



Meeting Minutes
 July 12, 2022
 12:00-1:00PM
 VLACS Conference Room
 30 Linden Street, Exeter, NH 03833

Attendees

Trustees in attendance:

On-site: Dr. Kent Chamberlin, Mr. Matt Tremer, Mr. Nathan Lunney, Ms. Jessica Lyons, Ms. Kimberley Casey

Remote via Zoom: Mr. Will Arvelo,

Administration: Dr. Stephen Kossakoski, Ms. Amy Ransom, Mr. Tony Baldasaro (via Zoom)

Apologies: Dr. Mark Joyce

Visitors: Mr. Joseph Lovejoy

Agenda

Topics	Discussion	Decision
1. Call to Order	Dr. Chamberlin called the meeting to order at 12:07PM	
2. Public Comment	Mr. Lovejoy stated that he supports the purchase of 19 Hampton Road and that in his former role as chair he has toured the site and inspected all of the related documents.	
3. Policy Updates		
3.1. EHA, Data Breach Policy	Dr. Kossakoski stated that policy EHA, Data Breach has been updated to change the point of contact to the CFO.	<u>Motion:</u> Mr. Tremer <u>Text:</u> To adopt policy EHA, Data Breach, as presented <u>Second:</u> Ms. Lyons <u>Vote:</u> All members voted in favor of the motion
4. Purchase of office condominium units at 19 Hampton Rd., Exeter		
Purchase of Office Condominiums at 19 Hampton Rd., Exeter	Dr. Kossakoski reviewed the location, floorplans, and purchase and sales agreements for the office condominiums located at 19 Hampton Road. Prior to the meeting, board members were	Motion: Mr. Lunney Text: To expend \$190,000 to purchase two condo units known as 19 Hampton Rd, Units

	<p>sent copies of the purchase and sales agreements, along with information about the Exeter Executive Park Condominium Association, mandatory real estate disclosure forms, deed, and real estate tax cards. Ms. Ransom reviewed the status of available funds and the impact that the purchase will have on the 2023 budget. Dr. Kossakoski presented a timeline for renovation of the offices. The goal will be to move to the new location in early 2023. Discussions topics included: the impact of the purchase on the budget, the need to relocate to meet ADA requirements, and the opportunity to upgrade air filtration and HVAC systems.</p>	<p>11A and 11B from the DiBona Revocable Trust. Second: Ms. Lyons Vote: All members voted in favor of the motion.</p> <p>Motion: Mr. Lunney Text: To expend \$237,500 to purchase two condo units known as 19 Hampton Rd, Units 14 and 15 from the Kearns Revocable Trust. Second: Ms. Casey Vote: All members voted in favor of the motion.</p>
Authority to sign documents at closing	<p>Dr. Kossakoski asked the board to authorize members of the board to sign documents required to complete the purchase of 19 Hampton Road.</p>	<p>Motion: Mr. Lunney Text: To authorize the Chair or the Treasurer to sign documents for the purchase of property at 19 Hampton Rd. Second: Ms. Casey Vote: All members voted in favor of the motion.</p>
Authority to sign documents related to renovations	<p>Dr. Kossakoski asked the board to authorize members of the board to sign documents required to complete the renovation of the new office facility.</p>	<p>Motion: Mr. Lunney Text: To authorize the Chair or the Treasurer to sign documents related to the renovation of 19 Hampton Rd. Second: Ms. Lyons Vote: All members voted in favor of the motion.</p>
Authority to expend funds for renovations	<p>Dr. Kossakoski reported that the new offices will be designed to support a blended workforce that simultaneously allows for face-to-face and remote collaboration. Ms. Ransom reviewed current budget allocations that were targeted for the renovation of the new office space.</p> <p>Dr. Kossakoski asked the board to authorize the expenditure of up to \$180,000 to complete the renovation of the new property. The additional funds are required because the location of the new office was not known during the 2023 budget development process.</p>	<p>Motion: Ms. Casey Text: To expend up to \$180,000 for the renovation of 19 Hampton Rd. This expenditure is in addition the \$120,000 approved in the 2023 FY budget. Second: Mr. Lunney Vote: All members voted in favor of the motion.</p>
5. Other Business	<p>No new business.</p>	

10. Board of Trustees Meeting Dates 2022-2023 meeting dates: September 22, 2022; November 10, 2022; January 19, 2023; March 23, 2023; May 25, 2023.

11. Adjournment

Motion: Mr. Treamer
Text: To adjourn at 1:01PM
Second: Ms. Lyons
Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski