarter. The Washington Street water lines went online. Net income for Water was \$42,000.

The Sewer Fund had \$894,000 in collection. The prior year was at \$744,000; there was a \$150,000 increase due to new sewer rates. Sewer fund expenses were \$525,000 or 18% spent. Sewer Admin increased \$30,000 over the prior year, due to adding more sewer assets. Sewer Collection had a year over year increase of \$14,000 and a department overtime increase of \$9,000 related to the new wastewater treatment facility. New personnel were hired to run the plant. The Sewer Fund net income was \$368,000 in the current quarter, an increase of \$45,000.

Ms. Corson asked if electricity costs will go down once the old plant is retired. Jennifer Perry, the Public Works director, said that in the immediate future the answer is no, because they still have lagoons that need to be aerated. In the long term, there will be a CIP proposal for decommissioning the old lagoons.

Ms. Chester then discussed the Revolving Funds. In Cable TV, there were revenues of \$160 for Technical and AV services; they're now charging a fee for technical support for non-employees. Comcast revenues come in the second quarter. Wages and benefits were \$25,000, or 20% spent. There was a small increase in part time wages of \$2,000. General expenses were \$25,000 higher due to the timing and payment of the E-Channel assessment to schools. There was a net deficit of \$60,000 for the first quarter.

Ms. Chester said that the Recreation Revolving Fund had revenues of \$320,000 or 50% collected, versus 46% last year. People register for camp and summer programming in Q1. They added some new camps this year and increased the rates slightly. Wages and taxes spending was at \$7,000. General Expenses such as recreation programs, pool chemicals, water bills, printing, and advertising were \$45,000 spent against budget. There was a \$16,000 variance due to the timing of capital outlays. They had \$274,000 in net income.

The EMS Revolving fund was at \$128,000 versus \$140,000 in the prior year. Ms. Chester said she spoke to the Fire Department and they will look into why ComStar is behind in billing and collections. Wages taxes and benefits were \$48,000 spent. Ambulance overtime is up over prior year, \$48,000 versus \$35,000, yet the revenue is not reflecting that increase. General Expenses are flat. The current year net income is \$60,000, compared to \$82,000 this time last year.

#### b. 2019 Revaluation Update 2019

Scott Marsh and Ed Tinker from MRI, as well as Deputy Assessor Janet Whitten, were present to discuss the Revaluation. Mr. Marsh said they've completed a preliminary analysis. They reviewed all sales in town, 670 properties over the last two years. The town's valuation is

increasing 30%, to \$2.6 billion. In Taxable value, there is a 25% increase of around \$450 million. Residential is increasing 20%, manufactured housing 50%, condos 33% and commercial 27%. They will be sending out notices at the end of this week providing property owners with new numbers. Owners can set up a hearing to take place July 8 - 17th. If owners can't make it to a hearing, they can submit questions in writing or by phone. Last year the equalization rate for town was 78%, but this year it is 96%.

Ms. Surman asked if this change would be reflected in the next tax bill, rather than the bills due July 1. Mr. Marsh explained that the first tax bill was half of last year's total bill, and the new valuation will be utilized when setting the tax rate in the fall. They won't know what the new rate is going to be until September/October. If owners think the valuation is inaccurate in some way, he invited them to come and correct it before they are sent the second tax bill.

Ms. Cowan asked what happens if someone misses the hearing period. Mr. Marsh said that owners always have a chance to appeal, but September 1st is the deadline the state sets for the town to send in the values. After that, an owner would have to go through a formal abatement process.

Mr. Dean said the Board's decision last year not to wait on the revaluation was a good one. As Mr. Marsh indicated, the tax rate will fluctuate. During the budget process last year, the values being used to estimate the rate were way out of date. This is a significant change in value, reflective of an enhanced market trend. It's the biggest increase since he's been here.

Ms. Corson opened the discussion to the public, but there were no comments, and she brought the discussion back. Mr. Marsh said they would come before the Board again after the hearing process with the final values.

c. 2019 Bond and BAN resolutions

Mr. Dean said that the resolution needs to be read for the Bond Anticipation Note for Library, at \$2.5 million. This will be bridge financing until they're through the design stage of that project and have a final estimate.

Mr. Papakonstantis read the resolution:

*The Town of Exeter NH ("The Issuer"), for value received, promises to pay to the Registered Owner of this Note, or registered assignee, the principal specified above in lawful money of the United States of America, on the Maturity Date upon presentation and surrender hereof, with interest calculated on the basis of a 360-day year comprised of twelve 30-day months, at the Interest Rate per annum, payable on the Maturity Date. This Note will bear interest from the Original Issue Date.*

*Both principal and interest on the Note are payable at 137 Portsmouth Avenue, Exeter, NH 03038 or such place as may be specified to the Issuer in writing. Final payment of the interest and principal of this Note shall be made upon surrender of this Note for cancellation at the place at which this Note is then payable.*

*This Note is a general obligation of the Issuer, issued by the Issuer pursuant to New Hampshire RSA 33:7-a and votes of the Issuer passed on March 12, 2019. This Note is being issued to finance the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system and equipment of the Exeter Public Library.*

*This Note may be redeemed or prepaid prior to maturity, in whole or in part, without the payment of any premium or penalty.*

*This Note is transferable only upon the registration books kept by the Registered Owner as Paying Agent and registrar.*

*It is hereby certified that every requirement of law relating to the issue hereof has been complied with and that this Note is within every debt or other limit prescribed by law.*

*This Note shall not be valid unless the Certificate of Authentication has been signed.*

*In Witness Whereof, the Issuer has caused this Note to be executed on its behalf by a majority of its Board of Selectmen and countersigned by its Treasurer and its seal to be affixed hereto as of this 10th day of July, 2019, Town of Exeter New Hampshire.*

Ms. Surman said there was a typo in the zip code, saying 03038 instead of 03833. Ms. Chester asked them to sign it and she will check it tomorrow with the bank.

Mr. Dean said they also need to read the resolution of the governing board.

Mr. Papakonstantis read the resolution:

*Town of Exeter NH ("Issuer") resolution of governing board: The Undersigned, at least a majority of the governing board of the Issuer and the Treasurer of the Issuer, hereby certify:*

*1) That a meeting of the governing board of the Issuer was held with respect to the issuance of the notes defined below; 2) That notice of said meeting was afforded to said officers and the public in accordance with the provisions of RSA 91-A as amended and the applicable rules and bylaws of the Issuer, if any; 3) That at least a majority of the governing board were present throughout said meeting; 4) That the following votes were adopted at said meeting, all as being in the best interest of the issuer; and 5) That the resolutions set forth below have not been repealed, amended, or rescinded as of the date thereof.*

*Voted: to authorize the issuance of \$2,500,000 Bond Anticipation Notes of the Issuer, which were heretofore authorized by the Issuer on March 12, 2019, such notes to be dated July 10th 2019.*

*Voted: To sell said notes to the purchaser, with the principal amounts, maturities, premium if any, redemption provisions if any, and interest rates specified on Schedule A attached hereto and made a part hereof.*

*Voted: To issue the notes in substantially the form set forth in Schedule B, attached hereto and made a part hereof.*

*Voted: To authorize at least a majority of the governing board and the Treasurer to sign the notes or to have said signatures printed in facsimile on the notes and to affix the Issuer's seal thereto.*

*Voted: To authorize the Treasurer to deliver the notes to the purchaser against payment therefore.*

*Voted: To authorize at least a majority of the governing board and the Treasurer to execute and deliver a signature, a No Litigation Certificate with Receipt, a No Arbitrage and Tax certificate, and IRS form 8038-G, in substantially the form presented to this meeting, and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the notes in accordance with the foregoing and;*

*Voted: That the purchaser shall serve as paying agent with respect to the notes.*

*Dated as of this 10th day of July 2019, Town of Exeter New Hampshire.*

**MOTION:** Ms. Surman moved to adopt the resolution of the governing board. Mr. Papakonstantis seconded. All were in favor.

Mr. Dean said to note the interest rate of 2.16%, which was due to the work of Ms. Chester and the Finance Office.

Mr. Dean said the proceeds are \$575,000 for the Salem Street issue and Rec Park. They received a bond premium on that issue, for a true interest cost of 2.55%.

d. Public Hearing: CDBG Application: Icey Hill Cooperative Water/Sewer Improvements

**MOTION:** Ms. Surman moved to open the public hearing on the Water and Sewer Improvements at Icey Hill Cooperative project for Community Development Block Grant funds. Ms. Gilman seconded. All were in favor.

Informational packets were available for the public.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for a CDBG Housing Rehabilitation/Public Facility Application for up \$500,000 toward the tying of the water and septic systems into the municipal systems to fix issues at Icey Hill Cooperative, a 15 unit manufactured housing park located at 55 Deep Meadows in Exeter. The majority of the residences are of low and moderate income.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: **GOAL** – Continue to make upgrades to our private and public water and wastewater systems that meet New Hampshire Department of Environmental Services regulations. **(short term)**

Donna Lane, CDBG consultant, described this application for Community Development Block Grant funds, which offer up to \$500,000 annually for public development. All projects must directly benefit lower or moderate income people. They propose to use \$500,000 towards the tying of water and septic systems into municipal systems to fix issues at the Icey Hill Cooperative, a 15 unit manufactured housing park at 55 Deep Meadows in Exeter. The project conforms with the Exeter Housing and Community Development Plan.

Ms. Corson asked for comments from the public.

Kelly Murphy, a resident of Icey Hill, said this work would be very important to all residents of the park.

Chris Bourcier of the New Hampshire Community Loan Fund said that the Cooperative's well exceeds the newly proposed DES limit for arsenic in water. There is a two year grace period but it will cost money to fix at some point. There will be an excess cost over what's granted, and they need to figure out with the community how to pay the excess

**MOTION:** Ms. Gilman moved to close the public hearing. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Gilman moved to open the public hearing on the Housing and Community Development Plan. Mr. Papakonstantis seconded. All were in favor.

Ms. Lane said that the Housing and Community Development Plan outlines the goals for the town. It was last done in 2016, and this one is considerably updated. This will serve as a blueprint for development in the town, and must reflect the priorities of the community as a whole. She would like to readopt it as its own stand-alone Housing Community Development Plan, as it must be in place to apply for CDBG funds and updated every 3 years.

Ms. Corson asked for comments from the public. There was no comment.

**MOTION:** Ms. Surman moved to close the public hearing on the Housing and Community Development Plan. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Gilman moved to open the hearing on the Residential Anti-Displacement and Relocation Assistance plan. Mr. Papakonstantis seconded. All were in favor.

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Ms. Lane said that if the town were to undertake a CDBG project that required dislocation and resulting relocation, they must find comparable housing for persons and businesses. She added that this is not relevant to this project but must be adopted for CDBG funds.

Ms. Corson asked for comments from the public. There was no comment.

**MOTION:** Ms. Cowan moved to adopt the Housing and Community development plan. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Cowan moved to close the hearing on the Residential Anti-Displacement and Relocation Assistance plan. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Cowan moved to adopt the Residential Anti-Displacement and Relocation Assistance Plan. Mr. Papakonstantis seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve the submittal of the application, and to authorize the Town Manager to sign and submit the CDBG application and upon approval of the CDBG application, authorize the Town Manager to sign any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Mr. Papakonstantis seconded. All were in favor.

e. DPW Water/Sewer Assistant Manager Proposal (replacing Engineer Technician)

Ms. Perry presented a proposal of a new job description in the Water/Sewer department. There are 21 members of the department, led by a Water/Sewer Manager. This position has seven direct reports. She would like to replace a Water/Sewer Engineering Technician position, which is vacant, with an assistant Water/Sewer Manager. The new Wastewater treatment facility requires more work and staff, and they've made changes in the water treatment processes. They anticipate there will be more regulations, for example on arsenic and PFOS. They haven't added staff other than plant operators in many years. The vacant position was budgeted for a full year, and was a grade 8 nonunion, salaried. The Assistant Manager would be a grade 12, a significant jump. The actual cost increase for a full year would be \$23,000, but they wouldn't see that increase until 2020. She added that there will likely be additional staffing requests in 2020.

Mr. Papakonstantis asked if the Assistant Manager would take on supervisory responsibilities, and in the event that the Water/Sewer manager left, would this give them an interim leadership role. Ms. Perry said yes, it's a chain of command and a succession plan rolled into one.

Ms. Surman asked if there were anyone internal to promote, but Ms. Perry said no. Ms. Surman was concerned that the position jumps from a grade 8 to a grade 12. Ms. Perry responded that there is a Factor Evaluation system, where they look at what all the weightings are for the supervisory level, technical level, and complexity. It's based on real criteria. The Manager position is a grade 14. This position reports to the manager, but would also be available to fill in as the Manager, it's a high-level position.

**MOTION:** Ms. Gilman moved to create the position of Water/Sewer Assistant Manager at grade 12. Mr. Papakonstantis seconded. Ms. Surman voted nay and the motion passed 4-1-0.

f. Classification Plan Amendments

Mr. Dean asked for an amendment to the Human Resources Administrator job title, to Director, as well as the creation of Police Lieutenant position and the corresponding classification plan, and the deletion of the two Police Captain positions.



Chief Stephan Poulin said that they've revised the job descriptions with Human Resources, and spell out what the Deputy Chief would be responsible for; they're adding dispatch, prosecution, DARE, and School Resource Officer to his responsibilities. For the Lieutenant position, they're removing dispatch, prosecution and SRO. This plan will create a succession and fill-in if the Chief is away. For the requirements in the job description for Deputy Chief, they've added knowledge and level of competency equivalent to a Bachelor's degree in Criminal Justice, Criminology, Police Science, Law Enforcement, or a related field, and 3-5 years of experience at the rank of Lieutenant, raised from an associate's degree. For fiscal impact, the two Captain's position salaries total \$161,407; with the anticipated step increase for the Deputy Chief and the lowered salary of the Lieutenant, the total would be \$161,916, which would only be an increase of \$509.

**MOTION:** Mr. Papakonstantis moved to amend the classification plan to delete the Police Captains, adding the Police Lieutenant and Police Deputy Chief as outlined by the revised job description, and changing administrator to director for Human Resources as described in the job description. Ms. Cowan seconded. All were in favor.

#### 9. Regular Business

##### a. Tax, Water/Sewer Abatements and Exemptions

**MOTION:** Mr. Papakonstantis moved an abatement of \$22,500 for 47/8/1. Ms. Gilman seconded. Mr. Dean explained that this is an abatement of land use change tax, as the new TIF road is going to be a public way. When the original property came out of current use, it was agreed that the portion that became the public road would not be part of this tax. All were in favor.

**MOTION:** Mr. Papakonstantis moved a proration abatement for 85/47/2. Ms. Cowan seconded. Mr. Dean explained that this home was involved in a fire on April 8th, with three upstairs bedrooms burned and damage to the rest of the house, the interior is being brought down to the studs. The value decreased for 2019. No refund is due at this time, since the second tax bill will correct the value. All were in favor.

**MOTION:** Mr. Papakonstantis moved a jeopardy tax in the amount of \$121 for 103/6/2. Ms. Cowan seconded. All were in favor.

##### b. Permits & Approvals

Ms. Corson said that they must approve the Dog Warrant for those who have not registered their dogs. Persons on the list are subject to civil forfeiture.

**MOTION:** Ms. Surman moved to accept the 2019 Dog Warrant. Mr. P seconded. All were in favor.

##### i. Disposal of surplus property

**MOTION:** Ms. Surman moved to approve items for surplus as presented. Mr. Papakonstantis seconded. All were in favor.

##### c. Town Manager's Report

- i. Mr. Dean said that the personnel changes continue. In the Police Department, Liz Thibault's retirement is June 27th. Norma Ryan will take Ms. Thibault's spot.
  - ii. The new wastewater facility is beginning to take flow, slowly coming online. It's working well so far.
  - iii. There will be a sidewalk crew on Front Street this week, and paving there will be starting next week.
  - iv. The hiring process continues for the Executive Assistant position, and they have some great candidates.
  - v. They set up an office on the mezzanine deck of the Town Offices for the new HR assistant.
  - vi. Ms. Gilman asked for an update on the status of Lincoln Street. Ms. Corson said that if you go on the DPW's site, there's a lot of information. Mr. Dean said he's having the next meeting about the status on Friday at 1 PM.
- d. Select Board Committee Reports
- i. Ms. Gilman attended the Adult Ed graduation, which was very nice. The Heritage Commission went door to door in the Park Street area with letters asking for history or old photos to add to a historical survey of the area. They had an Energy Committee meeting, and learned that the LED streetlights will be going in soon. They're planning the Electrical Vehicle Festival in September, and already getting inquiries from local auto dealers.
  - ii. Mr. Papakonstantis attended a Planning Board meeting, but no cases were heard. It was mostly administrative discussion, on soil and the waiving of tree inventories. A subcommittee was formed to look into it further.
  - iii. Ms. Cowan said that in the Water and Sewer Advisory committee they started the process of doing the abatements, which should work nicely. A few folks came and presented their cases. Mr. Dean said the abatements are at the meeting for the Board to sign but the requesters won't come before them. Ms. Cowan continued, saying that at the Housing Committee meeting, they were not quite finished with the scope of plan of charrettes of multifamily housing. The next meeting is August 9th. Ms. Gilman wants to come and discuss tiny houses.
  - iv. Ms. Surman attended E911 last Tuesday. They're trying to compile items and will come before the Board soon, possibly in July.
  - v. Ms. Corson had no meetings.
- e. Correspondence
- i. Correspondence from Sheila Mullen re her Right to Know request about the Kingston Road communications tower. Mr. Dean said they've reached out to her.
  - ii. Approval of the fishing platform and kayak launch.

- iii. Legislative update. Ms. Gilman said the House has heard all the Senate bills and vice versa, and there may be amendments. The last session was on whether they concurred with what the Senate did to the House bills. What will go through to the governor is establishing an independent redistricting commission, requiring background checks for commercial firearms sales, and a waiting period for purchase and delivery of a firearm. There's a bill to allow qualified patients and caregivers to cultivate cannabis and donate it to other qualifying patients. They did not agree with allowing all state agencies to have access to enhanced 911 information; some info is currently public, but not all. Regarding birth records, they're starting to recognize nonbinary gender identification, so that a person could go back and correct the gender on their birth record.

#### 10. Review Board Calendar

- a. The next meeting is July 1st. Following meetings are July 15th, July 29th, August 12th, and August 26th. Mr. Papakonstantis said he has a prior commitment on the 26th. Further meetings are September 9th and 23rd, and October 7 and 21st.

#### 11. Non-Public Session

Mr. Dean asked that they go into non-public session according to the consideration of legal advice exception.

**MOTION:** Ms. Cowan moved to move to nonpublic pursuant to 91-A:3 II (I). Mr. Papakonstantis seconded. By a roll call vote, all were in favor.

The Board emerged from nonpublic session.

**MOTION:** Ms. Gilman moved to seal the minutes until the matter was concluded. Ms. Surman seconded. Mr. Papakonstantis abstained, and the motion passed 4-0-1.

#### 12. Adjournment

**MOTION:** Ms. Gilman moved to adjourn the meeting. Ms. Surman seconded. All were in favor and the meeting adjourned at 9:20 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary