

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

Thursday, March 16, 2023

Presiding: Neil Levesque, Vice Chair
Present: Thomas G. Ferrini, Treasurer; Steve Fournier; Margaret F. Lamson; Susan B. Parker; and Karen Conard
Absent: Stephen M. Duprey, Chairman
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:

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

Levesque welcomed Director Conard ("Conard") to the Board who is the City of Portsmouth City Manager and its new representative.

Levesque also acknowledged Phil Winslow who was in the audience as his term on the Rye Select Board terminates on Friday, March 24th; thanked him for his years of service to Rye.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of January 19, 2023:

Director Lamson moved the motion and Director Ferrini seconded to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, January 19, 2023.**

Discussion: Conard abstained as she was not present for the meeting.

Disposition: Resolved by unanimous vote for; motion carried.

III. Public Comment:

Brad Cook ("Cook") – Vice Chair of the Port Advisory Council – Stated he reviewed the first preliminary draft report in the packet regarding Rye Harbor which was prepared by Division of Ports and Harbors ("DPH") Assistant Director Nichols ("Nichols"). Cook prepared a three page document regarding his comments on this report. Further he indicated he prepared a timeline pertaining to the eight (8) shacks, access and the problems which accompany them.

Nate Hanscom ("Hanscom") – Rye Harbor Lobster Pound ("RHLP") – Hanscom understands there will be many changes at Rye Harbor. Hanscom stated the business opened in 1998 and in 2016 he purchased a shack from John Savage to expand the business; in 2017 he was granted a concession

agreement. In 2020, COVID hit and his business was strictly takeout so permitted to open; inundated with customers. In 2021, the concession license was not renewed. RHLP informed the public, a petition commenced which was brought to the attention of the Governor who provided a waiver for the 2021 season. In 2021 (sic 2022), PDA granted a waiver with stipulations such as connection to a new water line rather than using water from Rye Harbor facility.

Levesque indicated he wanted to keep public comment to three minutes and a lot of the members of the Board, with one exception, knew the history and Hanscom need not recap; if Hascom wanted to speak to what was in the Board packet he could discuss that.

Hanscom spoke of substantial business losses last year and going forward wanted to make sure RHLP could renew its concession license and clear up the matters that are troublesome in the report.

Levesque indicated there would be discussion regarding the Rye Harbor report later during the meeting.

IV. Consent Agenda Items:

Levesque polled the Board to see if any of the items contained within the consent agenda should be pulled for a separate vote; no requests were made.

A. Consent Agenda Approvals:

Director Ferrini **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby moves that item numbers (1 through 5) from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.**

- 1. New England Aerobatic – Right of Entry – Skyhaven Airport**
- 2. Electric Scissor Lift – Pease International Airport Terminal**
- 3. Bills for Legal Services**
- 4. 75 New Hampshire LLC - Lease Amendment 5**
- 5. Lonza Biologics, Inc. – 101 International Drive – Café Expansion – Soil**

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

V. Committees:

A. Report:

- 1. Golf Committee**

Director Fournier (“Founier”) indicated the Committee met on Monday and discussions held regarding Water Filling stations as replacement of the water buckets, issuance of an RFP for an expanded events center to replace the tent area and extension of the Grill 28 concession contract.

VI. Old Business:

VII. Finance:

A. Executive Summary

Director of Finance, Suzy Anzalone (“Anzalone”), indicated PDA’s revenue and expenses have been trending favorably over the last seven months and does not anticipate any upcoming challenges to the budget. Anzalone stated she highlighted some areas that impacted the P & L statement on a year-to-date (“YTD”) basis and there are no significant issues with any of the business units. The strong cash flow will assist PDA as it moves forward with the 2024 Capital Budget which will be presented at the next Board meeting. The YTD capital expenditures indicate continued work on the capital projects that had been identified in last year.

Anzalone indicated it is anticipated over the next nine month period that there will be cash inflows and outflows which is differentiated by approximately -\$1.7 million. Anzalone informed the Board that PDA has been awarded the FAA grant in the amount of \$7 million for the Arrivals Hall project. Therefore, PDA will review some of the capital projects which had been moved out due to the grant received for the Arrivals Hall project.

Director Lamson (“Lamson”) asked of the wildlife control expenses; Anzalone indicated the wildlife expenses are budgeted evenly over the year and while a large bill was received in January, anticipates it will even out going forward.

Director Parker (“Parker”) congratulated PDA on the receipt of the FAA grant, but asked if there was any match which was also required with the grant. Executive Director Brean (“Brean”) affirmed. Brean further indicated the grant funding is FAA funding 95%; PDA funding 2.5% and State of NH DOT/Aeronautics funding 2.5%.

Anzalone stated the future cash flow will be updated once the capital budget is finalized and will look at the impact of capital projects over the next nine months, which can be modified so that PDA maintains a strong cash balance.

B. Reports:

- 1. FY2023 Financial Report for the Seven Month Period Ending January 31, 2023**
- 2. Cash Flow Projections for the Nine Month Period Ending November 30, 2023**

VIII. Licenses/ROEs/Easements/Rights of Way:

A. Report:

- 1. 165 Arboretum, LLC – Right of Entry – 165 Arboretum Drive**
- 2. Environmental Chemical Corporation – Demolition of Structure on Site 22**
- 3. Arboretum Drive Group LLC – Right of Entry – Arboretum Drive**
- 4. Jalbert Leasing, Inc. d/b/a C&J Bus Lines – Right of Entry – Hampton Street**

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

- Name: 165 Arboretum LLC
License: Right of Entry
Location: 165 Arboretum Drive
Purpose: For site inspection purposes

- Term: January 15, 2023 through April 15, 2023
- 2. Name: Environmental Chemical Corporation
License: Letter
Location: Access to PSM Airfield
Purpose: For demolition of structure at Site 22
Term: January 15, 2023 through April 15, 2023
- 3. Name: Arboretum Drive Group LLC
License: Right of Entry
Location: Along Arboretum Drive
Purpose: For site inspection purposes
Term: February 15, 2023 through June 30, 2023
- 4. Name: Jalbert Leasing, Inc. d/b/a C&J Bus Lines
License: Right of Entry
Location: Hampton Street
Purpose: For purposes of parking C&J customer vehicles on a valet basis only
Term: February 21, 2023 through August 7, 2023

Director Fournier was consulted and granted his consent regarding these Rights of Entry.

Lamson asked about the 165 Arboretum LLC ROE and its location on Arboretum Drive; Brean affirmed it would be on the left hand side going down Arboretum towards the circle and would be in the area across from the City of Portsmouth’s water tower.

Parker asked why 165 Arboretum LLC ROE dated January 6, 2023 was not seen earlier. Brean indicated a separate ROE was previously provided and this was provided to allow additional time. Deputy Director / General Counsel Anthony Blenkinsop (“Blenkinsop”) stated there was a request to have access to an old Air Force building on the premises as 165’s site redevelopment would include tearing the building down. The ROE was not received timely for the inclusion in the packet for the January meeting.

IX. Leases:

A. Report:

- 1. **Sublease between 30 International Drive, L.L.C. and Lisa Happ Coaching – 30 International Drive (Suite #105B)**
- 2. **Sublease between Seacoast Newspapers, Inc. and Optima Dermatology Partners, LLC (1st Floor)**
- 3. **Sublease between Seacoast Newspapers, Inc. and Optima Dermatology Partners, LLC (2nd Floor)**

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease option with:

- 1. Tenant: Lisa Happ Coaching
Space: 30 International Drive (Suite #105B)
Use: Professional Offices and related uses

- Term: Two (2) years commencing February 1, 2023.
- 2. Tenant: Optima Dermatology Partners, LLC (1st Floor)
 Space: 111 New Hampshire Avenue
 Use: Pathology laboratory and general business office space and related uses
 Term: Five (5) years commencing June 1, 2023 and terminating on May 31, 2028.
- 3. Tenant: Optima Dermatology Partners, LLC (2nd Floor)
 Space: 111 New Hampshire Avenue
 Use: General Office Space and related uses
 Term: Four (4) years commencing July 1, 2023 and terminating on June 30, 2027.

The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In these instances, Director Lamson was consulted and granted her consent.

Lamson asked of the engineering companies utilized by PDA. Brean stated PDA has three (3) aviation engineers on call: Hoyle Tanner; McFarland Johnson; and Jacobs (Skyhaven and AIP equipment funding projects); as well as Ransom (on-call environmental engineering). Lamson indicated Hoyle Tanner has done work for Pease for a long time and has been around since the Bechtel study. Brean stated PDA does RFPs for its professional engineering services; Hoyle Tanner is one of the strongest aviation engineering firms in the Granite State.

X. Contracts:

A. Report:

- 1. **Honeywell International, Inc. - TSA Door Access Upgrade**
- 2. **Honeywell International, Inc. – Pro Watch Access System / Overhead Door Monitoring – Portsmouth International Airport at Pease**
- 3. **TEC Solutions Concepts Inc. – Replacement Locks / Cyber Keys – Pease Golf Course**
- 4. **Ice Machine – Pease Golf Course**
- 5. **Minuteman Security Technologies, Inc.” dba “Minuteman Security & Life Safety” – Fire alarm & Sprinkler Maintenance System Services – Exercise of Last Option**

In accordance with Article 3.9.1.1 of the PDA Bylaws, I am pleased to report the following:

- 1. Project Name: Honeywell International Inc.
 Board Authority: Director Conard
 Summary: TSA Access Door Upgrade
 Cost: \$6,163.00
- 2. Project Name: Honeywell International Inc.
 Board Authority: Director Ferrini
 Summary: Pro Watch Access System / Overhead Door Monitoring – Portsmouth International Airport at Pease
 Cost: \$4,342.00

3. Project Name: TEC Solutions Concepts Inc.
Board Authority: Director Founier
Summary: Replacement Locks / Cyber Key System Upgrade
Cost: \$5,566.00
4. Project Name: Burkett Restaurant Equipment
Board Authority: Director Founier
Summary: Ice Machine at Pease Golf Course
Cost: \$9,306.00
5. Project Name: Minuteman Security Technologies, Inc. dba “Minuteman Security & Life Safety” fka Norris Inc.
Summary: Fire Alarm & Sprinkler Maintenance System Services – Exercise of Last One Year Option

B. Approvals:

1. Public Relations / Marketing Services

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to negotiate and finalize a contract for Public Relations and Marketing services with Tiffany Eddy & Associates; all in accordance with the memorandum of Executive Director Paul E. Brean, Executive, dated March 9, 2023.**

Discussion: Lamson and Levesque spoke to Ms. Eddy’s previous employment at WMUR.

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

2. AIP Grant for Snow Removal Equipment – Change Order – Portsmouth International Airport

Director Conard **moved** the **motion** and Director Parker **seconded** that **the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to take the following action in regards to AIP 3-33-0016-069-2021, Purchase of Snow Removal Equipment (“SRE”):**

- (1) **accept the change order for M-B Companies Inc. for the production of a truck chassis at the M-B facility to the same specifications and price as the 2022 M-B Plow Truck;**
- (2) **cancel the awarded contract with International Truck for the construction of a heavy truck chassis due to its inability to produce the equipment in a timely manner;**
- (3) **approve the expenditure of PDA Capital Improvement Project funds in an amount not to exceed \$150,000 to cover the differential cost associated with production of the heavy truck chassis; and**
- (4) **execute any and all documents necessary to receive the grant funds and procure the SRE as described.**

All in accordance with the memorandum from Andrew B. Pomeroy, Director of Aviation Planning and Regulatory Compliance, dated February 27, 2023.

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

C. Ratification:

1. **Long Term Disability Insurance, Short Term Disability Insurance, and Life and Accidental Death and Dismemberment Insurance**

Director Parker moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby ratifies and approves entry into an agreement with Standard Insurance Company for continued Long Term Disability Insurance Coverage and Life and Accidental Death and Dismemberment Insurance coverage; all in accordance with the memorandum of Suzy Anzalone, Finance Director, and Tanya Coppeta Human Relations Manager, dated March 7, 2023.

Discussion: Parker asked if this would be a short term agreement; Brean affirmed and further stated PDA is collaborating with the State for a better rate. Brean also indicated this is a pro-rated price and agreement can be terminated within the twelve months.

Disposition: Resolved by unanimous vote for; motion carried.

XI. Signs:

XII. Executive Director:

A. Reports:

1. **Golf Course Operations**

Scott DeVito (“DeVito”) Pease Golf Course (“PGC”) General Manager indicated there are fifteen (15) spots available for Junior students or mid-week passes left. There were twenty-five (25) people on the waiting list for mid-week passes and some opted not to take them. There are still ten (10) people on the waiting list for full week as that is capped; anticipate some of those will get in during the season. There are over 5,000 tournament rounds pre-booked, sixty (60) events during the season and all seven (7) leagues have returned in 2023.

DeVito followed up on a question Parker posed at the January meeting regarding simulator revenues. Revenues were tracked in the month of February indicating a little over \$18,000 in food / beverage sales by simulator customers and another \$23,000 in function sales through use of that room.

Fournier asked the comparison of tournaments from 2022 to 2023; DeVito indicated the demand is through the roof. DeVito indicated he does not believe there is availability to block off another date for large shotgun event, but can still schedule smaller groups for tee times.

DeVito indicated weather permitting, hoping to get some of the golf course open by March 31st.

2. **Airport Operations**

- a) **Portsmouth International Airport at Pease (PSM)**

Brean stated PSM is only two months into the year and it has met its FAA obligation of 10,000 passenger enplanements in order to keep PSM in the airport improvement program, allowing \$1.3 million in annual funding. Also, scheduled enplanements are outpacing the charter enplanements; previously it used to be a 50/50 split between troop and Allegiant activity (good for revenue streams). Additionally, seeing the same numbers from 2021, as Allegiant has the same passengers with twelve less trips. This equates to Allegiant's capacity being dialed in, understands the Portsmouth market, and change in the Airbus utilized.

Parking revenue and fuel sales were strong in January and February, with fuel flowage during this same time period just under 2 million gallons sold. Brean stated PSM is a heavy general aviation field and compared to Hyannis which does approximately 1 million a year in fuel sales.

Brean commended staff for their hard work and diligence to get the Arrivals Hall bid shovel ready regarding the \$7 million grant. Brean stated there were ten times the number of applicants who applied for this grant. Further he thanked the state's Congressional delegation and Governor Sununu for supporting the improvement to the domestic baggage claim and arrivals area.

- b) **Skyhaven Airport (DAW)**
- c) **Noise Line Report**
 - (i) **January and February, 2023**

Brean indicated the noise complaints over the last couple of months were related to military movements. In January there was one inquiry which was as a result of military C130 which is a heavy 4 engine turbo prop aircraft doing touch and goes for technical training purposes. In February there were four noise inquires due to activity from F35s. The US F35s utilized PSM as a diversion due to weather, and Italian Air Force F35s, along with a 767 fueling tanker, utilized PSM for a training mission.

3. PDA Committee List - Update

Brean stated the Board received an updated PDA Committee list due to the City of Portsmouth's new appointment of Director Conard. The list of various committee assignments was read into the record.

B. Approval:

- 1. **Unitil - Granite State Gas Transmission – Ball Fields - Wetlands Application**

Director Parker **moved** the **motion** and Director Conard **seconded** that **the Pease Development Authority ("PDA") Board of Directors hereby approves of the submission by Unitil of a Utility Maintenance Statutory Permit-By-Notification application to NHDES to facilitate the planned pipeline improvements at the Ball Field Launcher and Receiver site; all in accordance with the memorandum of Michael R. Mates, Director of Engineering, dated March 9, 2023.**

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

XI. Division of Ports and Harbors:

Reports:

- 1. **Port Committee Meeting Minutes of August 11, 2022**

Director of the Division of Ports and Harbors Geno Marconi (“Marconi”) informed the Board they had the minutes of the Port Committee Meeting of August 11, 2022 as a means to keep the Board aware of the Port Committee’s activity.

2. Port Advisory Council Meeting Minutes of December 14, 2022

The Board had the minutes of the Port Advisory Council (“PAC”) meeting of December 14, 2022 as a means to keep the Board aware of the Council’s activity and would be happy to answer any questions.

3. Port Advisory Council Meeting Minutes of January 11, 2023

The Board had the minutes of the Port Advisory Council (“PAC”) meeting of January 11, 2023 as a means to keep the Board aware of the Council’s activity and would be happy to answer any questions.

- 4. Commercial Mooring Transfer – Smith to Wilson**
- 5. Commercial Mooring Transfer – Lentz to Comosa**
- 6. Commercial Mooring Transfer – Love to Herrick**
- 7. Commercial Mooring Transfer – Hewlett, Jr. to Leary**

Marconi stated above are a number of Commercial Mooring Transfers where the request is reviewed by the local Harbormaster who makes a recommendation to the Chief Harbor Master, who makes a recommendation to Marconi who reviews to make sure it is consistent with the Code of Administrative Rules. Marconi passes the request along to Brean to be signed off through the Delegation of Authority.

8. Rye Harbor Marine Facility Report

Marconi indicated the report was prepared by Assistant Director of Ports and Harbors Grant Nichols (“Nichols”) and he deferring any questions to Nichols on the report.

9. Draft Right of Entry and Concession Agreements for Rye Harbor Marine Facility and Hampton Harbor Marine Facility

Marconi indicated the draft Right of Entry (“ROE”) and Concession Agreements (“CA”) were prepared for the Board’s review and consideration.

B. Approval:

- 1. Initial Proposed Pda 600, State Owned Commercial Piers & Facilities – Administrative Rules**

Director Ferrini **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Board of Directors hereby approves the Initial Proposed Administrative Rules Pda 600, State Owned Commercial Piers & Facilities, attached hereto, for re-adoption with amendments.**

Further, the Board authorizes the Director of the Division of Ports and Harbors to take any necessary or recommended action in furtherance of this matter; all in accordance with the Memorandum of Geno Marconi, Director of the Division of Ports and Harbors, dated February 21, 2023.

Discussion: Ferrini indicated this is a significant piece of work. Appreciated the effort that had been put into the document to make this more appropriate for the DPH operation.

Ferrini stated this is significant (seems to be talking about the Rye Harbor Report) and the Board may have additional questions; looks forward to reviewing Brad Cook's comments / material provided earlier in the meeting. Ferrini had a question for Nichols, after reading through the report (mooring and docking procedures, permitting etc.) which appears to be sensible procedures. Ferrini asked if there were a procedure for the Commission, Warrants, Grants, for those who operates the shacks and how does it work? How does someone get a right to operate a business there? Understands the commercial versus recreation permits, and asked of a procedure on how those businesses become. Marconi stated when DPH merged administratively with PDA, the statute was clear on what part of its operation was governed under RSA 541 (Code of Administrative Rules). However, the land use parts of what DPH does was put in under the direction of the PDA Board of Directors, so the shacks would go under the purview of the Board. This is also true for the leases held (i.e.; salt companies, Isles of Shoals Steamship Co., etc.) that utilize the port terminal. Ferrini asks of a waiting list of shack owners or is this ad hoc; asked if this were a procedure for consideration going forward. Ferrini continued discussing the Rye Harbor report. Ferrini asked if this could be left on as an agenda item and he will be voting to approve but it is important for the Board to fully understand.

Parker asked if this were related to a larger organization issue of succession planning inside the organization, seems like this fits into that role in a larger picture.

Brean indicated the intent was to provide the Board with a draft study of Rye Harbor, as well as draft examples of what new ROE and CA may look like. COVID challenged the facilities and staff wants to move to long term improvements without disrupting the existing ones, the draft ROE and CA proposed allows DPH to manage better. Brean agreed with Ferrini's discussion points and that this may be put out much like the State parks do, due to the demand for this type of property and so things are done on a fair and consistent basis.

Deputy Director / General Counsel Anthony Blenkinsop ("Blenkinsop") stated for clarity that a motion was made on the Pda 600 rules which was seconded; the discussion has been on the report and draft agreements (Rye Harbor and draft ROE & CA).

Levesque indicated there is a motion on the table which will be voted on, but Directors can discuss what they want to. Blenkinsop agreed but wanted to make sure the Board understood the Pda 600 rules does not contain the ROE & CA documentation, they are separate matters. Blenkinsop indicated in terms of Ferrini's comments, staff provided draft ROE and CA to recognize that the current ROEs expire in June of 2023. This is to provide the current ROE holders an understanding, over the course of the next month, what the situation will be for the upcoming season. Draft ROE and CA have been prepared to run through the 2023 and 2024 season, expiring two years out. This was done to provide an understanding on how these ROE and CA would be awarded allowing for discussion and debate by the Board in greater detail. By the Spring of 2025, procedures may change and/or how they may be awarded may change based on Board review. This is being done so the existing group of ROE and CA holders may decide whether or not they want agreements to be brought forward at either the April or May meetings.

Ferrini indicated what Blenkinsop stated made sense and it was simply an analogy when seeing the draft agreements. It is necessary that the Board have time to deal with this as an organization.

Lamson indicated the recommended changes to the administrative rules are appropriate.

Marconi indicated this has been a group effort and everyone over time keeps track of necessary modifications so DPH can carry out its mission successfully. This is just one of the steps in the process as the rules go before many bodies for review, consideration and public hearing prior to coming back to the Board for final adoption.

Levesque indicated the motion is on the table which has been seconded on the Pda 600 Administrative Rules.

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

Levesque thanked DPH for the report on Rye Harbor as it sets a record.

2. Curtis Marine Service, LLC – Right of Entry – Hampton Harbor Marine Facility

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Curtis Marine Service, LLC. of 21 Mitchell Road Ipswich, MA, to provide boat hauling and launching services at the Hampton Harbor Marine Facility from April 1, 2023 through March 31, 2024 with two (2) one (1) year options to extend subject to the recommendation of the Division Director and the approval of the Executive Director; all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated February 21, 2023.**

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

XIV. New Business:

XV. Special Event:

A. Report:

1. Millennium Running - St. Patty's 5k/10k Road Race held on March 11, 2023

Brean stated Millennium Running in coordination with the City of Portsmouth Police Department, held a successful race. Pease is a great location to hold road races as it gets the congestion out of downtown Portsmouth.

Conard indicated that PDA Director of Operations Chasen Congreves (“Congreves”) has been very helpful with the coordination of the road races. Congreves participates in the organizational meetings held prior to the approval / running of races so logistics are worked out and races run smoothly.

XVI. Upcoming Meetings:

Port Committee	April 6, 2023 @ 8:00 a.m.
Audit Committee	April 17, 2023 @ 8:30 a.m.
Board of Directors	April 20, 2023 @ 8:30 a.m.

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

XVII. Directors' Comments:

Ferrini indicated when PDA entertains a Conditional Use Permit application for wetlands (i.e.; Million Air), requests that any submittals of written materials for review by the Committee or Board be submitted one (1) week prior to the actual notice deadline.

Blenkinsop indicated historically what has been done regarding public hearings, individuals are provided the ability to submit written comments and materials up to the day before the proceeding. So if the desire is to advance that so there is more time in advance of the actual hearing date to have those materials submitted and distributed, this request is well within the purview of the Board.

Director Ferrini **moved** the **motion** and Director Fournier **seconded** that **all written materials be received a week prior to the normal submittal deadline.**

Discussion: Fournier agreed and further stated this should be a rule in general for any materials. Materials should not be handed the day of the meeting as it is not fair to the individual / entity submitting information as the Board would not have time to review, especially if there is something that would be required to act on that same day. Fournier indicated this should be a rule / practice for anything and not just for this [Million Air].

Lamson is in agreement and stated by receiving information the day of, makes it difficult to be informed.

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

XVIII. Adjournment:

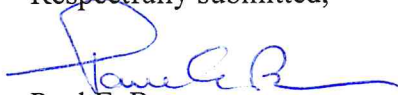
Director Lamson **moved** the **motion** and Director Ferrini **seconded** to adjourn the Board meeting. Meeting adjourned at **9:24** a.m.

XIX. Press Questions:

No comments from the press.

XX. Consultation with Counsel (RSA 91-A:2, I(b))

Respectfully submitted,



Paul E. Brean

Executive Director

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