

MINUTES OF THE APRIL 6, 2026 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Allison Knab, Joe Anderson, Tedd Tramaloni

ALSO PRESENT: Town Administrator Tim Roache, Fire Chief Jeff Denton, Police Chief Anthony King, Parks & Recreation Director/Assistant Town Administrator Seth Hickey, Town Treasurer Rebecca Tremblay

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the draft minutes. Mr. Tramaloni had a small change and motioned to approved the minutes from March 16, 2026 with the amendment. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab welcomed Cole Emanuel of Troop 185 to discuss his Eagle Scout project. Mr. Emanuel previously presented his plan to remove and replace a bridge in Stratham Hill Park and has since received approval from TMAC, the Conservation Commission, the Select Board, and the Eagle Board. He is now requesting permission to remove and repurpose unused utility poles located along the field for use in constructing the new bridge, to store materials temporarily in the 4H barn, and to receive support from DPW, the Building Department, and the Recreation Department during construction. He noted that the poles are no longer in use and that Mr. Blood has equipment available to assist with their removal. Ms. Knab moved to support the project, including assistance from DPW, the Planning Department, and the Recreation Department. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Roache noted that a building permit is required and he will sign for the Town as the property owner. Ms. Knab confirmed that no wetlands or DES permitting is needed for the project.

Ms. Knab moved to the Stratham Community Garden presentation. Ms. Jarvela provided an overview of the Stratham Community Garden's vision for 2026. Membership has grown significantly, increasing from 19 gardeners last year to 34 this season, with a waitlist now in place. In 2025, the group donated approximately 700 pounds of produce to local food pantries and participated in several community events, including the DPW Open House, Summerfest, and a seniors' luncheon. This year, they are partnering with the Library to offer a series of gardening programs and plan to hold weekly social gatherings at the garden.

The Garden has received several grants and donations: \$500 from the Rye Garden Club for beautification, \$1,000 from the Exeter Area Garden Club for native pollinator plants, \$1,500 from Kennebunk Savings Bank toward a shed, and approximately \$650 from a community fundraiser. A committee member created a design plan showing the placement of new native pollinator plantings at the garden entrance, in partnership with SELT and Van Berkum Nursery, with the goal of extending the Exeter–Stratham pollinator pathway. Additional native shrubs will be planted along the garden perimeter, which will serve as a teaching garden with informational signage.

The group hopes to install a shed this year for tool storage and produce collection. The proposed location is near the existing water tote area, with DPW assisting in site preparation and relocation of the water totes. They also plan to work with DPW on a new garden sign consistent with the design used at Smyk Park.

Questions were raised regarding tree cutting near the garden. Garden representatives explained that DPW initiated selective clearing of small, dense growth to improve conditions around the water tote and reduce wasp activity. The Board will follow up with the DPW Director for additional clarification.

The Board discussed committee appointments and the committee charge. Members will review the charge and submit reappointment forms to the Town Administrator. The Board thanked the Community Garden representatives for their update.

Ms. Knab welcomed representatives from NH DOT to provide an update on the Squamscott Road culvert replacement project (Stratham 43001). Project Manager Kirk Mudgett explained that the work involves replacing two 18-inch culverts to improve tidal flow and storm resiliency, rather than due to structural failure. The project originated from a 2018 statewide assessment of tidal crossings, which identified this location as a priority because of sensitive salt marsh habitat, sea-level rise, and restricted tidal flow.

The project has been supported through grants from the Nature Conservancy, the National Fish and Wildlife Foundation, and the DES Coastal Program, allowing the team to complete survey work, hydrologic modeling, design, permitting, and preparation for construction. Several design alternatives were evaluated, with the selected option improving tidal connectivity, fish passage, and long-term storm resilience while remaining cost-effective. Modeling shows reduced flooding impacts and improved drainage during storm events.

DOT noted that the chosen design will allow tidal and storm flows to move more efficiently, reduce road flooding frequency, and support future salt marsh health. The presentation served as an update and refresher of information previously shared in 2022.

NH DOT representatives continued their update on the Squamscott Road culvert replacement project, referencing their initial 2022 presentation. At that time, the Board supported a four-week road closure to allow faster construction, reduce environmental impacts, and avoid roadway widening. The Board had requested 5-foot shoulders, avoidance of summer closures, and wood-faced guardrail; DOT confirmed these elements are incorporated into the design.

DOT reviewed the construction plans, noting the project will match natural conditions while improving storm flow. The guardrail will feature a wood face with steel backing. Easements have been secured, and the wetlands permit is expected shortly, which will determine the project's advertisement date. The estimated construction cost is \$1.6 million, funded entirely by grants.

The planned road closure will occur in fall 2026, prior to November. Because a driveway lies between the two culverts, they will be replaced one at a time. An intermediate completion date of November 20, 2026, is set for culvert installation and base pavement, with final paving and site stabilization scheduled for spring 2027.

DOT outlined the detour plan, including temporary modifications at the Route 108/33 circle to improve traffic flow and reduce backup potential. They concluded by inviting questions from the Board.

Ms. Knab asked who would be responsible for ensuring project deliverables are met. Mr. Mudgett stated that DOT will manage construction, including advertising, bidding, and administration, despite the project being grant-funded and consultant-designed. A DOT contract administrator will be available for questions, and the Town will be invited to the pre-construction meeting.

Fire Chief Denton raised concerns about the proposed detour's impact on the Route 108/33 circle, noting that congestion in that area could impede emergency response, particularly given limited shoulder space and the fire station's location. He emphasized the importance of maintaining access to key water sources and ensuring fire apparatus can move through or around any traffic backups during the closure period. Mr. Mudgett explained that the circle is included because it is the primary state-route detour for traffic displaced from Squamscott Road and that temporary modifications are intended to improve flow during the short-term closure.

Police Chief King asked about signage and traffic control at the circle. Board members and DOT briefly discussed yield and stop conditions and the need to manage speeds in the area. Chief Denton reiterated seasonal concerns, noting increased fire activity in the fall and the need for continued coordination to mitigate response impacts.

After hearing no more comments or questions, Mr. Anderson motioned to approve NH DOT project 43001 Squamscott Road culvert replacements as described in the March 13, 2026, correspondence to Tim Roache from Kirk Mudgett and to authorize the Town Administrator to sign on behalf of the Board. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab recognized Christine Perrin and Chris Gagné of McFarland Johnson who presented an early-stage project funded by the Nature Conservancy to evaluate replacement options for deteriorated, undersized culverts on NH Route 33 over Jewell Hill Brook. The project aims to improve flood resiliency, hydraulic capacity, and wildlife connectivity while addressing structural deficiencies.

They reviewed existing site conditions, including a perched 4'x4' concrete box culvert, a small dam at the inlet, steep downstream channel, nearby wetlands, utilities, and the presence of several listed species. Three preliminary design alternatives were outlined: a fully geomorphically compatible structure (~20' span), a bank-full width option (~13' span), and a hydraulically compatible option (~9' span). All alternatives meet stream-crossing rules and would require temporary and permanent easements. The team sought initial input from the Board as design work continues.

The project team described the proposed three-phase traffic control plan for the Route 33 culvert replacement. Temporary widening to the east side of the roadway will allow both lanes to remain open throughout construction, with traffic shifted as each phase progresses. The site is non-tidal,

and removal of the existing dam will require approximately 110 feet of upstream channel reconstruction. Geotechnical report is pending.

Ms. Perrin outlined the anticipated schedule: selection of a preferred alternative later this month, environmental documentation over the summer, and completion of preliminary design in September. She invited input from the Board, particularly regarding any historical information about the existing dam.

Board members asked about the Town's role in selecting an alternative; the project team confirmed that stakeholder feedback will be incorporated. Ms. Knab expressed support for alternatives that improve wildlife passage. Chief Denton raised concerns about maintaining emergency access along this primary route to Portsmouth Hospital and suggested evaluating whether a temporary speed reduction would improve safety during construction.

Questions were also raised about when the Board would next see design details. The team explained that advancement beyond preliminary design depends on securing additional grant funding. If funding is obtained this year, they could return as early as next year with detailed design plans. Kevin Lucy, Habitat Coordinator with the DES Coastal Program, noted the balance between cost-effective culvert sizing and broader ecological benefits when pursuing grant-funded options. All alternatives under consideration would improve hydraulic performance and wildlife passage compared to existing conditions.

The Board thanked them for their presentation.

Ms. Knab recognized Chief Denton who reported that the department has received two donated ventilator units and is conducting ongoing training to expand respiratory care capabilities, with the long-term goal of achieving RSI-level paramedic proficiency. He noted that April 25 marks the Fire Department's 75th anniversary. A small celebration will be held at the association meeting on April 21, with a larger public event to highlight the history and accomplishments of the department planned for later in the year. Geri Denton and June Sawyer are compiling historical materials for future public sharing. Ms. Knab expressed the Board's support and encouraged continued communication regarding anniversary plans.

Chief Denton reported that call volume continues to rise, with more than 240 calls as of April 2—approximately a 20% increase over last year. Much of the increase is EMS-related, including additional mutual-aid requests due to the department's paramedic capabilities. At the current pace, annual calls could approach 1,000.

He also introduced a proposed community EMS survey, intended to identify gaps in emergency services and gather resident input. The survey is in concept form, and the department sought the Board's approval to continue developing it. Board members supported the idea but emphasized the need to clearly set expectations so residents do not assume the Town is planning to offer clinical or non-emergency medical services. They requested an opportunity to review the revised survey before distribution.

Chief Denton explained that the survey's purpose is to better understand community needs, particularly for the aging population, and to explore long-term opportunities such as community paramedicine programs that could reduce unnecessary emergency responses. Board members discussed potential regional benefits and encouraged continued coordination with surrounding communities and healthcare partners. The Chief will return with a refined survey draft.

Chief Denton reviewed several officer positions requiring Board approval. He noted that while officers are appointed by the Chief, stipend positions must be formally approved by the Board because they represent budgeted expenditures. No stipend amounts are changing. He also emphasized ongoing succession planning to ensure future leadership development within the department.

He reported upcoming training, including a "GotBigWater" rural water supply drill scheduled for the first weekend in October. This training will be held away from the fire pond at the circle and will not conflict with the Squamscott Road culvert work occurring at approximately the same time. Additional SCBA and active-shooter trainings are planned. The department has submitted its first ISO retrogression report and is awaiting feedback; the next report is due August 1.

Chief Denton also reported several recent facility and equipment issues. The station's heating system required a \$5,000 repair, and the control module for the fire pump and sprinkler system failed and has been replaced, with the invoice still pending. The department is evaluating upgrades to the building's water softener and filtration system due to recurring clogging and maintenance problems; replacement components are being priced. He noted that both the heating and sprinkler systems are now operational.

He concluded by requesting acceptance of the donated ventilator units previously discussed.

Ms. Knab opened the public hearing to accept the Stratham Volunteer Fire Department Association's donation to purchase the portable medical ventilation units in the amount of \$39,585.50. Mr. Anderson seconded the motion. All voted in favor. Ms. Knab asked for comments. Hearing none, she motioned to close the public hearing on the donation. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson motioned to accept the donation of \$39,585.50 from the Stratham Volunteer Fire Department Association and the Chief Maloney Memorial Fund for the purpose of the purchase of two Zoll portable medical ventilation units by the Stratham Fire Department. Mr. Tramaloni seconded the motion. All voted in favor.

Next, Ms. Knab recognized Town Treasurer Rebecca Tremblay who presented recommendations for investing excess balances in the General Fund and Conservation Fund. She, along with the Finance Administrator and Town Administrator reviewed the Town's investment policy and met with representatives from TD Bank. She proposed a conservative laddered-CD approach timed around peak cash balances (June and December tax collections) and monthly school payments of \$2.2 million.

For the General Fund, she recommended:

- Laddering TD Bank CDs in 30-day increments (initially \$6M, then reinvesting \$4M and \$2M as each matures), allowing liquidity every 30 days.
- Beginning the cycle earlier by investing \$4M in April and \$2M in May.

- Investing an additional \$1M in NH PDIP for higher yield and quick access (2–3 business days).

For the Conservation Fund, she initially recommended a \$500,000 CD and \$400,000 in PDIP. Ms. Knab noted that \$500,000 is encumbered for an upcoming land project and must remain liquid. Ms. Tremblay will make adjustments so the encumbered funds remain accessible.

Ms. Tremblay confirmed all proposed investments comply with State law and the Town's investment policy. Current TD Bank interest on the operating account is 2.2%; TD Bank CD rates are approximately 3.35% and all our funds would be fully collateralized. New Hampshire PDIP has a slightly higher rate of return, at approximately 3.6%. These funds, while they're not collateralized, are approved by the State Treasurer of New Hampshire, and have a high S&P rating. T-bills were reviewed but were less favorable.

A resident, Bob Michaels, spoke about similar cash-management efforts underway at the school district and asked about administrative logistics and interest rates. Ms. Tremblay noted TD Bank could do much of the process via email, once it is set up and that she would coordinate with the Finance Administrator and Town Administrator.

The Board discussed whether to invest fixed amounts or percentages of balances. Members agreed to continue the conversation and to proceed conservatively but emphasized the importance of acting soon to avoid lost interest earnings. The Board will revisit the updated investment schedule on April 20 after they obtain input from the Finance Administrator and Ms. Tremblay incorporates adjustments. Mr. Anderson motioned to authorize the Town Treasurer's recommendation for the second quarter with the adjustments to the Conservation Fund Investment, as discussed. Mr. Tramaloni seconded the motion. All voted in favor.

At 8:46pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(b) hiring a public employee. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes. At 9:03pm Ms. Knab motioned to come out of the non-public session and seal the minutes noting failure to do so may adversely affect the reputation of another. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

Ms. Knab recognized Mr. Hickey who provided an update on the Stevens Park improvement project, noting that the park was established in 1998 and that adding a pavilion has long been a community goal. Town Meeting 2025 appropriated funds for parking, drainage, and recreation enhancements, and the Town has been working with Emanuel Engineering on design elements.

The project includes reconfigured parking to increase capacity, a fenced dumpster pad, a pavilion with bathrooms and running water, expanded courts, and drainage improvements. The RFP will be divided into four components to attract multiple vendors: (1) lower parking lot improvements, (2) existing lot upgrades, (3) pavilion and septic construction, and (4) additional courts.

The Board discussed project costs, noting estimates are not yet available. Members hope current funding will cover at least the parking components. Mr. Hickey said the pavilion design could be

scaled back if needed. The Board agreed that future additions—such as expanded pickleball courts—should be supported by demonstrated community interest. RFPs will be issued soon.

NEW BUSINESS AND ACTION ITEMS

Ms. Knab suggested a motion to confirm the appointment of Jeff Denton as Fire Chief and to authorize the associated stipend. Mr. Anderson noted that the Fire Department elects its Chief, while the Chief appoints all other officers. Mr. Anderson motioned to approve the previously established stipends for the Chief, officers (all 3) and newly established training coordinator. Mr. Tramaloni seconded the motion. All voted in favor. Ms. Knab turned to the Fire Department's upcoming 75th anniversary. Mr. Anderson said he would attend, and she asked him to draft a proclamation for the occasion. Mr. Tramaloni offered to contact local businesses to display congratulatory messages on their signs. Ms. Knab added that Senator Altschiller has offered to secure a State proclamation.

Mr. Roache presented the annual audit engagement letter. Mr. Anderson noted that the proposed fees fall within the typical range but are on the higher side. Mr. Roache suggested issuing an RFP next year to compare options. The Board agreed to seek input from the Finance Administrator. Mr. Anderson motioned to authorize the Town Administrator to sign the audit engagement letter. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Roache reported that six proposals were received for the building access system project, funded at \$175,000 by Town Meeting. Staff from each building scored the proposals based on the RFP criteria, and Pelmac ranked highest overall. Although not the lowest-cost bidder, Pelmac was viewed as offering the strongest approach and has positive prior experience with the Town.

Mr. Anderson asked about the security method proposed; Mr. Roache said Pelmac uses key fobs. Mr. Anderson expressed concern that key fobs offer lower security and asked that alternatives—such as mobile-app authentication—be explored. Mr. Tramaloni noted that any enhanced security option would need to be weighed against additional cost. Ms. Knab observed that key fobs are widely used, including at the State House, and felt higher-level security may not be necessary for most buildings, though the Police Department should have the highest level of protection. Mr. Roache will investigate the cost of enhanced security options. The Board agreed to postpone a decision until the April 20 meeting.

Ms. Knab moved to the performance evaluation process. Mr. Roache reported that he has discussed the framework with department heads and wanted confirmation from the Board before proceeding, noting it is a year-long process involving multiple check-ins and a final review. The Board expressed support, and Ms. Knab asked that they revisit the process periodically to monitor progress.

ADMINISTRATION

Mr. Roache reported that the new dugouts at Binette Field look excellent and the project is progressing quickly.

He also discussed the April 2 DOT meeting, noting he will draft a response summarizing resident feedback for the Board's review. He observed general support for a signalized intersection and concerns about pedestrian safety. He also noted the potential for significant cost savings if DOT can avoid a full-depth reconstruction. Ms. Knab requested more information about the proposed relocation of the stone wall, expressing concern that it may be more complex than presented. Mr. Roache said he will emphasize the historic character of Bunker Hill Avenue and the importance of the stone wall in his comments.

Mr. Roache asked for clarification on whether CIP-related purchases should be approved by him or brought to the Board. Ms. Knab said she prefers that all CIP purchase requests come before the Board, noting it helps track what was budgeted. Mr. Anderson agreed, saying it provides good oversight as some items move forward and others do not.

Ms. Knab revisited the Fire Department repairs discussed earlier and asked how the recent significant expenses were funded and when they were authorized, noting she had not been aware of the three major costs. Mr. Roache explained that invoices should be sent to him and the Finance Administrator, and he typically signs off before payment is issued. Ms. Knab said that expenses over \$5,000 should follow a more formal process, especially if paid from the Building & Grounds Fund. If repairs are covered within the Chief's operating budget, the process may differ. Mr. Tramaloni noted that the repairs were time-sensitive and could not wait for a Select Board meeting. Ms. Knab agreed but emphasized the Board should still be informed, particularly when Building & Maintenance funds are used. The Board clarified that the Fire Chief manages routine building maintenance, but significant or unexpected expenses should be brought to the Select Board for guidance on funding. Ms. Knab requested Mr. Roache obtain clarification from the Chief on which accounts were used for the recent repairs.

Mr. Roache reported that he is reviewing the priority list provided by the previous Town Administrator and plans to return to the Board later in the spring or summer with an updated version. He will use it to help focus his efforts and avoid spreading himself too thin.

Mr. Roache reported that he and Ms. Ruest are actively working on a full rewrite of the employee manual, drawing on multiple resources rather than revising the existing version. He will bring a draft back to the Board for review. Mr. Anderson noted that he, the former Town Administrator, and the former Finance Administrator had previously identified six difficult policy issues and suggested that list may be helpful as work continues.

Mr. Roache also shared that he will be meeting with the DPW Director, Facilities Maintenance Manager, and Mr. Merrill to develop a preliminary strategy for the Lane property. With Drew Bedard ready to begin work, Mr. Roache would like him to present his plans to the Board, but also wants to ensure the Town has a comprehensive, coordinated approach for the entire property.

Mr. Roache continued, noting that the part-time contractor handling building inspections has been doing excellent work. He will meet with her on April 16 to review her initial assessment of departmental needs.

Regarding the Lane property, Mr. Roache noted that Town Counsel has prepared a letter for Mr. Lane documenting the property transfer as a taxable gift. Town Counsel recommends that the Chair sign the letter.

RESERVATIONS

Ms. Knab moved to authorize the Spina Bifida Association, YMCA Camp Little River, Collie Rescue League of New England, Marine Corps League, and the Active Retirement Association to use the Front Pavilion on their requested dates, with fees waived for qualifying non-profits. Mr. Anderson seconded, noting he had confirmed with the DPW Director that the requests would not impact them. Before the vote, Ms. Knab noted the need for a broader discussion about fee-waiver practices to ensure consistency, adding that the Stratham Hill Park Association has strong views on the topic and plans to meet with the Board in September. The motion passed.

Mr. Anderson motioned to authorize the Great Bay 5K to use the Front Pavilion on October 24 and to waive the fee. Mr. Tramaloni seconded the motion. Ms. Knab abstained as she is involved with the committee. Motion passed.

Ms. Knab motioned to authorize the Greenland Veterans to use the 4-H pavilion on September 6 and waive the fee. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab motioned to authorize the Cub Scouts use the Scamman Pavilion and the Girl Scouts use the 4-H pavilion on June 6th for a crossover event and waive the fee. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to allow the Port City Amateur Radio Club to use the top of the Hill at Stratham Hill Park for their event June 27 – 28 for their annual event. Mr. Tramaloni seconded the motion. All voted in favor.

APPOINTMENTS

Mr. Anderson motioned to reappoint Tom House to the Planning Board to a three year term to expire at Town Meeting in 2028. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Anderson motioned to reappoint Chris Zaremba to the Planning Board to a three year term to expire at Town Meeting in 2029. Mr. Tramaloni seconded the motion. All voted in favor. They discussed the Planning Board appointments, noting that the appointments should be staggered.

Mr. Anderson motioned to appoint Jay Frapie to the Planning Board to a voting member position for a three year term ending in March 2029. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson motioned to appoint Ruben Abounaja to the Planning Board to an alternate position for a three year term ending in March 2029. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Tramaloni asked whether Mr. Abounaja's background as a real estate investor could present a conflict of interest if he were appointed to the Planning Board. The Board discussed the concern,

acknowledging it was an important point to consider. Ms. Knab noted that the Planning Board benefits from having members with diverse professional backgrounds, and Mr. Abounaja would bring a development perspective. Mr. Anderson added that he could recuse himself from any matter involving a property in which he has a direct interest. Mr. Tramaloni raised the possibility of influence over future zoning changes, but Ms. Knab and Mr. Roache observed that other members—such as landscape architects and civil engineers—also work in related fields, and all are expected to adhere to ethical standards. The Board ultimately agreed that Mr. Abounaja's background did not preclude him from serving.

Mr. Anderson motioned to reappoint Joe Van Gombos to the Energy Commission to a three year term to expire at Town Meeting in 2028. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson expressed interest in having a more active role in committee appointments. Ms. Knab cautioned against the Board becoming overly hands-on, noting that committees are competent, established bodies with policies in place to address issues if they arise. She said her preference is for prospective members to attend at least one meeting of the committee they wish to join and for the Committee Chair to provide a recommendation to the Select Board. She believed this was already part of the policy, but Mr. Anderson noted that the current written policy does not include this requirement. Ms. Knab suggested amending the policy to reflect this practice.

Mr. Tramaloni observed that some committees struggle to find volunteers and, at times, simply need one more member to maintain a quorum. If a committee chair supports a candidate, that is meaningful feedback. He questioned what additional information the Board would gain beyond that. Mr. Anderson reiterated that he is uncomfortable voting on appointments without having some sense of a candidate's suitability. Ms. Knab responded that the Town has not had significant issues with problematic committee members and cautioned against creating unnecessary hurdles. She noted that brief interviews would not provide meaningful insight and that committees already decline candidates when appropriate.

Mr. Tramaloni asked whether there is a policy for removing a member if a committee later determines the individual is not a good fit. Ms. Knab confirmed that such a process exists. She recommended revising the appointment policy to formalize the practice of having prospective members attend a meeting and obtain a recommendation from the Committee Chair. She also noted that department heads who work closely with committees can offer valuable input. Mr. Tramaloni suggested that committees (not just the chair) could vote on prospective members and then forward their recommendation to the Select Board for appointment.

Ms. Knab remarked that the Communications and Community Engagement Committee appears to have an excellent group of volunteers interested in serving. Ms. Knab motioned to adopt the updated Communications and Community Engagement charge. Mr. Anderson seconded the motion. All voted in favor.

At 10:07pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(c) on a matter which, if discussed in public, may affect adversely the reputation of another. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 10:16pm Ms. Knab motioned to come out of the non-public session and seal the minutes noting divulgence of the information may adversely affect the reputation of another. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 10:17pm Mr. Tramaloni motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary