

**TOWN OF EPSOM  
BOARD OF SELECTMEN  
June 27, 2011**

**Keith** \_\_\_\_\_  
**Don** \_\_\_\_\_  
**Bob** \_\_\_\_\_

**Final** \_\_\_\_\_  
**Accepted** \_\_\_\_\_  
**Accepted as Amended** \_\_\_\_\_

**Present:** Keith Cota, Chairman; Don Harty, Vice Chairman; Bob Blodgett; Darlene Phelps, Recording Secretary

**Also in Attendance:** Andrew Walton; Dave Fiorentino; Gordon Ellis; Glenn Horner; Mary Frambach; Debbie Tibbetts; Nancy Wheeler; Chief Stewart Yeaton; Marilyn Key; Chief Wayne Preve; Rob Topik; Dick Frambach; Barbara Clark; Len Gilman; Gary Kitson; Michael Wigget, Dave Rys, Matt Hinckly , Sarah Krycki; Steve Mazzaschi; Moira Campbell; Whitey Foss; Jay Hickey; Mr. Copson;

**6:15pm** Keith called the meeting to order and asked Glenn Horner to lead us in the Pledge of Allegiance.

**6:15pm Department Heads Meet**

**Gordon Ellis – Highway:** Gordon said he has been very busy. The base coat has been put down on Mt. Delight & New Rye Roads; he has been replacing several culverts and is planning on taking some vacation time. Regarding Purchase Order Policy - he would request that there be a minimum \$5,000 purchase for the Highway Department. He doesn't feel that Department Heads should have to deal with PO's all the time, particularly since the Highway Department schedule is very flexible and things are done spur-of-the moment, without prior planning. The screening plant will be at the yard in the next couple of weeks and he'll be preparing to put up the salt shed. Gordon also noted that Old Town Road has deteriorated a lot and he doesn't feel he can patch it. It will take \$70K - \$80K to grind and pave it, (approx. 200') so he will be looking to the BOS for input as to where the funds will come from. Keith agreed to put Gordon on the next agenda to have a discussion on project funding. Keith said the Highway Department has spent about 35% of the budget for the year. He warned the fuel lines are running very short.

Keith asked Gordon if he has reviewed the Evaluation Policy and Gordon said he has not reviewed it.

**Office: Nancy Wheeler** said she has talked to Rymes and the price is \$2.07 per gallon, which is slightly less than the Town Office, Police, Fire & Highway have paid during the past year. A contract can be written to supply propane until April or May of 2012 for these departments based on the usage from last year. The consensus of the BOS is to move forward with a propane contract with Rymes at their quoted price.

Nancy advised that any department who is placing an ad in the Concord Monitor, to please be sure to note what department the ad is for. She also noted that there has been discussion at a previous meeting about budgets and, if money is budgeted, it should be able to be spent. Nancy reminded the Department Heads that regardless of the budget amount that is approved in March, most of that is paid for by property taxes, the bulk of which is not collected until July 1<sup>st</sup>. As of right now only 40%-41% of taxes have been collected. If that tax money is not collected, it cannot be spent.

Gordon said Fred Fuller is quoting \$3.28 for oil for this year. Nancy said Mr. Fuller advised her a few years ago that he would not provide oil to the Town of Epsom. Keith said that a fuel oil bid will be advertised and it will be up to Fred Fuller Oil to decide if they wish to provide a bid.

Nancy acknowledged Mr. Topik has donated \$50 to the Town of Epsom to help cover electricity used while he video tapes the public meetings.

Nancy said as soon as she has more info on the impact of the State budget on the Town budget, she will provide that information to the BOS. The retirement rate will likely be increasing slightly.

Keith said Representative Dan McGuire has been invited to a Budget Committee meeting on August 11<sup>th</sup> to discuss the State Budget impact on the Town and the BOS has been invited to attend.

**Barbara Clark** said the maps are now available on line and can be viewed by the public. There is a link on the town website. She noted there is a slight difference in the scale between the town's electronic tax mapping and the overlay of the aerial mapping on the new system, so some property lines may not be located in the correct place on the aerial view. This will be corrected when the town

maps are redone by Cartographic. The scope of this effort will be discussed with the BOS during the next budget cycle.

Barb gave an update on the effort to obtain property owner's access rights for the river study. She noted there remain 7 properties that still need to be contacted regarding the River. Those properties are tenants at Kingstown Mobile Home Park.

**Debbie Tibbetts** said the contractor has repaired the roof leak at the Town Hall and the sheet rocking at the Old Town Hall should be completed on Thursday or Friday if it's a rainy day.

**Chief Stewart Yeaton – Fire Dept:** Stewart said Ambulance 1 is currently being repaired under warranty done at Grappone's. The town's back up ambulance lost a transmission seal and went to Grappone for quick repairs. While the back-up unit was being repaired, Tri Town Ambulance allowed Epsom to use one of their ambulances. Stewart was very grateful as there were several calls during that down time. The tanker truck had a leak in the poly tank and that was also mostly covered under warranty and anticipates about a \$300 town charge for that repair. He noted that fire department did some training along the river near the former town beach, and has noticed that there have been changes in the river over the past few storms. Stewart noted his input on Purchase Orders is that the Fire Department should be around \$1000. He notes that all departments operate differently and he has no problem coming to the BOS for a PO. Stewart noted the recent complaint as to speeding by staff has been looked into. He noted that there appears to be neighbor issues within the area that don't seem to see eye-to-eye. Stewart asked if he can put in the PO for the new Jaws of Life, which will be about \$30K. Keith asked him if he can wait another 2 weeks and Stewart said no problem. Regarding the Evaluation Policy, Stewart said he can easily work with the forms that he was given to review.

Keith advised Stewart that he has spent 55-56% of his annual budget so far. Keith said also the Medical Supplies line is overspent by \$105, and Stewart said it's because those are items that are no longer provided by Concord Hospital. He said he will have more expenses to this line throughout the rest of the year. Don asked if those disposable supplies are billed to the patients and Stewart said yes, but he's not sure how itemized the billing is. Keith asked Stewart to be mindful as to the funds available from the budgeted Morrison Account funds for equipment purchase.

**Chief Wayne Preve – Police Dept:** Wayne noted that he is aware that the PD is over the 50% mark on his fuel line and will continue to monitor the expenditures. Keith pointed out that at this rate of expenditures for fuel, the police budget could be overspend on that particular line by about \$3K - \$4K. Wayne said he received the bill for the Merrimack County Attorneys contract work and they are going to be holding last year's rates, so that will save him about \$2K. He noted they have experienced some computer and server issues lately. He has had the computers repaired, and said the person who does the repairs for the PD only charges for parts not for labor. The coolant fan motor had to be replaced in one of the cruisers, and he installed it himself to save on labor. The Department's new recruit will graduate the academy on the 29<sup>th</sup> and will be able to go on patrol by the end of August. He noted the Police Department has been seeing a recent problem lately with a resident on Route 28N lately that has taken a lot of time and the Department has not observed any particular issue for speeding along Swamp Road. He noted that based upon the last speed checks in that particular area, the speeds have been generally under 45 mph. Wayne said he heard from the Bow PD and they requested the return of the security video camera that is currently being used at the Epsom PD. He said it was paid for by a grant through the Town of Bow to be used by several communities. Wayne contacted the grant company and said Bow can request it back, but they cannot sell it without being in violation of the grant. Keith suggested the Chief advise the Bow Police Department that the town will send it back once a replacement system has been obtained. Wayne has contacted Northeast Security for an estimate on a replacement system.

**Welfare Dept: (Written Report)** Lee Bartlett provided a report saying to expect welfare costs to rise as state budgeting has been cut. Even if the State budget reduced that assistance for programs, the towns remain required to fund the town's welfare at whatever cost. The welfare Dept. has spent about 59% of its budget.

**Zoning Board of Adjustment:** Glenn Horner noted that Attorney Soltani has been incapacitated (in car accident) and has been unavailable for consulting on zoning issues. He does have a case that he needs to discuss with legal counsel and asked the BOS who to contact. Keith advised him to contact Attorney Soltani's office for referral to Atty. Byron Bedard (backup attorney for the town).

Glenn also expressed the ZBA's dissatisfaction with the BOS waiving the fines assessed by the Zoning Compliance Officer for a recent case heard by the ZBA. Glenn said one reason why the ZBA was so upset is that it appeared that the BOS members voted to waive the fees because it dealt with a business owner; he asked if the fees were assessed to a non-business owner, would they have been waived. Don said he frames his thoughts as a current business owner. Keith said it would not have made a difference where it was a business owner or private resident. Glenn said the ZBA may be sending a letter to the BOS.

Glenn stated that at several recent ZBA meetings a member of the community that has been videotaping the meetings. Glenn noted that according to the OEP, the Town may have the right to obtain a copy of the tape. Keith noted his disagreement with OEP's interpretation of access to private property. He explained that the Town does not have the rights to obtain a copy unless it is used in an appeal to a land use issue. He also noted that if the ZBA obtains a copy as evidence to an appeal, it becomes part of the public record and therefore would be subject to the Right-to-Know law and copies would have to be provided upon request. He noted that Town has no current means to make a copy and inquired as to how the ZBA would be able to accommodate a right-to-know request. Keith suggested that if someone wants to submit electronic media as evidence, he would strongly suggest a written transcript be requested instead, since the Town of Epsom doesn't have the means to copy it. The ZBA or any other land use board is not required to accept electronic files that may require transcribing later (at town's cost) on any further appeal.

**Health Department:** Cec Curran said a Foster Care inspection will take place on Thursday. He has been in touch with Gary & Georgia Perry about Old Home Day regarding food safety. He said he has been in touch with the State of NH regarding the Memorandum of Agreement. He hopes to have a revised MOA address the State changes in hands by the July 11<sup>th</sup> meeting. Keith said the Health Department has spent about 28% of the department budget, but the mileage reimbursement is substantially depleted. He asked Cec to be aware of the expenditure and to advise how he will stay within his budget if this item overruns.

**Meetinghouse Committee:** Dick Frambach said the Meetinghouse Committee voted to adopt the floor plan proposed by SMP Architecture as the backbone for addressing how the building could be used. They are planning a work day for the last week in July to remove the rest of the chimney and to clean up the debris from the last work day. They would like to start on the landscaping if the BOS approves the design. Keith pointed out the BOS is awaiting a site plan from George Carlson with some proposed contouring before the site work was to be initiated. The grading was intended to possibly reduce the concerns for fire-safety issues due to the elevation levels for exits. Dick provided the BOS with a copy of the SMP floor plan. This floor plan design was done back in 2008. Keith asked if this design meets the Fire Safety Code requirements and Dick said he's not sure, but they would like to move forward. Don said the Fire Safety review could be done by looking at this floor plan to see if it would be acceptable. Keith noted the question from the taxpayer's remains, "What is the building going to be used for?" This is a very important component – to determine the use before funds can be sought for the project. Don said he will meet with Dick Frambach & George Carlson to discuss this further.

**Tax Collector: (Written Report):** about 40% of taxes have been collected. State MV fees are going down on July 1<sup>st</sup> – there will no longer be a surcharge.

**Parks Dept: (Written Report)** Gary Perry said they are working on FEMA debris cleanup and cleaning up broken trees & limbs. They have purchased a new park sign in swimming area and two signs in the park that were stolen. The circus is scheduled to come on July 26.

**Zoning Compliance Officer:** Jay provided reports showing permit fees & fines received from 2003-2011. He did junkyard inspections at Rick Belangers and Len Gilman's last week. The Fire Department now has to do their portion of the inspection. Jay asked if emailed complaints are acceptable, as long as they are signed. The BOS replied that as long as all information is included: name, address, phone number as required under the complaint policy, then yes. Jay said he understands the waiving of Fiorentino's fines, and knows it happens sometimes, but he strongly recommends that instead of fully waiving the fines, the fines be set aside for a period of time pending no other violations (perhaps 2 years).

**Cable Committee (Michael Wigget, Dave Rys , Matt Hinckly , Sarah Krycki, Marilyn Key)**

Moira said the current agreement expires September 30, 2011. Moira said that the next step for the town is to hold a Public Hearing to collect input from residents about issues, need for services and suggestions. Currently there are 94 miles of cable in Epsom, and it passes about 2000 homes, of which there are 1300 subscribers. She said a rebuild of the system was done in 2011 – all cable lines were replaced in order to offer advanced services, including high speed internet. Services now offered include DVR, Video on Demand, High Definition, full digital service, phone service, etc. They are looking to change the program guide and enhance the Video on Demand service. The towns typically impose a franchise fee of 0%-5%. Currently the town's fee is 3%, which is essentially a local tax fee to the consumer for cable use, which is collected by Metrocast and returned to the Town. Moira said the franchise agreement with the town is non-exclusive which allows other franchises of cable systems. She said Metrocast will be happy to provide a summary of services and a service map for the area of town being served to the committee. Cable Committee Member Matt Hinckly asked if she can provide a list of services that might be available (i.e. speed of service) that other towns may currently have. Moira said services are standard to all 22 communities that they serve, it is not individual to each town and the NH rates are the same for all communities. Don said he reviewed the contract, noted that it is not readable to a layperson and asked if there is a simpler contract. Moira said no, but if the town needs clarification they will provide it. Michael asked if the Cable Committee is to only consider Metrocast. Keith said they are welcome to investigate other franchises. Don noted that competing cable companies would need to install their own cable lines. Keith advised the Cable Committee that they must take minutes at their meetings and they must be provided to the Town Office as they are under the right-to-know law. He suggested the committee try to get together over this month and elect officers, develop a plan of action, and look to schedule the Public Hearing with the BOS for mid to late August.

**7:50pm Cemetery Trustees - Meet the Candidates:**

Keith said there are 2 vacant positions and three interested applicants: Hugh Curley, Gary Kitson and Whitey Foss. Hugh is out of town, but provided his cell phone number if the BOS wants to contact him.

Don asked Gary & Whitey "What is your interest in the position?"

Gary said he has served on Cemetery Trustees for several years and knows what needs to be done.

Whitey said he is aware of there being some drama this past year, and as a business owner he is familiar with budgeting and since he has some time he would like to be a good townsman.

Bob noted he is the Selectmen's Cemetery liaison.

Don asked about working in a group, and noted that it can be kind of tricky. He asked each candidate, "How do you view that as an important facet of this position and how would you do manage it?"

Whitey said he manages 10-15 people at a time and deals with many different personalities. He said you must focus on the goal and not let feelings get in the way.

Gary said he was a Cemetery Trustee for 9 years and has been on water district, road committee, and has served on various state committees. He has 5 people under him at work and is used to the committee dynamics.

Keith said one of the discussions with a former trustee was regarding the statute, and who is the governing body with the authority to expend funds. Keith advised that any expenditure of funds raised by taxes is under the management by the cemetery trustees, but those invoices and contacts are all to be approved by the BOS as may be required under the purchase order policy. Funds raised by perpetual care are solely under the guide of the trustees. Gary said he has seen the trustees spend the money and he's seen the BOS spend the trust funds. Whitey agreed that the money is to be expended only by the BOS. Gary said funds from plot sales from 2006-2010 should have gone into perpetual care funds. Nancy said a Warrant Article was passed to accept all plot sales money as cemetery trust funds. There was a discussion about how funds are to be expended. Keith wants to maintain good working relationship and integrity between the BOS and the Cemetery Trustees.

Keith asked how the BOS would like to move forward, considering Hugh Curley is not here. Don said if there is no emergency to filling these positions, he would like to wait until Mr. Curley is back in town so he can be interviewed as well.

Keith noted that Carol McGuire would probably appreciate the committee being established soon, as she is the only remaining trustee. Keith said the appointment of a Sexton would be the first chore of the committee. Whitey asked if the position of Sexton is necessary. Keith said although it's not required, the Sexton handles the day-to-day management of the cemeteries. It was decided to wait until July 11 for Mr. Curley to be back in town and told Whitey and Gary that they are welcome to come to that meeting to listen to the interview with Mr. Curley.

## FOR SIGNATURE

1. **Accounts Payable** has been signed.
2. **Payroll** has been signed.
3. **Manifests** have been signed.
4. **NH DRA – PA-28 Inventory of Taxable Property Order Form** Barbara has advised Keith that this is the form that the town will be using. Bob made a motion to use PA-28 Inventory form. Don seconded the motion. All in favor.
5. **Warrant for Unlicensed Dogs:** Bob made a motion to authorize the warrant for unlicensed dogs to the Police Department. Don seconded the motion. All in favor.
6. **Request for Leave:** Gordon Ellis will be on vacation beginning tomorrow.
7. **BCEP:** Bob made a motion to appoint Carol Brown as the Budget Committee representative to the BCEP. Don seconded the motion. All in favor.
8. **Whitehouse Acres:** All paperwork has been reviewed by Attorney Soltani for the common land transfer to the Association. Bob made a motion to accept the deed transfer and all related paperwork for Whitehouse Acres Homeowner's Association. Don seconded the motion. All in favor.

## FOR DISCUSSION

**A. Request to be on Agenda – Rec'd June 16<sup>th</sup>:** Rob Topik has requested to be on the BOS agenda to discuss the Right-to-Know law. The BOS will put him on the agenda for July 11. Rob said in his opinion that a "source material" such as a recording cannot be edited, but a typed record (how Darlene takes the record) can be changed. His concern lies with maintaining the source material used to complete the public body's meeting minutes and the only means he sees to doing this is to be allowed to copy the source file to a USB drive at the end of the meeting, or be allowed a printed copy or allow him to set up a video to record what is being typed by the secretary. He noted that the draft minutes would be an edited source document.

**B. (2) Requests for Documentation per RSA 91:A:** Rob Topik sent a letter on June 17<sup>th</sup>, requesting copies of all email communications to/from/between BOS members for the previous 3 weeks (from June 17 back). Keith said a letter was sent within five days of the request by staff to Mr. Topik advising him that his request would be discussed at tonight's meeting. Keith noted that advice from town Attorney Tony Soltani is that BOS attorney should review all correspondence before releasing it to Mr. Topik to ensure it meets the RSA 91:A requirement for disclosure.. Rob said if these emails are a matter of public record, they should be easily accessible, they should all be in a file folder.

**C. Request from Resident (2) Rec'd June 21<sup>st</sup>:** This written request from Rob Topik indicated that he does not wish to wait until the 6/27 meeting for a decision on his Request for Documentation and he demanded the information be available to him by 6/25. There was also a letter from Rob Topik saying that Selectman Don Harty does not have a permit for a home occupation and said he should take proper steps to rectify that. Keith asked Mr. Topik as to whether this letter is a formal complaint for zoning compliance. Mr. Topik replied no, it is just a suggestion – take it or leave it. Keith asked if there is any particular action that Mr. Topik is suggesting to taken place by the BOS and Rob replied no. Keith said until the BOS receives a formal complaint, it appears that this requires no action. Rob said Don admitted he does not have a home occupation permit. Keith said there is a process for filing formal complaints as defined by town policy.

**D. Hazard Mitigation Grant Program – Deer Brook at River Road:** This was signed at the last meeting, but according to the DOS, it needs to be included through a formal motion and within the Board's minutes. Bob made a motion to enter into an agreement with State of NH Hazard

Mitigation Grant Program for the River Road culvert project on Deer Brook as executed by the BOS on June 4, 2011. Don seconded the motion. All in favor.

**E. Town Counsel Back-up:** Attorney Soltani was involved in a car accident so he has not been available for legal counsel. Keith said Soltani's office should be contacted to see if he is able to be consulted for town legal needs, and if not, then Attorney Byron Bedard should be contacted.

## MINUTES FOR REVIEW AND DISCUSSION

- **Draft – June 13, 2011:** Bob made a motion to approve these minutes as amended. Don seconded the motion. All in favor.
- **Final – May 31, 2011:** Bob made a motion to approve these minutes as presented. Don seconded the motion. All in favor.

## POLICY REVIEW

- **Policy for Providing Public Documentation (Electronic):** This will be discussed at the 7/11 meeting.
- **Purchase Order Policy:** Nancy said when she asked the BOS to review the policy last fall it was because it was not working well, was not being enforced and was noted by auditors in the past as something that should be addressed. Nancy said she reviewed the 2010 budget to sort out what departments would be heavily burdened by and what departments would be well served by a PO policy. Keith said when a Selectman signs off on a PO as department liaison he needs to be sure that the amount of the PO does not exceed the budgeted amount. Perhaps the new PO form should have a place to enter the budget line item number and how much was on that line, and how much is left. Bob suggested that Nancy review the PO's first to be sure the money is in the budget before it goes to the BOS for signature. Keith suggested that it may not be Nancy's responsibility to ensure the money is there – that is the responsibility of the Department Head. Don suggested that perhaps a blanket PO could be issued for a portion of the budgeted amount (i.e. 50% of the budgeted amount for gravel) for some departments. The draft PO policy requires 3 cost estimates be provided (voice, written or formal bid) for certain dollar amounts of purchases. Don noted that the draft policy doesn't allow for different PO amounts depending on the department. Nancy said in her review there were very few purchases over \$500. She cautioned that if the limits are too high, we might not as well have a PO policy as there will be so few that will require a PO. Don also said he thinks there should be verbiage included in the policy that encourages departments to hold off until the 2<sup>nd</sup> half of the year for their major purchases, when there is more cash-flow. Keith suggested if a certain percentage of a line item is to be spent during the first half of the year, a PO will be required no matter the amount. Don agreed to craft some new language to the PO policy to give more control on expenditures for the first half of the budget cycle. This will be discussed again at the 7/11 meeting.

## FOR YOUR INFORMATION (No action required)

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| <ol style="list-style-type: none"> <li>1. <b>Request to Zoning Board of Adjustment June 17<sup>th</sup>:</b> Requests by Mr. Topik for ZBA correspondence and the USB drive from the Recording Secretary.</li> <li>2. <b>Pierce Manufacturing – Prepayment for Fire Truck</b></li> <li>3. <b>NHDES – Requests Pre-proposals for DES Watershed Grants:</b> Copy will be sent to the Conservation Commission.</li> </ol> | <ol style="list-style-type: none"> <li>4. <b>Letter from Town Counsel – Audit of Financial Statements</b></li> <li>5. <b>Correspondence from Town Counsel</b></li> <li>6. <b>Planning Board Approvals</b></li> <li>7. <b>ZBA Decision</b></li> <li>8. <b>NH DES Letter of Disclosure U19-5-1-1</b></li> <li>9. <b>Extension of Scoping Period for the Northern Pass Transmission Line Project:</b> 45 day extension</li> </ol> |
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- 10. Notification of Aquatic Treatment:** on Northwood Lake
- 11. Thank You Note from Resident**
- 12. Town Building Inspection Forms:** Old Library 6/23 – no problems. Meetinghouse

6/23 – no problems. Old Town Hall 6/23 – no problems.

- 13. Email Regarding Speeding:** Complaint from property owner on Swamp Road.
- 14. Unutil Packet:** Gordon attended a seminar sponsored by Unutil

### **9:35 PM PUBLIC QUESTIONS AND COMMENTS**

Rob Topik thinks Jay's suggestion to set fines aside for a period of time is a good suggestion. Rob thinks Glenn's earlier comments about "Candid Camera" "Town Photographer" or "Big Brother" are inappropriate and that if the BOS agrees, they should address it with him.

Rob mentioned again about home occupations and suggested the BOS should look into it. Keith said those requirements are listed in the Zoning Ordinances and some home businesses may be grandfathered.

Andrew Walton asked if any of the BOS members are intimidated by members of the public. Andrew said the ZBA minutes reflect a statement by a ZBA member that "a group of 5" who regularly attend meetings and intimidate or 'strong-arm' BOS members. Bob said he is never intimidated for his vote. There was another brief discussion about whether a board has the right to a personal recording made at a public meeting. Andrew strongly cautioned the BOS to advise board members that they cannot say "those kinds of things" at a public meeting.

### **Board Member Liaison Reports:**

Keith said he attended the group meeting regarding the Suncook River and the Buck Street Dam. There needs to be some more reports and research done before the dam is removed. NHDES is planning on the dam removal by the end of the summer. HB125 for capital program funds that included the river funds was passed by the House. The bill was revised slightly to reflect "at risk properties" which would affect the well head at the Village Water District. This money could be used as the local match to the mitigation grants.

He noted the NHDES pointed out the although the 5 towns have been working well together, there may come a time when the objectives have been met and the town's will need to be decided whether the town wishes to continue to proceed with the river management. Keith introduced the NH Rivers Management and Protection Program as an alternative that will allow the towns along the river to continue the good working relationship, and briefly described it. Keith asked Bob & Don if they would be interested in continuing the Suncook River discussions and exploring grant funds for this type of management program. Keith said the only downside is it adds another administrative layer to the issuance of wetland permits for properties along the river as this committee would be given the time to provide feedback to NHDES before a permit is acted on. Bob and Don wish to proceed with the other towns as a group. There is no formal commitment at this time, just showing that the BOS is supportive of the approach. CNHRPC will undertake the work effort to assist the towns that are interested in this river management program and will be seeking input from other communities to the north of Chichester to see if they are also interested in this river oversight effort.

Keith said CNHRPC came to the last Planning Board meeting to provide feedback & guidance about the application process and how it may affect the subdivision regulations.

Don said he wasn't able to attend the Budget Committee meeting, Bob went in his place. Bob said they just reviewed the budget and current expenditures report. August 11<sup>th</sup> is the special meeting being scheduled with the Budget Committee and Representative Dan McGuire. The BOS has been invited to attend this meeting with the Budget Committee. September 15 is the next Budget Committee Meeting.

**9:56 PM** Don made a motion to adjourn. Bob seconded the motion. All in favor.