

Public Works and Buildings Committee

Meeting Minutes

May 21, 2020

Council Chambers

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice
Councilor Doug Lachance

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Michael S. Bezanson, PE City Engineer
Daniel Camara, GIS / Asset Management
Richard Davee, Wright Pierce Engineers
Dylan Thisse, Wright Pierce Engineers
Samantha Rodgers, Senior Executive Assistant
Erin Kelly, Gerard St
Roxanne Bienek, Howard Brook Drive
Traci Blaisdell, Howard Brook
Christopher Annis-Barrington Subdivision

MINUTES

Chairman Walker called the called the Public Works and Buildings Committee to order at 7:00 PM. He read the following statement:

“Good Evening, as Chairperson of the Public Works and Buildings Committee I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A: 2, III (b). Federal, State and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As Such this meeting will be conducted without a quorum of this body physically present in the same room. Providing public access to the meeting by telephone: At this time, we welcome members of the public accessing this meeting remotely. In order for any public attendee to be allowed to comment during the public input portion of our meeting, you must have registered before the meeting with your name and the telephone number that you will use to call in. You may register now online [here](https://bit.ly/35Ru0Wu) or by coping or typing the following address into your browser: <https://bit.ly/35Ru0Wu>. Even though this meeting is being conducted in a unique manner under

unusual circumstances, the usual rules of conduct and decorum do apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

The public can call-in to listen at the below number using the conference code.

Phone Number: 857-444-0744

Conference Code: 843095

Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, are encouraged to do so by the following methods:

- Mail: Rochester Public Works & Buildings Committee 45 Old Dover Road, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- Email – Lisa.Clark@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- Voicemail 603-335-7572 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Committee members are required to state their name and ward each time they wish to speak."

Chairman Walker took a roll call attendance with all members of the Committee in attendance.

1. **Public Input**

Councilor Walker checked in with Samantha Rodgers to see if there were any members of the public that wished to speak at this time. Ms. Rodgers stated that there were several callers on the line and that if they wished to speak they would need to enter "5*" on their phones.

Banner Donation Spaulding High School - Erin Kelly stated she is a resident, a teacher and Class Advisor speaking on the behalf of Spaulding High School Class of 2020. She stated that class of 2020 would like to gift the with City banners for display on the light post in the downtown. A pdf representation was displayed and is attached as ATTACHMENT A to these minutes. Ms. Kelly stated that the banners were to show support for the 2020 Spaulding High School's graduating class, and that the design is such that they could be used for this year's and future year's graduating classes. The Committee members express their support for Spaulding Class of 2020.

Councilor Hamann motioned to recommend that the full City Council except the Donation and approve the hanging of the banners for the Month of June. The motion

was seconded by Councilor Rice. A roll call vote was taken.

Councilor Gray – Yes

Councilor Hamann – Yes

Councilor Lachance – Yes

Councilor – Rice – Yes

Councilor Walker - Yes

City Manager Cox stated that if there is no objection from the Committee he will initiate the display of the banners prior to acceptance of the gift at the June 2, 2020 full City Council meeting. There were no objections.

Howard Brook Drive – Roxanne Bienek addressed the Committee. Ms. Bienek describe the poor conditions of the pavement on this City road. She suggested that the Committee Members drive the road and consider it for repair and paving. Tracy Blaisdell of Howard Brook Drive also called in to discuss the poor pavement conditions on Howard Brook Drive.

2. **Howard Brook Drive (Item 11 on agenda moved up)**

Mr. Nourse displayed photos from March 4, 2020. He stated that these photos were taken at a time that displays the conditions during the freeze thaw and this is the most extreme time for the heaving of pavement. He concurs with the resident that the roadway is in poor condition. Mr. Nourse stated that the Pavement Condition Index (PCI) indicates that this road may come up in the recommendations for paving in 2025. He stated that this would be a complete reclaim and pave. Councilor Lachance asked the number of roads in this poor condition and if this is a through road. Mr. Nourse stated there are many roads in poor condition and that this is a Cul-de-sac is locate off Estes Road that is also in poor condition. Councilor Walker stated that Estes Road is a connector road and that when we pave Estes Road we may pave Howard Brook. The Committee discussed costs of paving. Mr. Bezanson stated that Howard Brook may cost as much as 2-3 hundred thousand dollars. Councilor Gray explained that the City Council uses the PCI for prioritization and recommendations regarding paving.

3. **Still Water Circle Proposed Roadway Connection from Barrington Subdivision**

Mr. Nourse displayed a graphic of the proposed subdivision. He stated that he brought this item in as informational and for discussion. He stated that there is a developer proposing a Barrington subdivision off Green Hill Road in Barrington of 75 residential units. Mr. Nourse stated that based on the 12/17/2019 Barrington Planning Board meeting, the Town of Barrington is requiring a second egress or exit from the subdivision and the preferred route and least costly for the developer would be through Stillwater Circle in Rochester. He stated that the road would require sale or access through City property which was deeded to the City of Rochester as green space from the Stillwater Circle Subdivision. Mr. Nourse stated that the legal department has reviewed the deed for conditions and states that there are no restrictions that would prohibit the City to use this property as a roadway. Mr. Nourse stated that the minutes from the December meeting also indicate that Barrington Fire & Police Chief would like this to be a non-gated through road. He stated that the Barrington minutes indicate if gated that the light

and gate might be best maintained by Rochester. Mr. Nourse recalled that the Rochester Planning Commission and Police Department suggested that if access was permitted through the Stillwater Subdivision the preference was a gate for emergency access only. The Rochester staff have noted that if non gated access was permitted the traffic from this subdivision to Rt. 125 would be through the Stillwater Circle Subdivision as it is the most direct route. Mr. Nourse read a letter from Deputy Police Chief Boudreau that stated some anticipated traffic issues through this quiet family neighborhood should there be ungated access. Councilor Lachance asked for DPW thoughts. Mr. Nourse stated he too has concerns regarding open ungated access to this community. He also stated if the subdivision were built it might be possible for the City of Rochester to supply the Barrington subdivision with water. Councilor Lachance asked the City Manager to weigh in. Mr. Cox stated that he would support the City Departments as there seems to be more negatives for the City of Rochester than positives. Councilor Lachance suggest that this go to a public hearing. Councilor Walker stated that he would support a closed gate if this was considered. Councilor Rice also supported a closed gate if that is the route taken. Councilor Rice asked if there was sewer in Stillwater. Mr. Nourse determined later in the discussion that there is not City sewer on Stillwater. Councilor Gray suggested that if the Stillwater subdivision was to come before the planning board with today's rules and level of planning, they too would likely be required to have a second egress which they do not have now. He also stated we would prefer not to have close gates due to plowing and maintenance issues. Councilor Lachance asked if the subject of tying into the water had been discussed with the developer. Mr. Nourse stated that it had not. Councilor Walker suggested holding this item in Committee for a future public hearing. Councilor Haman suggested that the gated second egress would be beneficial to the Stillwater Circle subdivision. There was discussions about issues with egress during the historic Mother Day Flood in 2006 or 2007. Mr. Nourse stated that a bridge repair project was completed in 2014-15. The Developer Christopher Annis call in and addressed the Committee. He stated he might be interested in City water. He stated that the Town of Barrington was opposed to a gate even if it was a crash gate or a pre-emption controlled gate. Councilor Walker explained his belief that the residents of Rochester would oppose anything but a gated access. Mr. Annis suggested providing a traffic study to determine the traffic impacts. Councilor Walker suggested a public input item or hearing at a Public Works Committee meeting. There was a brief discussion on how to hold the meeting. Councilor Walker suggested a meeting when the Covid-19 restrictions are lifted, hopefully for June meeting.

4. Council Infrastructure & Finance Agency Stimulus Solicitation

Mr. Nourse stated that a recent solicitation had been received from NHDES for shovel ready projects. He stated that the Department had completed surveys and supplied information on 12 projects totaling approximately 38 million dollars in value. Mr. Nourse stated that he would like the Committee to know that the Department continues to

be very active in soliciting for any available grants on the City's behalf. Councilor Walker asked what projects were sent. Mr. Nourse stated the submissions included the Woodman Area Reconstruction Project, the Rt 202A Water Main Extension Project, the Colonial Pines Phase #3 Sewer Extension Project, the Cocheco Well Iron & Manganese Treatment Upgrades Project, the Rt. 11 Sewer Pump Station Project, the Water Treatment Residuals Management Project, The Tara Estates Sewer Pump Station Upgrade Project, the Wastewater Lagoon #1 Upgrade Project, the Wastewater Septage Receiving Facility Project, and the Water Treatment Plant Electrical Improvements Project.

5. Roadway and Pavement Work

Mr. Nourse stated that the approved funding for FY2020 paving totaled \$1.9 million dollars and that they had previously approved the roads to be paved. He stated the roads to be paved included several roads and a significant portion of Salmon Falls Road stretching from Stonewall Drive to the Somersworth Town Line. Mr. Nourse stated that due to cash flow concerns related to the Covid-19 Pandemic the Finance Department has asked DPW to stretch that funding between late this paving season and early next. He stated that the best way to do that would be to pave Salmon Falls Road this fall and complete the remaining roads late this season or in the spring. Mr. Nourse stated that he was checking in with the Committee for agreement of this plan. Mr. Nourse noted that the schedule could be flipped doing the other Roads first and Salmon Falls later. The Committee was in agreement to complete Salmon Falls first.

Councilor Lachance made a motion to recommend that the full City Council approve the DPW plan to pave Salmon Falls Road this season and to continue with the FY2020 Paving in late fall or early next paving season. The motion was seconded by Councilor Haman. A roll call vote was taken

Councilor Gray – Yes

Councilor Hamann – Yes

Councilor Lachance – Yes

Councilor Rice – Yes

Councilor Walker - Yes

6. DPW Facility

Mr. Nourse stated that when the Covid-19 Pandemic crisis came to light the project DPW Facility Project needed to slow down to ensure that the City was able to bond the project up front at reasonable rate. He stated that this had occurred and the City had secured an excellent bond rate of 1.9% and the project is back on track with site work starting up this week. He stated that the first structure to be built will be the salt shed. Mr. Nourse explained that there is a group or panel that meets bi-weekly to discuss the project and progress and to make decision as needed. Mr. Nourse stated that Councilor Hamann is on the panel as well as the architect, the contractor and DPW Staff. He explained that currently there are some decisions to be made regarding building and roof colors and he asked if the Committee wanted to be part of the decision making or if it was ok to allow those decision to be made by the panel. Mr. Nourse stated that the architects will be supplying renderings of different color schemes for the panel soon and that the roof color was needed within the next couple of weeks. Mr. Nourse stated that the panel was

considering some neutrals colors for the roof and would make that decision if the Committee was ok with them doing so. Councilor Gray & Councilor Walker stated the panel making the decision would be appropriate. Mr. Nourse displayed the salt shed building renderings and he explained that the same roof color would likely be selected for the main building.

Councilor Walker asked for a sight walk on 5/26/2020 at 9AM. Councilor's Lachance, Rice, Hamann stated that they would be in attendance as well. Councilor Gray stated he would try to attend, it would depend on the State of NH Legislative schedule.

The Committee was in agreement that the panel could make the decisions on the roof and building color. Mr. Nourse stated he would provide the renderings once obtained but understands he has the ok for the panel to make the decision regarding color.

Mr. Nourse stated that he would schedule a ground breaking if it was the desire of the Committee but he was unsure as to whether they would want to proceed given the current Covid-19 Pandemic conditions on gatherings and CDC recommendations for social distancing. Councilor Walker and the Committee thought it was a good idea and that the distancing could be achieved. Mr. Nourse advised the Committee that staff is still exploring the possibility of natural gas at the site.

7. Rt202A Water Line Extension

Mr. Nourse stated that this is a very ambitious and complex project to install approximately 20,000 feet of water main and services and an atmospheric water storage tank. He stated that there are several funding sources including State of NH Drinking Water & Groundwater Trust Fund grant and loan, MtBE Trust Fund Grant, private contributions and bonding. He discussed the tank location on the backside of the Highfield Common Development. Mr. Nourse stated that the original project estimate and funding was \$8,866,000 and it is now \$12,754,000. A difference of \$3,888,000. He explained that increases are due to refined survey work which enable the engineers to better detail the actual costs. He said this means that the original estimates were based on conceptual plans and now that the survey work has been completed, with actual elevations, we are better able to estimate costs. He stated other contributing factors are; as advancing the Highfield Developer's build schedule, an increase scope of work requested in the right of way by NHDOT, additional cost for services due to ledge and distances from the main, and the volatility of the construction market costs. Mr. Nourse stated that in order to proceed the City Council will need to gross appropriate the entire amount of the project. He stated that he would like a motion of support to proceed with the project to appropriate the funds as described it the coming agenda bill at the June 2, 2020 meeting. Mr. Nourse stated that staff had petitioned and secured additional funding from the MtBE Fund in the amount of \$993,000, and from the Ground Water Trust Fund in the amount of \$1,644,000 leaving the City to account for \$1,251,000 which will need to be appropriated in cash as it will be used for private contributions to be used and

reimbursed by residents, if they choose to tie in, and the developer. Mr. Nourse discussed each component of the funding sources at length. There was discussion about project schedule and the developer's ability to meet the schedule. Mr. Nourse discussed the requirements that are being requested by NHDOT. The demands will place a significant impact on the cost of the project, they conflict with the preferred locations and wetland impacts of NHDES and there is likely to be some unhappy residential unbuffers due to the clearing and right of way changes. The cost due to the NHDOT request has a current estimate of \$278,000. He explained that if meets and bounds survey is required as has been discussed that could go up another 1-2 hundred thousand. Mr. Nourse stated that DOT is putting the City in a difficult position with the unbuffers due to the extensive clearing of trees, moving stone walls and required pole re-locations. Mr. Nourse stated that NHDES was contacted and is not willing to do any inter-departmental advocating for the City of Rochester. Mr. Nourse is looking for any ideas from the Committee members to assist with NHDOT and suggested a public meeting requesting that NHDOT attend so they can explain these impacts to the property owners. Councilor Gray suggested a meeting with himself, City Staff, and the NHDOT Engineers and Management Staff. He stated that he would reach out to the Governor's Office as well. He stated that it would need to be set up as a virtual meeting due to the Covid-19 restrictions. Richard Davee of Wright Pierce Engineering stated that cost impacts are significant but that the larger issue is the location of the water main and the amount of tree clearing that NHDOT is requiring in this rural area. Mr. Davee stated for the NHDOT's requested clearing and increase paving in the project area is not necessary for the Water Line Extension Project. Mr. Davee stated that he anticipates many upset unbuffers in the project area and that the City is going to have to deal with this not the State of NH.

Councilor Gray made a motion to recommend that the full City Council continue to support the Rt202A Water line extension project and to appropriate the addition \$3,888,000. The motion was seconded by Councilor Hamann. A roll call vote was taken

***Councilor Hamann – Yes Councilor Lachance – Yes Councilor Gray – Yes
Councilor Rice – Yes Councilor Walker - Yes***

8. Granite Stated Business Park Water Loop Project Update

Mr. Nourse stated that the project is completed and the water interconnection from Whitehall through Shaw Drive to the Granite State Business Park is complete. He stated that there is some wetland and pavement restoration left to do but the water line is in and functioning. This project was necessary to complete a loop and supply the necessary fire flows to the industrial park. Councilor Walker suggested that staff check the patch on Whitehall Road. Mr. Nourse stated he would look at it.

9. Colonial Pines Project Update

Mr. Nourse stated that phase 2 is in progress and that we have connected approximately

65 homes to the new sewer line. He stated that because the City has decided to go with Clean Water State Revolving Fund loan (CWSRF) we will need to bid Phase 3 of the project instead of issuing a change order to the current construction contractor. This is required by CWSRF rules. He stated that this will be bid in 2020 and constructed through 2021. Mr. Nourse stated that Phase 4 will likely be bid in 2021 but he would like to discuss this phase a little further. He displayed a graphic showing the year of build for the homes in the Colonial Pines subdivision. He noted that phase 2 & 3 were in the older sections of the development and phase 4 has some sections that were build much later, some in the 1990's and 2000's. Mr. Nourse stated that when the previous customer surveys were completed a significant portion of the homes on Meadow Lane did not respond. He said that of those that did some said they were not interested and some are more than 100 feet from the line and were not interested in tying in. Mr. Nourse stated that costs could be saved and suggested sending out another survey before designing and extending the sewer on to Meadow Lane as part of phase 4. Councilor Gray suggested sending out the survey and if there was no interest from Meadow Lane then you could make it an unfunded phase 5 and put it in the out years of the CIP. Councilor's Walker and Hamann thought the survey would be good idea.

10. Strafford Square Project Update

Mr. Nourse stated that we have nearly completed the complicated right of way acquisition and easement process. He stated there is just one left to be executed and that a tentative verbal agreement has been made with that last one. Mr. Nourse explained that the next step would be to bid the underground work and then construction project. He stated that this is dependent on the cash flow status of the City and he stated there is a slight possibility of the underground beginning this year. Councilor Walker state his approval of beginning as soon as possible. Mr. Nourse stated that he would continue to work with the Finance Department to determine when the next phase would be put out to bid.

11. Peaslee Road

Mr. Nourse stated this was on the agenda at the request of Councilor Walker back in March. He said he believed that the northern section was paved a while back when a subdivision occurred and 4-5 homes were built. He stated that he assumes that the section paved was a condition of this subdivision. Mr. Nourse stated rest of the road with 2-3 homes on it remains dirt. He stated that the road base is ledge and clay and he does not recommend paving as it would be very costly. He stated that it needs to be boxed out and all of the existing materials removed. Councilor Walker suggested it was added to the agenda due to cars having difficulty during mud season. Councilor Gray suggested that this road should be discussed and weighed for priority when discussing all roads for paving. Councilor Walker stated he would like this item to stay in Committee and asked Mr. Nourse to supply the Committee with the cost to gravel and perform annual maintenance on the dirt portion of road. Mr. Nourse stated that would bring that

information back and stated he was sure it is a minimal number as it was a load or two of gravel annually and staff time to spread it.

12. Other.

Downtown Rochester Rise up Request – Remove black posts around tree bases –

Councilor Rice stated that back in February the Committee consensus was to that it was ok to have these posts removed but the Committee had suggested that the Rise Up Representatives get approval from the Downtown Historic Commission. Councilor Rice stated that the Rise-up folks had done that and that they now would like the PWC to approve as well. Councilor Gray suggested that we should have a letter or recommendation from the Historic Commission. Councilor Rice suggested the Meeting Minutes. **(See attached).**

Councilor Lachance made a motion that to have the full City Council approve the removal of the black post around the downtown City Trees. The motion was seconded by Councilor Rice. A roll call vote was taken.

***Councilor Gray – Yes Councilor Hamann – Yes Councilor Lachance - Yes
Councilor Rice – Yes Councilor Walker – Yes***

Drainage Letter from Ward #1 – Councilor Gray stated there was a letter from a Ward 1 constituent regarding concerns for maintenance of the City’s drainage swales, and ditches. Councilor Gray states that per Planning Board approvals there are drainage structures that once roads are accepted become the City’s responsibility to maintain and some that remain on private property for the home owners or associations to maintain. Mr. Nourse stated that the Public Works Department is responsible and does spend a significant amount of time maintaining ditches, swales and storm water infrastructures on City streets. He stated that we are always working on it and are responsive if there are issues reported to us. Councilor Walker asked about Mr. Leonard street Sandina Drive. Mr. Nourse stated that he had received the email today and would have to get back to the Committee next month.

Councilor Hamann made a motion to adjourn at 9:07 pm. Councilor Walker seconded the motion. The motion passed unanimously. A roll call vote was taken

***Councilor Gray – Yes Councilor Hamann – yes Councilor Lachance – Yes
Councilor Rice – Yes Councilor Walker - Yes***

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

Public Works and Buildings Committee

Site Walk / Meeting Minutes

May 26, 2020 9AM

Council Chambers

MEMBERS PRESENT

Councilor David Walker, Chairman

Councilor Jim Gray- Vice Chairman

Councilor Don Hamann

Councilor Chris Rice

Councilor Doug Lachance

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service

JP Parnas, Weston & Sampson Engineers

Kurt Kargela, Hutter Construction

The site walk began at 9AM. Mr. Nourse led the group through the property and was able to point out approximate location of the facilities incorporated in the project. He pointed out the wetland mitigation and endangered plant species protection areas that have been set up. The group walked to the back of the property to look at the standing storage structure that will be kept in its current location. Mr. Nourse did inform the group that the panel will be selecting the roof color and he expects that it will be a neutral gray tone.

The site walk was completed at 9:47AM.



40" x 30"

2.5" closed pole sleeve on top 30"

reinforced grommet placed 29" down from top



HISTORIC DISTRICT COMMISSION

Minutes

City of Rochester

Wednesday March 11, 2020

City Hall Annex (second floor conference room)

33 Wakefield Street, Rochester, NH

(These minutes were approved on April 15, 2020)

Members Present

Molly Meulenbroek, *Chair*
Martha Wingate, *Vice Chair*
Marilyn Jones
Nancy Dibble
Matt Winders, *Alternate*

Members Absent

Peter Bruckner
Mayor, Caroline McCarley

I. **Call to Order.** Ms. Meulenbroek called the meeting to order at 7:00 p.m.

II. **Approval February 12, 2020 Meeting Minutes**

The minutes from **February 12, 2020** were approved by a motion from Mrs. Jones and seconded by Mrs. Meulenbroek. All voted in favor.

III. **Community Development Block Grant Sign and Façade Program**

IV. **Joanne Piazzai**

This was a previously approved Community Development Block Grant Sign and Façade Program and Mrs. Piazzai is requesting to be reimbursed the full amount of funds.

A motion was made by Mrs. Jones and seconded by Mrs. Dibble to approve the application as submitted.

V. **Planters in Downtown**

Todd Radict the owner of Skele-Tone Records and Christopher Rice City Councilor presented the idea for planters in downtown: black poles installed in 1984 as a decoration. It served its purpose. They suggest planter box system (triangle that could be removed at the end of the season). They do not want them on the ground because they would be trampled and wouldn't be seen. The multifaceted approved with local organization and students (school board is on board). They will reach out to businesses to purchase sponsorships to go into fund to pay for the boxes. They plan to work with the wood shop at SHS to build them. They are working a planting plan. The first portion of the court house to Wakefield Street. They want to remove the black poles all at once. All the poles would need to be repainted, 28 need to be straightened with new caps. They plan to show the sign sponsors. The planters and flowers would make a statement and help the bees. Other cities have done this. Mrs. Meulenbroek state that from a design perspective you cannot just put soil around the tree trunk because it would rot the crown of the tree. She mentioned that they should reference Weirs Beach: top of the trash barrels would have flowers. Triangle shape, one side can be taken apart and can be attached to the tree. They mentioned that there is no design for the planters yet and that will be discussed.

Mrs. Meulenbroek mentioned that the group should consult Urban Tree about protecting the tress and UNH Cooperative Extension. Consider floating pots. Mr. Rice stated that the first step is to get approval for removal of post.

Mrs. Jones made a motion to allow for the removal of post and Mrs. Wingate seconded.

VI. Hilltop School Recap

Mrs. Jones gave an overview of the Hilltop School meeting.

VII. Administrative Approval

None.

VIII. Certified Local Government Grant

The Planning and Development Department submitted a grant with update the original survey. Mrs. Mears will be submitting to NH Division of Historical Resources for a grant to update the survey that was last completed in 1983.

IX. Adjournment

A motion was made by Mrs. McCarley to adjourn the meeting at 8:25 pm. All voted in favor.

Respectfully submitted,

Martha Wingate
Vice Chair