

**Meeting Minutes**

 **North Hampton Public Library - Board of Trustees Meeting**

**Wednesday, June 10, 2020, 6:30 PM**

**North Hampton Town Hall**

**231 Atlantic Avenue**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold (via Zoom)

Secretary: Jacqueline Brandt

Alternate: Emily Creighton (via Zoom) Guest Speaker: Ron Lamarre (via Zoom)

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**Notes for public participation**. In following CDC, State and Federal recommendations for social distancing the Board of Trustees strongly suggest the public choose to view the Board of Trustees’ meeting live on Channel 22 or as posted on Town Hall streams as opposed to in person.

Board members and Presenters will have the ability to participate by Zoom in the meeting.

In order, to assure the public has the ability to comment and share ideas during the meeting, we have arranged for the ability to include live phone calls and emails during the meeting.

If you have a comment, opinion or question during the meeting, please dial in to 603-758-1447 or email directly to *nhpltrustees@gmail.com* *and your email will be read aloud during the meeting.*

1. **Call to Order by the Chair**
Meeting was called to order by Chair, Kathleen Kilgore at 6:36pm. Board introductions made. Pledge of Allegiance immediately followed.
2. **First Public Comment Session** – Call-in Number 603-758-1447. Chair opened the comment session for the meeting. There were no initial public comments.
3. **Correspondence**
	1. **Letter dated June 7, 2020 – Glenn & Samantha Miller.** Chair, K. Kilgore read correspondence into the record. *See attached*. S. Leonardi commented that there was additional project detail that has been uploaded and updated on the library site. The floor plan has been updated. She outlined and demonstrated through a shared screen items such as the updated floor plan including furniture, information on the architect, construction manager and the 46-page stormwater management plan presented by Erin Lambert, PE of Wilcox and Barton, civil, environmental and geotechnical engineers which had been reviewed and received by the Planning Board and Rockingham Planning Commission. Construction documents were also added. A link to the town stream of the planning board meeting where the library plans were presented was also added 1:46:49 is where the presentation begins. There had been an issue with the stream being cut off, but it is in the process or being corrected. The Stormwater Management Plan was presented by Erin and the Planning Board had the opportunity to ask questions at that time.

	S. Leonardi went on to address the flat roof concern posed by the Millers indicating that the roof designs were, in fact, pitched. She also stated that the traffic flow was given consideration due to safety issues. K. Kilgore indicated that a traffic study was done in the past for the Town Campus Plan and the Charette which addressed traffic flow, safety and parking. K. Kilgore went on to suggest that the trustees hold a public hearing for the new library and that moving forward information should be posted for the public to review.

	S. Leonardi went on to comment that the new library plan was a compromise of the Rennovation and Expansion Plan and the Select Board Plan with the library on the homestead. The Rennovation and Expansion Plan did not add additional parking spaces. The compromise with the plans provide approximately 18 additional spaces. There was also a push for the library to have a separate septic system and not be added to the existing septic and now that has been put into place. As far as the project status, S. Leonardi suggested project dates be added to the library calendar. Printed copies of the project design/plans can be made available at the library for patrons by appointment to view them.

	K. Kilgore thanked the Millers for their questions and comments. K. Kilgore commented on the past support of the library by the Millers. J . Brandt to respond to the Millers via correspondence addressing their issues. J. Brandt commented on the transparency issue and public perception of such. Would there be another way to broadcast information to the public. S. Leonardi suggested a postcard highlighting the library website where the plans and schedules are detailed.

	K. Kilgore asked if Ron Lamarre, the architect, could address the flat roof issue, the parking safety concerns and also discuss the septic design. Ron Lamare presented through a shared a screen. Drawings and plans were presented to the Planning Board on May 20. Planning Board then requested the stormwater drainage system study on May 23. They were then sent out for prior review by the Rockingham Planning Commission (RPC). Jennifer Rowden, Senior planner of the RPC reviewed the plans and was also present at the Planning Board meeting. She responded with written comments on the design, but these were not discussed by the Planning Board. Mr. Lamarre stated that the 60-day review period and 30-day comment period began on May 20. Comments were received June 1, and the Planning Board meeting was June 2. The first drawing reviewed was a demolition plan. Second graphic showed the grading and drainage plan which included a French drain, drainage structure and underwater storage detention center. The idea of the plan being that the pre and post development plans are balanced in terms of stormwater.

	S. Leonardi asked that R. Lamarre specifically address the issues raised by the Millers. His explanations follow:

**Septic System:** With regard to connecting the new septic to the existing septic system: It can be seen by looking at the elevations that the current elevation of the new septic is 87.7 ft. which is significantly higher than the existing septic. Additionally, there are some utilities in the way -- an oil tank, for example. Also, the town requested that the library have a separate system as the existing library shares a septic with the old stone building.

**Curb Cuts:** The plan calls for a reduction in the number of curb cuts. One access point for three buildings allows for shared parking. The reason that Alden Avenue is not being considered involves grading issues and the fact that Alden Avenue is a residential area. It makes sense in light of safety concerns. The reason the parking is placed on the back of the lot was based on the 2013 Master Plan, the Charette, where reducing the amount of asphalt up against Atlantic Avenue was preferred. The current plan avoids large expanses of asphalt. What the plan also does is have parking in three distinct locations that park away from the curb cut. This helps to avoid two vehicles from utilizing the same exit way at the same time.

**Snow Removal**: Currently the plan calls for a low-sloped roof with internal drains and a membrane. It is also designed to take on not only the snow but also drift loads. The design enables the snow to fall onto the low-sloped roof so that it can be managed. This is the simplest and most cost-effective design to manage the snow. The current membrane is warranted for 25-years.

**Site Activity**: K. Kilgore addressed the recent site activity indicating that it was the Town’s public works department. Last fall, loam was added to construct a hockey rink. That loam was removed by public works. The playground equipment will be moved to Dearborn Park. It is believed that this will occur in late June.

1. **Old Business**
	1. **Banner / Sign for New Library Project**K. Kilgore discussed the banner and its location on the Homestead site. Special thanks to Susan Grant, Elissa Von Letkemann and Tri-C manufacturing for the banner production and S. Leonardi, Wally Kilgore, Frank Ferrero and George Chauncey for helping with the set up. Graphic design and banner manufacturing were donated. Thank you notes to be distributed. The site has also staked.
	2. **Meeting w/Planning Board**Recap of the meeting with the planning board. K. Kilgore included Jen Rowden’s review of the plans in her June 1, 2020 correspondence to the North Hampton Planning Board and it was requested that R. Lamarre address her specific comments within that correspondence. The summary included land use regulations (zoning and site plan regulations) that the proposal (the site plan) does not adhere to. The review does not include comments on engineering and design aspects of regulations (parking design, stormwater system design, septic facilities, etc., as it was suggested that those should be completed by a licensed engineer. S. Leonardi read portions of the RPCs review of the proposal and asked if R. Lamarre could comment on each area reviewed.

*Rockingham Planning Commission (RPC) has received the site plan proposal for the new North Hampton Library to be located at 239 Atlantic Avenue. As a “governmental use” \_this site plan proposal is not subject to local land use ordinances per RSA 674:54; however, the North Hampton Planning Board may issue written comment about the compliance of the proposal with typical land use regulations. If the Planning Board chooses to conduct a public hearing on this proposal, it must be held within 30 days of receiving the notice of the proposal (notice was given on May 20, 2020).*

**R. Lamarre addressed the specific issues below:**

**1. Setbacks:** *The proposed plan in partially within the 30-foot, front-yard set-back of the site along Atlantic Avenue and a series of concrete pads are located within the 30-foot setback on Alden Avenue. Additionally, there is what appears to be a dumpster pad located within the 25-foot rear-yard setback.* **R. Lamarre response:** Setbacks for the project are within those setbacks due to maximizing the number of parking spaces. The New Library proposal is actually improved over the expansion and rennovation plan. There are a series of concrete pads which will be identified and labeled on the drawings.

2. **Maximum Lot *Coverage*** *(ZO 203.1): The site is current covered by 2% impervious coverage, primarily from the driveway of the previously existing building. The proposed 12,000 square foot building, patio, driveway, parking, and sidewalks will result in 53.65% impervious coverage. In the R-1 zoning district, the maximum lot coverage for a lot of less than two acres is 35%.*
**R. Lamarre response:** Lot coverage is at 53.65% is impervious coverage referring to how much water can soak into the site. To counter this, both underground and perimeter drainage systems have been planned. This is an attempt to balance the stormwater. This is a result of having parking and a one-story building on the site. Incidentally, the entire town campus is not in compliance.

**3.** **Landscaping** (SPR X.C.)**:** *A limited amount of information was provided regarding the landscaping design of the site, with a note of page C1.2 on the plan stating eight trees of a species to be determined by owner will be installed. It is recommended that a more detailed landscaping plan be developed that adheres to the provisions of SPR X.C to ensure considerations of screening, not impeded traffic safety, reduce impact on utilities, and general aesthetics with abutting parcels.*
**S. Leonardi** indicated that this was still being looked at and that Seacoast Tree would be contacted to examine the trees on site. Also, a library patron, who is a master gardener, has approached the trustees wanting to contribute to the planning.

**4.** **Snow Storage** *(SPR X.D): Snow storage is not depicted on this proposal. While adequate room appear to be available on the site, it is recommended that the location be depicted to ensure no negative impacts occur from storage locations.*
**R. Lamarre response:** There is adequate room for snow storage and the storage location, which is on the edge of the parking lot a note will be added to the plan.

**5.** **Architectural Standards** (SPR X.E): *The information supplied for architectural design of the proposal appears to be compliant with the site plan regulations. However, some information such as floor plans and lighting information has not been supplied. It is recommended that a lighting plan be developed to that complies with the outdoor lighting ordinance (ZO 305) to ensure lighting does not spill onto adjacent roadways or neighboring properties, provides adequate lighting is using parking at neighboring Town facilities.*
**R. Lamarre response:** Typically, these standards are not discussed as this is a site plan but, this does note details a lighting plan which is to dark sky compliance standards so no light will spill onto adjacent properties. These will be demonstrated on the final plans.

6. **Stormwater Management** *(SPR X.F): As noted previously, local land use regulations are not required to be followed for this proposal, however, all applicable state and federal regulations must be followed. North Hampton’s stormwater regulations were updated in 2017 to comply with the federal MS4 Stormwater Permit requirements issued by the Environmental Protection Agency. Under the MS4 Permit, North Hampton is required to manage stormwater runoff from municipally owned properties, including the site of this proposal. It is strongly recommended that the Town ensure that the stormwater management system offered in this proposal complies with the site plan regulations. The majority of these regulations are engineering in nature and should be reviewed by a licensed engineer. The following are some of the components of the stormwater plan information that do not meet the site plan regulations:

a. Pervious Pavement (SPR X.F.3.c.xv.): Currently, traditional pavement is proposed on this site while regulations require pervious pavement unless impractical. The use of this site may lend itself to the use of pervious pavement. If combined with an educational sign about stormwater the Town could take credit for both installation of the pervious pavement and count the outreach every year as required by the MS4 Permit.*

*b. Operation and Maintenance Requirements (SPR X.F.7): No operation and maintenance information has been provided for the stormwater drainage system. The maintenance of these systems is critical for their long-term function of treating stormwater. Having the detail of these operations must also be included in the MS4 Permit requirement of a Stormwater Pollution Prevention Plan (SWPPP) for all municipal facilities.*

As a note S. Leonardi included on the library web site the MS-4 Stormwater permit requirements that were adopted by the town. The 46-page report by Wilcox and Barton is on the library web site.

**R. Lamarre response:**

* 1. This is about stormwater management. EPA requires a general permit SWPP (Storm Water Pollution Prevention Plan) As good practice all projects done by Lavallee Brensinger comply with this standard. It is important for managing stormwater during the construction process and after the construction process. This project will comply and be permitted by the DES for the septic and storm water will comply with the post and peak loads that are traditionally found on this. The plan is proposing non-pervious pavement due to the higher cost and maintenance required. Ice and salt build up make it impractical.

**7.** **Parking Requirements** *(SPR XII): The proposed the site provides 18 parking spaces, including two ADA spaces. A use of this type would typically require 1 space per 300 square feet of building under site plan regulations; for the 12,000 sq. foot building proposed this would require 40 parking spaces. It is understood that there will remain existing parking opportunities on neighboring municipal facilities. It is recommended that the Planning Board consider how the other municipal spaces are used during the day, evening, and weekend timeframes to evaluate if 18 spaces are sufficient for the majority of uses at the library or if spillover parking will be routinely needed.*  **S. Leonardi** discussed that there are currently 18 spaces with the plan and 21 spaces with the current library building. The library holds larger programs during evening and weekends as to not interfere with the Town Hallactivities.

**8.** **Utilities:** *On Sheet 1, General Note 1.6 states that the library is to be served by “city water.\_This presumably refers to service by Aquarian Water Company. It is recommended that a letter from Aquarian Water Company be obtained stating that it is able to service the new building.*
**R. Lamarre response:** The plumbing and civil engineer have already contacted Aquarian. This is well in the works especially in light of the sprinkler system required in the new building.

* 1. **Bond Application Status**
	The Select Board met on Monday evening, 8 June 2020 to discuss the bond application and voted to postpone the approval due to a number of questions that arose during the discussion. The board is doing its due diligence. After the meeting the Trustees requested that Ron send the Selectman all the plans and proposals that were provided to the Planning Board. The board voted to have the plans reviewed by the town engineer. The deadline for the July bond bank is approaching and it is hoped that the board sign the bond request prior to that date. S. Leonardi acknowledged that there was a significant lack of communication between the two boards and suggested bi-monthly summary be sent to keep the board informed of project progress. It is hoped that a dialogue will be on-going during the project. All updates will be shared with the board. It is appreciated by the Trustees that this is a significant project with impacts to the taxpayers of North Hampton. It was agreed by J. Brandt that communication and information flow were vital to the success of the project. One cannot assume that everyone shares information or that the information will be passed from one board to the next. Transparency was also discussed at it is crucial to Brandt that the taxpayers of North Hampton are kept informed in any and all aspects of the project. Brandt lead discussion as to implementing a better method of informing the public and making materials available. S. Leonardi suggested something as simple as a postcard to drive citizens to the library web site where the information is posted and updated almost daily. Brandt expressed concern about possible increase in future interest rates should there be a delay in the bond and also the duplication of effort as project bidding has also gone out.

S. Leonardi brought up the discussion on the topic of having a public hearing. It was discussed and agreed that a public meeting could be accomplished by use of Zoom. The logistics of announcing a public hearing were discussed and it was concluded that it was 7 days. The public hearing to be announced once confirmation of notice timing. The 18 and the 25 of June were both mentioned as options.

**Motion:** J Brandt made a motion to schedule a public hearing as soon as it is possible. S. Leonardi seconded the motion. **Vote**: 3-0 in favor, motion passes. Communication will be added to the website, and Friday folders.

1. **Project Updated included Dates & Meeting Schedule**
The project timeline was uploaded to the library website. S. Leonardi reviewed the timeline. Bids are due by 11 June. Bid review meeting is scheduled for June 17. There will be recommendations from the construction manager, Bonnet, Page and Stone. June 24 amended GMP is due. Pre- construction meeting is scheduled for July 1. Keith was sending plans to the fire department, town inspector and all parties necessary and will report back to the Trustees.

A time for the bid review was discussed 4:30 was the agreed upon time. Therefore, June 17, 2020 at 4:30 pm. The amended GMP document will be reviewed and discussed as well. This will lay out every sub-contractor trade and any inclusions or exclusions. The document will be sent to the Trustees for signature. July 8, regular meeting for this will be ideal for sign-off or could be done after. 1 July pre-construction meeting procedures were outline by R. Lamarre. An agenda will follow from Ron.
2. **New Business**
	1. **NHPL Pandemic Policy**
	Library Director Susan Grant discussed a small change to the policy which is ready to be reviewed by town council.

**Motion:** K. Kilgore made a motion to have the Pandemic Policy forwarded to town council for review, comment and opinion. Seconded by J. Brandt. **Vote** 3-0 in favor. **Action Item:** Leonardi to forward plan to Steven Bennett.

* 1. **NHPL Re-Opening Plan**S. Grant discussed the reopening plan. It needs to be decided when the patrons can make appointments to come into the library. Contact free materials are being made available and has been happening for about 3 weeks. S. Grant indicated that the library is getting close to opening for the public with precautions. She believed that appointments could be made in the next few weeks as staff is just now coming back to work. Patrons will be slowly introduced back into the library. Coordination with other town services opening to the public were also discussed with regard to timing. Grant discussed staff protocols in order to return to work. Reopening plan should also be reviewed by town attorney with regard to rest room availability.
	 **Motion:** K. Kilgore made a motion to have town council review and give an opinion regarding the re-opening plan. **Vote** 3-0 in favor. **Action Item:** S. Leonardi to forward to attorney Bennett.
1. **Administrative**
	1. **Approval of Meeting Minutes of Wednesday, May 13, 2020.**
	**Motion:** K. Kilgore made a motion to approve meeting minutes but change Thursday to Wednesday. Seconded by S. Leonardi. **Vote**: 3-0 in favor.
	2. **Approval of Meeting Minutes of Wednesday, May 20, 2020.**
	**Motion:** K. Kilgore made a motion to approve meeting minutes as written. Seconded by S. Leonardi. **Vote**: 3-0 in favor.
	3. **Library Director’s Reports**

## **Building:** An appointment with Lamprey was made to have the motors on the A/C system replaced as they were not replaced end of last summer. Contacted the plumber to fix the water flow problem in the staff restroom. No reply yet. A doorbell was installed to the right of the front doors for deliveries to make it easier to hear delivery people and others who will be making appointments in the future to come into the library.

## **Operations Summary:**

* Operating Account TD Bank reconciled ending balance $57,850.30
* Non-appropriated Funds Account TD Bank reconciled ending balance $50,017.95
* Peoples Bank CD#1 $146,062.60 was closed out May 28th and transferred to account #8667
* Peoples Bank CD#2 $96,653.67 as of 12/31/2019
* Peoples Bank Checking Account #8667 May 29th, 2020 $156,182.55
* Capital Reserve Fund $813,476.88. Previous balance: $813,340.54.

Have spoken with the Town Administrator about our respective next steps for reopening to stay informed. Contract free pick up is going well. Patrons are very happy and appreciative we are able to provide books. Patrons are returning materials which are being put in boxes with the date returned and then quarantined from 72 – 144 hours. They are then checked in, wiped down with disinfectant and are then being re-shelved.

## **Statistics**

E-books, downloaded audio books, hoopla, and Lynda.com usage all continued to rise this past month. Our new AtoZdatabases saw 16 log ins and 35 searches.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY2020** | **July** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** |
| **NHPL circulation** | **3142** | **2720** | **2326** | **2194** | **2273** | **1939** | **2243** | **2397** | **1871** | **1334** | **445** |
| **ebooks downloaded** | **183** | **181** | **168** | **150** | **127** | **162** | **202** | **190** | **219** | **281** | **333** |
| **audiobooks downloaded** | **167** | **154** | **148** | **175** | **177** | **168** | **254** | **197** | **175** | **219** | **180** |
| **Overdrive Magazine (started June 2018)** | **6** | **4** | **6** | **6** | **4** | **4** | **5** | **4** | **9** | **2** | **7** |
| **Total Overdrive** | **356** | **339** | **322** | **331** | **308** | **334** | **461** | **391** | **403** | **502** | **520** |
| **EBSCO searches** | **59** | **39** | **7** | **12** | **55** | **17** | **23** | **110** | **84** | **26** | **158** |
| **Flipster (May 2020)** |  |  |  |  |  |  |  |  |  |  | **6** |
| **Kanopy** | **21** | **55** | **51** | **57** | **24** | **24** | **59** | **46** | **65** | **141** | **137** |
| **Mango Languages** | **16** | **1** | **0** | **0** | **1** | **4** | **16** | **4** | **28** | **15** | **12** |
| **Ancestrylibrary sessions** | **4** | **3** | **0** | **1** | **2** | **1** | **3** | **1** | **3** | **0** | **0** |
| **Valueline log ins** | **126** | **145** | **156** | **143** | **159** | **132** | **148** | **156** | **144** | **134** | **139** |
| **Hoopla** | **173** | **174** | **163** | **170** | **146** | **174** | **143** | **150** | **208** | **216** | **226** |
| **Lynda.com views** | **72** | **41** | **39** | **6** | **21** | **13** | **2** | **1** | **6** | **4** | **76** |
| **AtoZdatabases- searches** |  |  |  |  |  |  |  |  |  |  | **35** |
| **Total** | **4109** | **3458** | **3007** | **2851** | **2961** | **2610** | **3034** | **3206** | **2738** | **2229** | **1931** |
| **FY2020** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| **Deleted Patrons** | 3 | 4 | 0 | 883 | 0 | 4 | 0 | 4 | 1 | 0 | **3** |
| **Total Patrons** | **3306** | **3317** | **3332** | **2467** | **2481** | **2483** | **2500** | **2513** | **2522** | **2524** | **2526** |
| **New Overdrive users** | **4** | **4** | **3** | **4** | **1** | **3** | **5** | **7** | **3** | **13** | **13** |
| **Unique Users Overdrive** | **85** | **91** | **89** | **83** | **84** | **83** | **94** | **100** | **98** | **106** | **209** |

## **Staff**

Staff are returning to work in the library – one, 3- hour shift per day for one library assistant in the building with Liz and I. We have protocols in place for staff to follow to keep them safe.

## **Programs**

Dan Sczcesny will be joining our weekly Community chat Friday 6/12 at 11 a.m. to talk about his new book, ***You & Me, reflections on becoming your Dad***, which is out for Father’s Day. We are raffling off a free copy of his book before Father’s Day.

Liz is doing another program with Eve Fralick. Hiking the American West June 15 at 6:30 and June 17 at 2:30 on Zoom.

Discoveries in Bird Migration by Steve Hale has been rescheduled from July 7 to Aug 17. Format of the program to be determined. If we can safely have the program inside the library we will. If not Steve has a Zoom presentation available which is the next best thing.

Lauren, our new youth librarian has Summer Reading organized and in place.

* 1. **Youth Librarian Reports**
	June 22 will be the date of the new summer reading program. Theme is Imagine Your Story. The dates and activities are posted on the library calendar. Much of the programs will be done virtually.
	2. **Treasurer Reports**
	Discussed in summary. Budget is doing very well. Request sent to the select board to process the payout monthly. People’s CD was closed and transferred into the checking account.

	**Motion:** J. Brandt made a motion to accept the Library Director’s Report, the Youth Librarian’s report and Treasurer reports.
	3. **CIP Meeting Schedule**Nancy Monahan sent over a schedule for CIP. Friday, July 10, 8:30-9:30 is the initial kick off meeting. Friday, July 17 from 8:30am to 12:30 pm is the first session. There are two sessions Fire Police and Public Works. 24 July 8:30-12 pm Town Administration. Channel 22, the School and Library. The subject of adding items to the CIP for the library was discussed. Trustees will look to the construction manager for guidance. S. Leonardi mentioned solar panels and other items on a wish list. S. Grant mentioned that a budget needed to be prepared for 2022. This discussion will take place in the meeting of July 8.
	S. Leonardi suggested a letter to the board outlining the new communication plan. S. Leonardi to initiate letter. Edits to be made by S. Grant.

	**E Creighton was asked for comments.** She stated that she is optimistic that the trustees as well as the select board are working toward fulfilling the will of the voters. She is hoping that the questions that the board had at their meeting were answered today. Emily suggested that S. Leonardi be the point person for the Trustees and would continue to coordinate with the trustees and the select board. She believes the public hearing is a great idea. She questioned where, besides the website, could people access this information. Senior citizens may not have access to the internet. This may be a mailer or something posted at the post office. She hopes that the Millers are satisfied with the discussions regarding their questions. Also, that anyone in the community with questions feel free to contact the Trustees whether by mail, e-mail or phone. It is important to move forward to meet the will of the voters and bring the library building project to fruition.
1. **Second Public Comment Session** – Call-in Number 603-758-1447
K. Kilgore opened a second public comment session. G. Chauncey, Hobbs Road. Felt this was an effective and informative meeting. Mr. Chauncey suggested that the Trustees contact the Town Administrator to ensure that the Select board member view the meeting and if there are additional questions, for them to reach out.

Frank Ferraro, Hobbs Road. Regarding the public hearing. The only requirements are the 7-day notice requirement for accepting grants and funds. Regarding having the meeting. It can be in the Zoom format. K. Kilgore to coordinate Zoom meeting requirements and set up with M. Tully, the town administrator.

1. Next Meeting / Adjournment
Meeting adjourned at 8:31pm