

Select Board Meeting
Monday September 25, 2023
6:15 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 6:15 PM. The Board went downstairs to the Wheelwright Room for an interview.

2. Board Interviews

a. Stephanie Marshall for the Energy Committee

The Board reconvened in the Nowak Room at 6:25 PM.

3. Approval of Minutes

a. Regular Meeting, September 11, 2023

MOTION: Ms. Belanger moved to approve the regular meeting minutes of September 11 2023 as presented. Ms. Cowan seconded. Ms. Gilman abstained, as she was not present at the September 11 meeting. The motion passed 4-0-1.

Ms. Gilman said regarding the discussion at the September 11 meeting on voting booths and voting machines, the Help America Vote Act could help us fund these things. At the State level, online voter registration lookup and voter checklists have been approved, so that money will get spent on security and IT at the State level first, then if any is left it will be distributed to the towns.

b. Special Meeting, September 18, 2023

MOTION: Ms. Belanger moved to approve the special meeting minutes of September 18, 2023 as presented. Mr. Chartrand seconded. Ms. Gilman and Ms. Cowan abstained, as they were not present at the September 18 meeting. The motion passed 3-0-2.

4. Appointments

a. Energy Committee

MOTION: Ms. Belanger moved to appoint Stephanie Marshall to the Energy Committee, with no term. Ms. Gilman seconded. The motion passed 5-0.

b. Housing Advisory Committee

MOTION: Ms. Belanger moved to appoint E. Carrington Heath to the Housing Advisory Committee, with a term to expire April 2026. Ms. Cowan seconded. The motion passed 5-0.

5. Public Hearing with the Conservation Commission

The Conservation Commission Chair Andrew Koff called the Conservation Commission meeting to order at 6:28 PM. Members present were Andrew Koff, Dave Short, Nick Campion, Michelle Crepeau, and Keith Whitehouse.

Mr. Koff called for a motion to open the public hearing for the consideration on the use of \$100,000 from the Exeter Conservation Fund for the acquisition of an executory interest deed on tax map 113 lot 3 and tax map 113 lot 5.

MOTION [Conservation Commission]: Mr. Short made a motion to open the public hearing. Mr. Campion seconded. Andrew Koff, Keith Whitehouse, Nick Campion, Michelle Crepeau, and Dave Short voted aye, and the motion passed 5-0. The public hearing began at 6:30 PM.

Jeremy Lougee of the Southeast Land Trust [SELT] gave a presentation on the proposal, which involves 156 acres, 21 of which are in Exeter. He said that the property drains into Great Brook which drains into the Exeter River. 113 of these acres are significant farmland soils. There are flood plains, an aquifer, a wellhead protection area, and pollutant attenuation on site. Portions of this property are a high priority area for the NH Coastal Plan. More than 100 acres score average or above average for the Nature Conservancy's climate resiliency plan. Nearly the entire property is considered in the top 3 tiers for NH Fish and Game's wildlife plan. The property abuts three major conservation areas. The property is a tree farm. It is an identified historic brickyard. This project has been a high priority for SELT, Kingston, and East Kingston since the early 2000s. The landowner has informally agreed to the terms of the agreement.

Ms. Belanger asked about the abutting conservation properties. Mr. Lougee said it's the Blunt property in East Kingston, the Asset Title Holding Company property in Kensington, and the Hanson property in Exeter.

Mr. Koff said the Conservation Commission is supportive of this activity. We did a sitewalk on the property recently, it's an excellent piece of land and this will preserve it for years to come.

Ms. Belanger said the easement is a protection of the watershed, but we won't have the ability to use the water sources? Mr. Lougee said that's correct, we're protecting the land from any further development to protect the water quality of the Exeter River.

Mr. Papakonstantis said there were no members of the public present.

Ms. Gilman said how will the private property be delineated? Mr. Lougee said that part is just excluded from the conservation easement. It's where the landowner's home and barns are. The Conservation Commission agreed that this will be a private property, it's different from a public property the town purchases. There won't be a parking area or trails for the public. Ms. Belanger said there are trails in Kensington and East Kingston, will those stay open? Mr. Lougee said yes, assuming the owner doesn't post that they are closed for public access, they will stay open as now.

MOTION [Conservation Commission]: Mr. Koff made a motion to close the public hearing. Mr. Short seconded. Andrew Koff, Keith Whitehouse, Nick Campion, Michelle Crepeau, and Dave

Short voted aye, and the motion passed 5-0.

