

**PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING  
MINUTES**

**Thursday, November 17, 2022**

Presiding: Stephen M. Duprey, Chairman  
Present: Neil Levesque, Vice Chair Thomas G. Ferrini, Treasurer; Erik Anderson; Steve Fournier; Margaret F. Lamson; and Susan B. Parker  
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Michael R. Mates, Director of Engineering; Suzy Anzalone, Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Grant Nichols, Asst. Director of DPH; Scott DeVito, Pease Golf Course General Manager; Greg Siegenthaler, IT Director; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Chasen Congreves, Director of Operations and Raeline A. O'Neil, Executive Administrative Assistant

**I. Call to Order / Roll Call:**

Chairman Duprey ("Duprey") stated all Board members were in attendance; the meeting commenced at **8:30 a.m.**

**II. Acceptance of Meeting Minutes: Board of Directors' Meeting of October 20, 2022:**

Director Lamson **moved** the **motion** and Director Parker **seconded** to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, October 20, 2022.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**III. Public Comment:**

No members of the public spoke.

**IV. Committee:**

**A. Reports:**

**1. Golf Committee**

**A. Approvals:**

**i. Approval of Cancellation Policy**

Director Anderson **moved** the **motion** and Director Fournier **seconded** that **in accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors approves of, adopts and implements the revised "Cancellation Process, Policy and Fee Structure for Outside Golf Rounds and Indoor Golf Simulators"; all in accordance with the draft policy.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**ii. Approval of Golf Cart Policy / Single Rider**

Director Fournier **moved** the **motion** and Director Lamson **seconded** that in accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors approves of, adopts and implements the revised “Pease Golf Course Golf Cart Policy”; all in accordance with the draft policy.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**2. Finance Committee**

Director Ferrini spoke briefly to the Finance Committee meeting held on Monday, November 14<sup>th</sup>, as well as the receipt of reports and potential new formats; all of which were approved and recommended.

**V. Old Business:**

**A. Approvals:**

**1 Executive AirDock, LLC – 5, 7, 19 & 21 Hampton Street - Site Review Extension**

Director Parker **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby approves of and authorizes a one (1) year extension to the Site Review approval granted by the Board of Directors on December 16, 2021, to Executive AirDock, LLC for the premises located at 5, 7, 19 and 21 Hampton Street (the “Premises”); all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated November 4, 2022.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**2. Skyhaven Airport Ramp Construction Project – AIP Fund Transfer regarding NH Department of Transportation Approval Agreement for Transfer of Entitlements to Claremont Municipal Airport**

Director Ferrini **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute the New Hampshire Department of Transportation, Bureau of Aeronautics, “Request for NHDOT Approval of Agreement for Transfer of Entitlements” to transfer the 2019 Skyhaven Airport non-primary entitlement funds, in the amount of \$150,000.00 to the City of Claremont, NH; all in accordance with the memorandum from Andrew B. Pomeroy, Director Aviation Planning and Regulatory Compliance, dated November 3, 2022.

Discussion: Anderson asked for confirmation that the funds would have the ability to be returned to Skyhaven at a future time; Executive Director Paul Brean (“Brean”) affirmed by stating through the New Hampshire Airport Block Grant program.

Disposition: Resolved by **unanimous** vote for; motion **carried**.

**VI. Finance:**

**A. Executive Summary**

Finance Director Suzy Anzalone (“Anzalone”) spoke to the Executive Summary and stated for the first quarter the current operating revenues are running 10% over budget and operating expenses are running favorable by slightly over 8% under budget, with wages and benefits trending under budget. Anzalone indicated the approved increases under salaries will be seen in the coming months. Additional underruns were in utilities and marketing, with fuel purchases trending over budget. On a consolidated basis, PDA is performing significantly favorable to budget and the business units are operating with no issues. Anzalone indicated she would be looking into part-time salaries as they are a little over budget and she wants to gain an understanding of why.

Anzalone spoke to PDA’s current assets and reminded the Board that with the adoption of GASB87, lease information is now reflected on the balance sheet.

Anzalone informed the Board that PDA has a strong cash flow which will be reduced in the near future with capital expenditure projects. Year-to-date (“YTD”) PDA has incurred \$1.8 million in capital expenditure projects with a majority being the Market Street Main Wharf project as well as smaller projects at both Portsmouth and Skyhaven airports.

**B. Reports:**

1. **FY2023 Financial Report for the Three Month Period Ending September 30, 2022**
2. **Cash Flow Projections for the Nine Month Period Ending July 31, 2023**

**VII. Licenses/ROEs/Easements/Rights of Way:**

**A. Report:**

1. **C&J – Right of Entry – 42 Durham Street; 47 Durham Street and Hampton Street for Valet Parking**

In accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” PDA entered into the following Right-of-Entry:

1. Name: Jalbert Leasing, Inc. d/b/a C&J Bus Lines  
License: Right of Entry  
Location: 42 Durham Street; 47 Durham Street and Hampton Street  
Purpose: For the purposes of parking C&J customer vehicles on a valet basis only  
Term: November 7, 2022 through May 1, 2023

**B. Approvals:**

1. **Unitil - Granite State Gas Transmission Licenses – Bean Hill and Ball Fields**

Director Parker **moved** the **motion** and Director Anderson **seconded** that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into two (2) License Agreements with Granite State Gas Transmission, Inc., for the purpose of installing, maintaining, and operating natural gas transmission infrastructure at two (2) locations on the Pease International Tradeport; all substantially in accordance with the memorandum from Michael Mates, Engineering Manager, dated November 8, 2022, and the draft License Agreements.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

## 2. PlaneSense – 105 Flightline Road – Right of Entry Extension

Director Anderson **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors approves of an extension to the Right of Entry (“ROE”) issued to PlaneSense, Inc. through February 28, 2023, for survey / site inspection purposes for the premises at 105 Flightline Road; all in accordance with a memorandum from Paul E. Brean, Executive Director, dated November 2, 2022.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

## 3. Skyhaven Flying Club – Flight Simulator – Right of Entry

Director Fournier **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right-of-Entry with the Skyhaven Flying Club, Inc. for the purposes of operating a flight simulator at Skyhaven Airport, through September 30, 2023, with a one-year option to extend subject to the approval of the Executive Director; all in accordance with the memorandum of Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance, dated November 3, 2022, and the draft Right of Entry.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

## 4. Pease Greeters - Troop Flight Welcome Activities – Right of Entry

Director Lamson **moved** the **motion** and Director Levesque **seconded** that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a Right of Entry (“ROE”) with the Pease Greeters to perform greeting services to inbound and outbound troop movements at Portsmouth International Airport for a period of twelve (12) months, effective from January 1, 2023 through December 31, 2023, to also include the validation of the necessary badges through this time period; substantially in accordance with the memorandum of Sandra McDonough, Airport Community Liaison, dated November 3, 2022.

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

## 5. USDA / WS Wildlife Control Proposal at Airports

Director Ferrini moved the motion and Director Fournier/Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to enter into a Cooperative Service Agreement with the United States Department of Agriculture Animal and Plant Health Inspection Service and Wildlife Services (USDA / WS), to continue its integrated wildlife control and monitoring duties at Portsmouth International Airport at Pease (PSM) and Skyhaven Airport (DAW); any taking of wildlife at Pease will be confined within the airport perimeter fence and be in compliance with Federal and State permits, for the period of January 1, 2023, through December 31, 2023, in the amount of \$37,133.41; all in accordance with the memorandum of Andrew B. Pomeroy, Director Aviation Planning and Regulatory Compliance, dated November 2, 2022.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the following reasons:

1. the PDA has a long standing relationship with USDA/WS stemming back to the time the PDA was formed;
2. as part of that relationship the USDA/WS has maintained ongoing wildlife surveys, with data dating back to its first work at Pease and PDA does not want to interrupt this data stream;
3. the USDA/WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management to meet 14 CFR 139 requirements; and
4. the USDA/WS is the FAA recognized federal authority for airport wildlife hazard management and training.

Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

## VIII. Leases:

### A. Approval:

1. 25, 29 Retail, LLC – Lease Amendment

Director Lamson moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into Lease Amendment No. 2 with 25, 29 Retail, LLC for the Premises located at 25 New Hampshire Avenue; all in accordance with the Memorandum of Paul E. Brean, Executive Director dated November 7, 2022, and upon substantially similar terms and conditions as contained in draft Lease Amendment No. 2.

Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

## IX. Contracts:

### A. Report:

1. VHB – On-call contract extension – Option Exercise

**X. Signs:**

**A. Approval:**

**1. City of Portsmouth - Wastewater Treatment Plant – 135 Corporate Drive**

Director Anderson moved the motion and Director Levesque seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the City of Portsmouth to apply for a Conditional Use Permit to erect a sign within the 100’ wetland buffer at the Waste Water Treatment Plant located at 135 Corporate Drive, and to erect said sign conditioned upon the receipt of the permit; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated November 4, 2022.

Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**XI. Executive Director:**

**A. Reports:**

**1. Golf Course Operations**

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to 71,283 rounds of golf played. DeVito stated that Grill 28 numbers are positive and informed the Board that Grill 28 had 118 inquiries this season received directly through the golf course website, which is only one way, inquiries are made. DeVito indicated that Grill 28 already has 15 functions scheduled for the month of December and he anticipates its numbers to continue to go up. With the Board’s approval regarding both the Cancellation and Single Rider policies, notifications will be sent out to season pass holders with renewal notices; further he indicated there is a wait list of 25 for full week passes and 15 for mid-week passes.

Duprey asked if PGC keeps track of holes-in-one; DeVito affirmed and indicated there have been a total of seven this season (par 3 holes, approximately 150 yards).

Anderson indicated PGC continually exceeds expectations and asked if there were a report that could be provided regarding the potential of an irrigation project. DeVito indicated PGC has determined what it considers to be its top 9 holes, being those adjacent to the clubhouse. That irrigation system for those holes had been put in during the 1950s; the parts now being obsolete. It has been discussed as completing this project in phases (hole-by-hole). DeVito indicated Toro is doing a pre-design of the irrigation and stated the project would be bid out.

Parker asked if younger players were impacting the rounds of golf played; DeVito affirmed stating an increase had been noticed during COVID and it has continued.

**2. Airport Operations**

Duprey indicated in consideration of the military’s attendance/item, he moved item XI.A.2.b) up in the agenda for discussion and airport operations would be addressed after ANG discussion.

- a) Portsmouth International Airport at Pease (PSM)**
  - (i) NH Air National Guard – Proposed Land Swap**

General David Mikolaities (“Mikolaities”) of the NH ANG provided the Board with an updated letter (the letter previously provided contained a transposed number) and spoke to a proposed land swap. Mikolaities indicated the swap would be for 3.5 acres (parcel A – ANG property) located between Air Traffic Control and the Maintenance Building directly on the flightline for 16 acres of land on the North Apron (tarmac – parcel B – PDA property). The recent appraisal performed in February / March of 2022 indicated parcel A is shovel / construction ready providing PDA with the ability to expand the terminal. In exchange for parcel A, ANG is requesting 16 acres of parcel B to protect ANG from encroachment. Further, ANG has received a Congressional earmark to design a new small arms range and the abutting ANG parcels make this location ideal for ANG’s current and future missions. He believes this transfer would not prohibit PDA from future development at the North Apron, in fact there would still be 27 acres of land to be developed.

Lamson asked what the ANG has currently stationed at Pease regarding flying equipment; Mikolaities stated there are currently 12 KC-46 refuelers. Mikolaities indicated while there had been discussions of bringing helicopters to Pease, that is no longer a consideration.

Ferrini asked Mikolaities of the difference in acreage and the anticipated uses of the area (i.e.; aeronautical or support functions). Mikolaities responded that when taking into account the acreage comparison of the two parcels, the demolition cost of parcel B includes 13 inches of concrete (\$600,000/acre for demolition) and parcel A is clean (no demolition) which is how the determination of 16 acres was derived. With respect to future missions, aside from protection from encroachment would be a laydown yard for the Portsmouth Naval Shipyard, solar PB array, fuselage trainers for C5 & C17 and potentially for a Space National Guard Mission (i.e.; armory).

Fournier indicated there isn’t much that can be done with parcel B due to the nature of [ANG] business; Brean indicated PDA is realizing the North 40 may be challenged for commercial development.

Anderson asked of the potential timeline involved; Mikolaities stated roughly a year for the indemnification (making sure parcel A has no liabilities) and the transfer of parcels. Brean indicated PDA would also have to present the potential transfer to the FAA for approval of fair market value.

Parker stated the NHANG is a highly military strategic area in the nation’s defense; Mikolaities affirmed as it is the only ANG out of 18 refueling wings in the country with KC-46 refuelers.

Duprey stated PDA staff will work with the ANG to evaluate and move this along through the proper channels and a report would be brought to the Land Use Committee / Board; Brean affirmed. Further stating that today’s discussions were informative in nature and the two entities would continue to work together prior to bringing it to the Land Use Committee.

Lamson had a question regarding parcel B regarding environmental and geotechnical challenges to be checked. Mikolaities indicated parcel A was clean of construction (building, asphalt etc.) and parcel B, a consultant was utilized to provide an estimated condition of costs for the demolition of the 13 inches of concrete. Where ANG does not own this property, only an estimation can be made at this time.

Duprey indicated as the process unfolds, PDA staff will assess and keep the Board informed and charged staff with moving forward on this matter.

**Airport Operations:**

Brean stated PSM has achieved its 1 million passenger as of October and anticipate being 20% over last year’s numbers by end-of-year. Further, he spoke to strong revenue parking and fuel flowage fees received. Brean informed the Board that of the 1.6 million gallons of fuel was comprised by DOD/CRAF having 66% of sales; commercial and general aviation rounding out sales at 17% each.

Brean informed the Board that Pease has officially been transferred to US Customs and Board Patrol out of Boston for management. The transition has been seamless at both the airport and the Division of Ports and Harbors.

Brean anticipates next week will be busy at the airport with travelers to and from Florida.

**(ii) Email regarding Allegiant Flight from Portsmouth International Airport at Pease**

Brean highlighted an e-mail received regarding a medical incident on a recent Allegiant flight. Relatives of the child who encountered the medical issue spoke highly of all members of PSM staff, PCA, Allegiant and corresponding Portsmouth rescue who assisted both the child and the family members.

**b) Skyhaven Airport (DAW)**

**c) Noise Line Report**

**(i) October, 2022**

Brean indicated there were two noise inquires which dealt with a tour helicopter not based out of PSM. Community Liaison Specialist, Sandy McDonough, did inquire with Air Traffic Control (“ATC”) control and followed up with Sanford Airport and it was indicated the helicopter followed all ATC rules.

**B. Approvals:**

**1. Bills for Legal Services**

1. Director Ferrini **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$8,842.00 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green from September 1, 2022 – September 30, 2022 in the amount of \$4,405.00 for Tradeport General Representation; September 1, 2022 – September 30, 2022, in the amount of \$4,379.00 for Permit Implementation; and September 1, 2022 – September 30, 2022, in the amount of \$58.00 for Ports and Harbors Representation. And to expend funds in the amount of \$2,001.00 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from September 1, 2022 through September 30, 2022**



in the amount of \$1,357.00; and October 1, 2022 through October 31, 2022 in the amount of \$644.00. For a total amount of \$10,843.00 in legal services.

Discussion: Anderson asked for an amount with respect to charges incurred as a result of East West Aeronautical.

Disposition: Resolved by **unanimous** vote for; motion **carried**.

## 2. Annual Leave Buy Back

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to conduct a voluntary 2022 annual leave buy-back program for qualified PDA employees on the terms and conditions set forth in the memorandum from Tanya Coppeta, Employee Relations Manager, dated November 1, 2022.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

## XII. Division of Ports and Harbors:

Division Director Geno Marconi (“Marconi”) displayed recent photos of the Market Street facility project, showing a salt ship utilizing the dock / yard. Marconi indicated there is another ship arriving after this and a third ship is anticipated to arrive December 6<sup>th</sup> or 7<sup>th</sup>.

Duprey asked of the notice provided regarding the anticipated arrival of a ship; Marconi spoke of the nomination of a ship for DPH review of the vessel specs with the pilots. Marconi indicated DPH looks at vessels when they get through the eastern side of the Panama Canal, using the Automated Information System (“AIS”), leaving approximately two weeks to arrival time. The AIS tracks all ships, worldwide.

Parker asked where the salt is generally from; Marconi responded Chile.

### A. Approvals:

#### 1. Granite State Minerals – Deferment of Minimum Annual Guaranteed Revenue Payment

Director Parker **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to defer payment of the \$178,102.02 balance of the 2021-2022 minimum guaranteed payment required under Article 4.1d of the License and Operating Agreement with Granite State Minerals (the “Agreement”), and add said balance to the 2022–2023 minimum guaranteed payment under the Agreement; all in accordance with the memorandum from Geno J. Marconi, Director of the Division of Ports and Harbors, dated October 27, 2022.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**2. Bulk Fuel Deliveries – NAS Fuels, LLC dba Atlantic Fuels**

There was a typo as NAS Fuels, LLC does business as Atlantic Fuels, not Atlantic Fuels, Inc., as indicated in the motion.

Director Lamson **moved** the **motion** and Director Anderson **seconded** that **the Pease Development Board of Directors authorizes the Executive Director to issue a Right of Entry to NAS Fuels, LLC d/b/a Atlantic Fuels Inc., for the purpose of fuel dispensing at PDA-DPH facilities; all in accordance with the terms and conditions contained in the memorandum of Geno J. Marconi, Division Director, dated October 26, 2022.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**3. Bulk Fuel Deliveries – Broco Oil Inc.**

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Board of Directors authorizes the Executive Director to issue a Right of Entry to Broco Oil of North Reading, MA, for the purpose of fuel dispensing at PDA-DPH facilities; all in accordance with the terms and conditions contained in the Memorandum of Geno J. Marconi, Division Director, dated October 27, 2022.**

Discussion: None. Disposition: Resolved by **unanimous** vote for; motion **carried**.

**4. Initial Proposed Amendment to the Schedule of Pilotage Fees and Pilotage Unit Rates**

Director Anderson **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority (PDA) Board of Directors hereby approves of the adoption of the Initial Proposed Amendments to the Schedule of Pilotage Fees and Pilotage Unit Rates pursuant to Pda 311.01 (b) of Chapter Pda 300, Port Captains, Pilots and Pilotage, of the NH Code of Administrative Rules; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 10, 2022, and the Initial Proposed Amendments.**

Discussion: Duprey indicated the item had been reviewed and approved by the Advisory Committee.

Levesque asked if this would increase the cost of cargo coming in; Marconi indicated the cost of the ship coming into the harbor would increase.

Marconi indicated by approving this, it allows DPH to go out for public comment and if there are public comments received which require adjustment to the proposal, the matter would be brought back to the Board at the next meeting for final adoption with a recommended effective date of January 1.

Anderson indicated this received reasonable discussion at the Port Advisory Council meeting. He further indicated the pilots are unique to the Piscataqua River, the rates are appropriate in comparison to other locations and there has not been an increase in a couple of years

Levesque indicated today's vote is to have DPH put the Schedule of Pilotage Fees and Pilotage Unit Rates out for public comment; Marconi affirmed.

Parker asked of the proposed rates, what kind of other data had been reviewed; Marconi indicated the comparisons presented were to show what other ports are charging. Portsmouth has challenges that are unique to the area and the rates are considerably lower than other ports.

Duprey asked when the rates were last adjusted; Marconi indicated a couple years ago (January of 2020). Duprey stated since that time (2020) inflation has increased by 16%.

Anderson stated the increases are not done on a flat percentage.

Lamson supports the increase requested by the pilots.

Duprey stated it is the initial proposed amendment being voted upon; it will then go out to for public comment and then back to the Board for final approval if no significant comments received.

Disposition: Resolved by unanimous vote for; motion carried.

### **XIII. New Business:**

Anderson asked of the potential for GOPHER/ARPA funds to be utilized at Rye Harbor; Brean indicated an application has been submitted which contained various potential projects, including for the shacks to address some ADA and utility issues at the Harbor. Brean stated Assistant DPH Director Grant Nichols is reviewing the facility and its relation to the statute, the fee structure and infrastructure. It is hoped to provide data to the Board in the near future.

Duprey asked if there are projects at the Harbor that do not conform with GOPHER and or its deadlines, projects could be suggested for the capital budget process with the State; Brean affirmed. Brean stated there may also be federal funding available for seawalls.

### **XIV. Special Event:**

No events to repots.

### **XV. Upcoming Meetings:**

Noise Compatibility Committee	December 8, 2022 @ 6:30 p.m.
Board of Directors	December 15, 2022 @ 8:30 a.m.

**All Meetings begin at 8:30 a.m. unless otherwise posted.**

**XVI. Directors' Comments:**

No comments by Board members.

**XVII. Adjournment:**

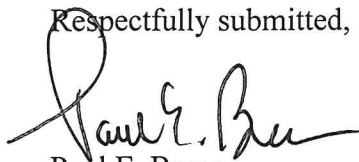
Director Levesque moved the motion and Director Lamson seconded to adjourn the Board meeting. Meeting adjourned at 9:40 a.m.

**XVIII. Press Questions:**

No comments from the press.

**XIX. Consultation with Legal Counsel (NH RSA 91-A:2, I (b))**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul E. Brean". The signature is fluid and cursive, with a large initial "P" and "B".

Paul E. Brean  
Executive Director