MOTION [Conservation Commission]: Mr. Koff made a motion to authorize the use of \$100,000 from the Conservation Fund for the acquisition of real property interests through the executory interest at tax map 113-3 and 113-5 in the name of the town by the Conservation Commission pursuant to RSA 36-A:4, contingent on Select Board authorization and raising the additional funds needed to complete the project, and to further authorize the Chair or designee to sign a letter of support for the application of a Drinking Water Trust Fund grant as part of this project. Ms. Crepeau seconded. In a roll call vote, Andrew Koff, Keith Whitehouse, Nick Campion, Michelle Crepeau, and Dave Short voted aye, and the motion passed 5-0.

MOTION [Conservation Commission]: Mr. Koff made a motion to adjourn. Mr. Campion seconded. Andrew Koff, Keith Whitehouse, Nick Campion, Michelle Crepeau, and Dave Short voted aye, and the motion passed 5-0.

MOTION [Select Board]: Ms. Belanger moved to authorize the acquisition of real property interests through the executory interest at tax map 113-3 and 113-5 in the name of the town by the Conservation Commission pursuant to RSA 36-A:4, contingent on Southeast Land Trust signing a binding Purchase & Sales Agreement with the landowner and raising the additional funds needed to complete the project, and to further authorize the Chair to sign a letter of support for the application of a Drinking Water Trust Fund grant as part of this project. Ms. Gilman seconded. The motion passed 5-0.

The Conservation Commission members left at this time.

6. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to accept an intent to cut for 54/5/5, 54/5/6, and 54/5/7 for one year. Ms. Cowan seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to accept an intent to cut for 63/205 for one year. Ms. Cowan seconded. The motion passed 5-0.

7. Select Board Committee Reports

a. Ms. Belanger attended a Conservation Commission meeting. They heard an application for a conditional use permit for an electric vehicle storage facility. It was approved, but still has to go before the Planning Board. There was another case of Conservation Land coming up on the Exeter/Newfields line, but it will be in the \$1M range. Housing Advisory had a field trip planned, but the weather was terrible so it was postponed. She attended a Hazards Mitigation meeting. The Public Traffic and Pedestrian Study group met, and will meet again tomorrow. There is a survey up on the town website and there will be a public input session on Wed October 4 from 6:30 - 7 PM. She attended a Planning Board meeting

where a Planet Playground lot line adjustment was approved. This Thursday at the Planning Board Mr. Sharples will be presenting.

b. Ms. Gilman had a Historic District Commission meeting. They heard three

projects but it was a short meeting. They approved changes to 53 and 55 Water Street, the Exeter Jewelers building, which will be restored and have the existing addition removed and get a new addition with residential and retail. Another project was replacement windows and the third was a ramp removal on High Street.

- c. Ms. Cowan had a Water/Sewer Advisory meeting where they heard abatements and discussed the rate study. It was helpful to look through what Underwood Engineers said. Their recommendations were based on changing the rates in 2023, which wasn't done, so there would be a big jump in 2024. The committee thought we should not do this. The town was in a drought for a lot of the time of the study, but now there is not constant pressure to conserve; what does that do to our water rates?
- d. Mr. Chartrand had no meetings, but he attended the Exeter Area Chamber of Congress event "Memories and Milestones." There were displays of archival town material. He added that Chamber is an important part of the town's history.
- e. Mr. Papakonstantis attended a Swasey Park Trustee meeting. They're working on the final stages of increasing the "no dogs allowed" signage.
- f. Mr. Papakonstantis mentioned that he had discussions with Ms. Gilman and the Assistant Town Manager on Town Hall. Ms. Gilman said that there was a 23 person meeting on Wednesday, not an official group, just a group for information gathering. There may be some opportunities to get grant funding. Mr. Papakonstantis offered to take the Arts and Culture Commission rep position from Ms. Gilman while she's working on this.

8. Police Department - Swearing In

- a. Police Chief Stephan Poulin introduced Caleb McClure, and Town Clerk Andie Kohler swore him in as a Police Officer.

9. Discussion/Action Items

a. Tree Committee Update

Sustainability Coordinator Kristen Murphy and Tree Committee member Eileen Flockhart were present to give a Tree Committee update. Ms. Murphy said she helped the Committee put together a budget that involves Parks and Rec and Public Works, as well as the Tree Committee volunteers. Currently, there is no defined funding for tree planting. Public Works has a Tree Maintenance fund, and they and Parks and Rec seek funding where they can for plantings. The current budget is \$20,000. There are two pieces of equipment Jay Perkins has identified as needed. The budget proposes that in year 1, we bump tree maintenance to \$70,000; allocate \$5,000 for tree planting, which would fund 8 trees a year; implement contract services at \$10,000, and add an outreach budget of \$100 for things like pencils to give away at events. There would also be

4

a \$300 training budget for Public Works staff to learn to identify tree diseases and proper tree trimming techniques, as well as \$135 in membership dues for the ISA [International Society of Arboriculture]. The proposed budget is \$85,535. Some of the expenses would only be for one year.

Currently, Public Works is chipping trees and putting the chips on a tarp in the back of a truck, which is messy and inefficient. For watering, they have a 4x4x4 tote for the back of the pickup, but no pump, just a hose. They would like to purchase a water body and box truck addition for the back of the hook truck.

Also, an Intern updated the street tree plan several years ago, but the information is outdated. We'd like to pay for contract services to update the survey.

Ms. Flockhart said since 2019, the Tree Committee has planted 19 trees, and this week 13 more trees are coming. These are cultivated disease-resistant elms to be planted in five different locations, including two trees for the Library.

Ms. Flockhart said the Tree Committee doesn't need to be a standalone committee, but the members still want to work cooperatively. This is the beginning of a greater investment. We've had donations of trees and mulch from all over. If we have 32 trees, we want to make sure they're maintained, pruned, and watered.

Mr. Papakonstantis said however they choose to continue the work, he applauds what they've done in the past few years. Regarding the \$10,000 for contract services, will there be charges to maintain the information going forward that we should be considering? Ms. Murphy said there's an app that can be used for updates once it's set up.

Mr. Dean said this budget would go into the Highway Department Tree Maintenance Line Item.

Mr. Chartrand said these are items that will play out for many years. He would like to see more trees planted each year going forward. The year 2 tree planting budget should be bigger. Ms. Belanger said the number of trees cut down by Unitil and maintenance each year goes far beyond 32 trees.

MOTION: Ms. Belanger moved to authorize the Town Manager to increase the Public Works Tree Maintenance Line Item by \$85,535 by way of funding the Tree Committee to continue their work. Ms. Cowan seconded. The motion passed 5-0.

b. 2024 Budget

Mr. Dean said the first draft of the budget was a 12.5% increase, but we made several reductions and have taken \$820,000 off the top for the preliminary budget. Wages had a 6.28% increase due to the FY 23 reclassification for non union personnel, as per the MRI study and implementation. There was an increase in Police and Fire Contractual wages and SEIU adjustment of 2 steps. Non-union wages will increase in July 2024. There will be Police and SEIU step increases and COLA increases in July 2024, as well as a \$2,000 retention bonus for Police and Fire. Regarding Benefits, there will be a Health Insurance increase of 10%, where last year there was a reduction of 1.5%. This is driven by claims.

The Health Trust is deficient in their premium reserves. Retirement and payroll taxes are up. In expenses, Debt Service and Vehicle replacements have \$551,000 in debt service on four projects. The General Fund has a new part-time (30 hours a week) position in Welfare and Human Services to relieve the Town Manager's Assistant of Welfare duties. There's a new part-time Emergency

Management Director position, related to the Fire Chief retiring. The Police Prosecutor position is moving from full time to part time, and we'll be contracting with a Prosecutor who is a former Police Officer.

Mr. Dean said the overall budget is \$23,09,693, a 7.94% increase. FY24 will see a significant rise in property values. The assessment ratio is at about 60%, so there will be a revaluation next year.

The General Government budget is \$1,476,712, an increase of 11.79%. The Select Board budget increased by \$1,500. The Town Manager budget increased by 13.06%, representing the Assistant being allocated full-time to the Town Manager's office with no Welfare allocation. The Human Resources budget is \$2,500,103, a 10.04% increase, due to wage and benefit adjustments. Transportation is a \$1 placeholder. The Legal budget is \$100,000; it increased last year from \$80,000 to \$100,000. The IT budget is \$342,653, a 1.04% increase. The IT Coordinator is about to retire so we will need to rework the Department. The IT Tech, Bob Glowacky, used to be 50/50 between the General Fund and CATV, now he's the Media Communications Coordinator at \$64,366. The Town Moderator budget is up \$597 due to more elections in 2024. The Town Clerk budget is \$412,982, an increase of 5.89%, due to wages and general expenses. There's inflationary impact throughout the budget. Every agreement and contract has escalators. Elections/Registration is up 59% as there are four elections in 2024 vs one in 2023.

Finance has a total budget of \$760,116, an increase of 7.04%. Finance saw wage increases, an audit fee increase, an increase in contracted services for GASB reporting, a dues increase, and an increase in the Munis software agreement. The Treasurer budget had no changes; this is a small stipend for the Treasurer. The Treasurer will become appointed, rather than elected, before the next election. Tax collection had a wage increase but a benefits decrease. In Assessing, the MRI contract is going up \$2,200 or 2.2%. There's an increase in the revaluation contract for a Riverwoods appraisal.

The Planning budget is \$744,699, a decrease of 0.87%. Most changes are due to wages and benefits. The Economic Developer is completing courses so those costs won't be in the 2024 budget. We removed the part time Electrical Inspector position which we've been unable to fill. That's a reduction of \$25,790.

The current Code Enforcement Officer is being paid a stipend for this work.

Ms. Belanger said she's not comfortable with that. We haven't filled the position because we're offering such a low rate.

Mr. Dean said the Land Use Boards budgets had some changes due to dues and recording secretary costs. Renewable energy is at \$1.

6

The Police budget is \$3,872,453, up 4.38% over FY23. Wage increases are \$54,885, and there's an increase in shift differential, a personal leave replacement increase, and overtime. The Prosecutor budget has an increase of \$45,022 due to new contract Prosecutor services. General Expenses are down \$35,000 from the contracted services budget. The comfort dog Maple no longer has a budget of \$6,000; she's paid for, so there's no more need for funds.

The Fire/EMS/Emergency Management budget is \$4,290,984, up 4.88%. There are FY 24 wage increases of \$83,343 for FT and \$9,939 for the EMD PT position. The total wage increases are \$99,045 or 4.1%. There are increases in command supplies, the IT contract, fuel, protective equipment, and travel reimbursement. There's a Hydrant Maintenance fee recommended by the study just done, a \$30,000 increase, for a new overall budget of \$50,000. There has been some discussion about making it \$100,000 at the Water/Sewer committee.

The overall increase is \$54,290, with \$30,000 for hydrant maintenance.

In Dispatch/Health, the Dispatch budget is \$448,400, up 2.54%, and the Health budget is \$157,431, an increase of 2.06%. There's a Dispatch wage decrease due to a decrease in overtime. The Health budget has a full time wages increase and payroll increase due to the Health Officer being reclassified. The Health budget expenses decreased by \$4,000 due to a favorable mosquito control contract.

The Public Works budget is \$4,736,806, an increase of 3.49%. The Administration/Engineering budget is \$569,012, an increase of 24.04%, due to the full year funding of the GIS Technician and wage reclassifications. Expenses are level funded at \$23,503. The Highway budget is \$2,103,384, a decrease of \$37,281 or -1.74%. General Expenses are \$217,701, a decrease of 1.4%. The Capital Outlay budget decreased by \$5,000 in culvert maintenance. We recommend level-funding paving. The Snow Removal budget is \$314,696, an increase of 0.54%. The Solid Waste budget is \$1,488,354, with an increase in contract services and wage reclassification.

The Street Lights budget is level at \$169,000. This is the last year of our buyout, so we should see savings next year.

Ms. Belanger asked if we have a plan for putting streetlights in another section of town, and Mr. Dean said he thinks we're finished, so let us know if you see something missing.

Mr. Dean continued with the budget. The Stormwater budget is \$92,360, level-funded. The Maintenance and Garage budget is \$1,230,729, a decrease of 4.94%. There's a General Maintenance decrease of 12.07%. We propose defunding the HVAC/Plumber Technician and using contract services, which is what we're doing now. There's a Town Buildings budget increase of \$4. Maintenance Projects is level funded at \$100,000. There's a plan to use Bureau Veritas condition assessment report to guide the Facilities budgets going forward.

The Welfare and Human Services budget is \$249,199, an increase of 35.74%.

We're looking to add a part-time Welfare Administrator at 30 hours per

7

week. Nine months of this position would be \$39,541. The total Wage increase would be 251.3% with the allocation of the Senior Executive Assistant to the Town Manager budget. There's an increase in Direct Relief expenses of \$34,650, we raised that budget.

Ms. Belanger asked if this represents decreased Welfare funding from other sources or increased need, and Mr. Dean said he thinks increased need. Mr. Dean said Human Services funding is up 6.6%, subject to review by the

Human Services Committee.

The Parks and Rec budget is \$682,230, an increase of 11.02%. The Rec budget is \$431,667, an increase of 10.29%. There are wage increases due to reclassifications. Expenses are level funded at \$7,450. The Parks budget is \$250,563, an increase of 12.3%, partly due to wage increases and health plan changes. Expenses were increased by \$11,340 to support a greater level of maintenance by contract services.

The Culture and Recreation budget is \$34,500, an increase of \$500 or 1.47%. This increase is in the Veterans Activities line for the Memorial Day parade.

Ms. Belanger asked how long the brass band has been at \$4,000. Mr. Dean said it increased from \$3,500 a few years back. We built this budget around the traditional events. Ms. Belanger asked for a breakdown of the Brass Band funding.

Mr. Dean said the Public Library budget is \$1,244,151, an increase of 6.13%. This is a budget passed by the Trustees. According to NHMA, the town should be holding onto the Library's fund balance and not returning it, so we should consider that for this budget cycle. The Library has added some full-time positions and reduced part-time positions. They can reorganize and implement a structure without the Board's authorization. It's a bottom line budget.

Mr. Papakonstantis asked if there could be a meeting for himself and Mr. Dean with the Library before it goes before the BRC.

Mr. Dean continued with the budget. The Debt Service budget is \$2,324,260, an increase of 31.14%. There were increases for Westside Drive Design/Engineering and construction, the Solar Array, and the Pine/Front/Linden Street roundabout. The Vehicles/Leases budget decreased by \$19,771.

The Benefits and Taxes budget is \$767,021, up 52.50%. This represents our Health Insurance Reserve; now that we know the increase, we will reallocate it to the Departments. This includes our Health Buyout program, which gives 30% of the savings from not using the town's health benefits to the employee and 70% to the town.

For Bond Articles, there is the Police Station with Fire Substation at \$17,522,500; this is in the CIP and endorsed by the Planning Board, so we're going to move it forward for another round. There's the School Street Area Reconstruction project, which is eligible for 35% principal forgiveness for the sewer portion of the project, or \$800,000 from the sewer portion of \$2.37M.

8

There's a water portion as well which is not eligible for forgiveness. This project involves reconstruction of the streets and drainage.

The CIP includes a ADA Capital reserve fund allocation of \$25,000; the Great Bay total nitrogen permit at \$75,000; a Parks Improvement Fund allocation of \$50,000, down from \$100,000; and a Water Street Planning Grant at \$100,000 but which comes with SRF 100% principal forgiveness, so it's a no-cost project.

Mr. Papakonstantis said last year the budget cut the Parks Improvement

Fund but the BRC put it back in. They might do that again this year. Regarding ADA, there's a lot of work we need to do. He wonders if it's prudent to cut those allocations in half.

Mr. Dean said a Planet Playground redevelopment at \$297,500 is recommended if the town receives a LWCF grant for 50% of total project cost of \$595,000. The Sidewalk program will get \$200,000 from fund balance if the grant is unsuccessful. The Snow & Ice budget is \$50,000. The Sick Leave Trust Fund is \$100,000.

The General Fund FY24 budget is up 7.15% from FY23. The estimated tax impact is 69 cents per \$1,000 assessed valuation.

The Water Fund is \$5,020,522, an increase of 10.36%. The Sewer Fund is \$7,567,340 or 4.3%. We are contemplating an additional Wastewater Operator in the Sewer Fund and Water Operator in the Water Fund. We're anticipating personnel changes in Water Operations and want to prepare for next steps with the veteran Water Plant Supervisor. The Sewer Fund recommendation from NH DES said we need a sixth Operator.

Regarding Bond Issues, the Surface Water Treatment Plant design is \$2.5M; this is a needed project. School Street reconstruction is \$6,150,000. The Sewer Capacity Rehabilitation project is \$3,420,000. The Webster Ave Pump Station additional funding is \$884,000.

Regarding the revolving funds, CATV has \$212,000 in proposed funding. There was an amendment to the CATV fund that allows more cable revenue to be shifted to the fund instead of to the General Fund. We're proposing moving a part-time position to full-time. These are non-appropriated budgets so they don't go to Town Meeting. The EMS Fund has \$813,499 in revenue due to fee adjustments. The Rec Revolving Fund revenue is projected at \$624,613.

Mr. Papakonstantis said Mr. Dean will be presenting this to the BRC Wednesday night. The town has had to do work to recruit and retain. The reclassification hadn't been done in years and was vital to do.

Mr. Chartrand said regarding the 7.15% increase, what percentage of that is wages? Mr. Dean said wages are 45.18% of that number. Mr. Papakonstantis suggested reminding BRC that we have positions that have not been filled, including two positions approved last year; the Assistant in HR and the GIS position. This work is to provide the services that our town deserves. Mr. Chartrand said typically 2.5 - 3.5% increase; without that wage pressure, that's roughly where we'd be. This is not just our town but surrounding municipalities are struggling as well. Mr. Dean said we're no longer sharing wage data with

9

other municipalities. Mr. Papakonstantis said the private sector is more enticing for younger employees.

10. Regular Business

a. Town Manager's Report

- i. He's working on Department budget meetings.
- ii. There was a Leadership Group meeting on September 19th, which is a strategic planning group of Department Heads. They discussed the CIP

priorities.

- iii. He attended a Hazard Mitigation meeting. Once the plan is done, the Select Board will need to adopt it.
- iv. Town staff are meeting with a party interested in locating at 3-5 Continental Drive.
- v. There was an Executive Team meeting on the budget Sept 15
- vi. He attended the Exeter Area Chamber event "Memories and Milestones."
- vii. Parking meetings continue.
- viii. He attended the Health Trust Finance and Personnel Committee meeting last Thursday. That was where we set the rates.
- ix. Regarding Pickpocket Dam, the River Committee voted to support a grant application for removal of Pickpocket Dam. It will come back to the Board for discussion..
- x. He attended a Town Hall Stakeholders Meeting.
- xi. He mentioned an obituary for Bob Wentworth, who previously served on the BRC.
- xii. Public Works staked Swasey Parkway for the turnaround. This was done just for an estimate on the cost of the project.
- xiii. The chair dollies for Town Hall have arrived, and we're getting them put together.
- xiv. He worked with the Trustees of Trust Funds on the definition of Capital Improvements and hammered out a compromise
- xv. We received a groundwater letter of intent from the Academy, it's being reviewed.
- xvi. He signed the JSA contract for the Rec project.

b. Correspondence

- i. A third quarter update from COAST

11. Public Comment

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

12. Review Board Calendar

Mr. Papakonstantis said on Friday September 29 there will be two sessions of a special town meeting for the procedural defect. The hearing will be 9 - 9:30 AM in the Nowak Room, and from 9:30-10:30 AM will be the voting.

10

The next Select Board meetings are October 2, October 16, October 30, November 6, November 20, December 4, and December 18. The Board may need to meet the week between Christmas and New Years for encumbrances.

October 11 is the All Boards meeting at the Library. October 18 is the Right to Know Training at the Library. Both are at 6:30 PM. There are also upcoming Budget Recommendations Committee meetings.

Mr. Papakonstantis said he'd like to plan the day before Thanksgiving as an early dismissal for employees. Christmas is on a Monday; we should consider closing December 26, as well as providing an early release on the Friday before Christmas.

When it comes to employee retention, we've talked about wages and we can't do much with remote/hybrid work, but we can recognize our employees and their families with holidays. Ms. Belanger said she agrees and she likes that we're talking about it now. Mr. Chartrand asked to see the proposal in writing at the next meeting to approve it.

13. Other business

- a. Ms. Gilman said someone left two bicycles in her yard. She recommends calling the Police Station about lost property.

14. Non-Public Session

MOTION: Ms. Belanger moved to enter into non-public under RSA 91-A:3 II(a). Mr. Chartrand seconded. In a roll call vote, the motion passed 5-0. The meeting entered non-public session at 8:27 PM. The Board emerged from non public session. Mr. Chartrand moved to seal the minutes indefinitely, seconded by Ms. Belanger. The motion carried unanimously and the minutes were sealed.

15. Adjournment. Ms. Gilman moved to adjourn, seconded by Ms. Belanger. The Board stood adjourned at 8:45 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary