

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	June 18, 2009 at 18:09
Note Taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 st Floor 9 th Grade Classroom, Tilton

Commissioner Waldron called the meeting to order at 6:09 PM.

Present from the Board: Commissioner Auger, Commissioner Gallant and Commissioner Waldron.

Also Present: Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Captain Brad Ober, Captain Greg Michaud, Tilton Selectman Sandy Plessner, Northfield Selectman Steve Bluhm, Lauren Tiner, Meredith News.

Minutes

April 23rd Non Public Minutes

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the April 23rd non public minutes as printed. Is there any discussion?

Hearing none, vote was taken. All were in favor of accepting the minutes as printed.

May 26th Public Minutes

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Waldron seconded the motion.

Commissioner Waldron: Is there any discussion?

Discussion: Commissioner Waldron on page 9 1/3 of the way down the page strike the word police. On page 11 add cable to White Mountain Cable Truck. Is there any further discussion? Hearing none, vote was taken. All were in favor of accepting the minutes as corrected.

May 26th Non Public Minutes

Commissioner Gallant made a motion to defer the minutes to the next meeting as they were just received tonight.

Commissioner Waldron: That's fine.

Treasurer's Report

Apparatus & Equipment Fund

The first line item #3409.6 is five months of collection for the ambulance. The average for the five months is \$24,600. We are earning interest on that account. The ambulance billing account #311 is relative to collection and the other bills are just normal payout bills. Account #760.87 is the paying off of all the vehicles. At June 10th, in that account is \$190,384.12.

Operating Budget vs. Actual

I don't really have a lot to say about that. It is what it is. We received Northfield's check for the month of June. I have given you a cash flow so we can look at that in a minute. Tilton's check was received on schedule. Again, we are earning interest earned on that account. We had

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some miscellaneous revenue. The expenses are just expenses as they are. The balance in that account as of June 10th was \$28,772.22. The operating budget is as stated. There is nothing in there that is out of order that I noticed.

I reconciled these accounts up through the end of May and balanced with the checkbook and the bank statements. Then I print the reports off with the latest information that he has so there is a payroll in here and stuff that was not in the May reconciliation.

Revenue & Expense Cash Flow Projection

The figures are actual up through May. If you total those five months and it does agree with May Operating Budget. If you look at June, we have posted and received Northfield's and Tilton's checks as scheduled. With the bills running roughly what we have projected here, our cash balances should hold steady as indicated on the report. Kathy just received notification of the insurance bill for \$17,500. The totals as received and the actual as budgeted. During the year you will make adjustments so you don't overspend the budget. This is the best estimate as based on last year. I update this on monthly basis.

Commissioner Gallant: Again for the record, I very much appreciate the cash flow projections. Is the Balance Sheet as of June 10th as indicated?

Roland: Yes.

Commissioner Gallant: Is it picking up the fixed assets?

Roland: just rolling month to month. Commissioner Gallant: So the fixed assets are at the end of December 2007.

Roland: Yes.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed.

Commissioner Waldron seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the Treasurer's Report as printed. Is there any discussion?

Hearing none, vote was taken. All were in favor of accepting the minutes as printed.

Melanson Heath & Company, PC

Commissioner Waldron: Roland what do you think?

Roland: I think that they can do good job for us. I think not less than a review. We haven't had audit in a of couple years. Maybe an audit would be in order.

Commissioner Gallant: She gave very good presentation the last time. The written proposal is a good proposal. In looking at it, based on budget constraints I would suggest a review for 2008 as it is \$6,500. We only have \$7,000 in the budget. In 2009 go forward and have an audit in 2009 and the number should not to exceed \$10,000 proposed in here. We haven't had audit in a number of years and should. \$10,000 is far more manageable than the numbers we have received in the past from prior auditors. That's my suggestion.

Roland: That makes sense to him. They can come in get familiar with the staff and the books. See what we have. Then for 2009 we can do an audit and we can budget the \$10,000.

Commissioner Waldron: I thought the \$10,000 quote for an audit is for 2008.

Commissioner Gallant: We didn't have audit in 2007. She knows that. What I'm suggesting is if we do review at December 31, 2008, and audit at December 31, 2009, it would be same comparison.

Commissioner Waldron: Would it be your desire to audit every year?

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Commissioner Gallant: If we can do for \$10,000 we should. A good numbers of years ago it was recommended by the body that our records should be audited just as the records are of the towns.

Commissioner Auger: He's right. We should have a review this year and an Audit next. Roland, you think that's the best thing to do?

Roland: Yes. If you can get audit for \$10,000, that's a good price.

Commissioner Gallant: In reading their proposal, under GASB 34 the end of it reads "We will assist in generating the GASB 34 financial statements, including the drafting of the required "management discussion and analysis" (MD&A) section for you." That was left totally up to us by their predecessor.

Commissioner Waldron: How often do they have to be done?

Roland: Annually.

Discussion ensued.

Commissioner Gallant: I make a motion that we authorize Melanson Heath & Company to do a review of the 2008 records. That we revisit in December 2009 to review or audit at future date.

Commissioner Auger seconded the motion.

Commissioner Waldron: A motion has been made and seconded to authorize Melanson Heath & Company to do a review of the 2008 records. Is there any discussion?

Hearing none, vote was taken. All were in favor.

Commissioner Waldron: Roland is to contact Melanson Heath & Company to set the wheels in motion for the review.

Commissioner Gallant: Just to be clear, the review is to be done at the station, not Roland's office.

Chief's Report

Chief Carrier: The report is somewhat shortened as last month's meeting was a little later in the month. We have had three people at the Certified Career Firefighter's class (C2F2) for the past two weeks. It ends tomorrow. Greg has been in clinical for his paramedic school. I've covered five shifts. Brad has covered shifts as well as you will see in his report.

Vehicle Maintenance Issues

We just replaced the alternator in Ambulance 2 this week.

We are still monitoring the issue on Engine 1. You will see a little later that we have asked you to approve Desorcie to work on the pumps again this year and complete the work on Engine 1 which is now leaking pump oil from the problem with the shaft. It definitely needs to be repaired as soon as possible.

A1's defibrillator has a problem with the charging system and/or the battery. There is a loaner on the way. It actually arrived today. That will all be warranty work.

During training recently we discovered we had an issue with a hose on Rescue 1's Hurst tool reel. We changed the position of one of the reels from both being on one side to having one on each side. To do that, we used a 50' section of hose. Instead of cutting the hose it was just coiled up in the compartment and mounted. When the sales rep from Firematic came up to run our class for us, he went to operate our tool and discovered that something wasn't right. He noticed that the speed of the tool was slower. We found out the maximum length of hose

that you can use on that is 100'. With the set up that we had at least 150'. We are in the process of taking that out and replacing it with a shorter pigtail.

Next week I will be out of town for most of the week. I'm leaving on Tuesday and returning of Sunday. I will be attending the New England Fire/Rescue/EMS Conference in Springfield.

Commissioner Waldron: Does the ambulance only have one alternator?

Captain Michaud: It has two. It was the lower that was replaced.

Chief Carrier: When we brought it to Beauchine's, he thought it might just be the brushes that were gone. It was a situation of where one week it would be fine. Then the next week it wouldn't. Then it would go back to normal for a week or so.

Fire Prevention Report

Captain Ober: You will see that Sean's numbers almost non existent. He was out pretty much the month of May on paternity leave, not slacking off.

We are still working with the rental inspections and making pretty good strides with that.

We did a couple of classes of Fire Extinguisher training with 54 students total; one to Amerigas and one to Winnisquam Regional High School. We are getting more requests to do trainings throughout district.

Sean and I both attended at the end of May a tour of the Factory Mutual Global's Research campus. It is in Glocester, RI. They do a lot of research and development with fire problems, explosion problems and storm related damage. It's quite a facility.

Another order to vacate was issued on Carpenter Avenue. The property is in foreclosure. Several code violations were cited. We were called in there by Northfield PD.

Commissioner Waldron: Was it a single family?

Captain Ober: No, a three unit. The two units on the 2nd floor were ordered to vacate. The single unit on the 1st floor is still occupied.

Chief Carrier: Brad is covering shift tonight. He will go right into the Sprinkler System/Master Box Regulations.

Street Box System Hearing

Captain Ober handed out a draft of the Proposal to Remove from Service: Municipal fire alarm telegraph system.

Commissioner Waldron: Any comments?

Captain Ober: In a nutshell the current telegraph system needs a lot of upgrading. Along with that if we ever really wanted to keep that, we really need to expand it. The numbers that I referenced of \$50,000 to \$60,000 were just a phone call conversation with people in business. Basically it's just a whole new system upgrade and expanding the wire boundaries into the commercial district. LRMFA radio box receiving system went on line in July 2008. It basically does the same thing. All it is doing is sending the fire signal by radio frequency instead of a phone line or telegraph system. The biggest benefit to that is that is it a lot easier to retrofit. It gets district out of little bit of liability. The radio boxes test once every 24 hours and report in missing boxes. You would know everyday if a box failed. You have instantaneous alarm notification to our dispatch center. The monitoring fees would be slightly lower than a commercial monitoring company. Another benefit is you would not need dedicated phone lines. We are currently required to have two. It has a pretty high cost at onset.

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Commissioner Gallant: What is the cost at onset?

Captain Ober: It depends on the facility and its needs. You are probably talking in the range of \$5,000 to \$6,000 to have that. That includes equipment and installation. One benefit we can do is cluster several buildings on radio box and zone the buildings into the box.

Discussion ensued.

Commissioner Waldron: Is the August 1, 2009, notification realistic?

Captain Ober: That is after the public hearing on July 16th and they are going to get notification. I was waiting for dates tonight so I could send the letters out.

Commissioner Gallant: You can bring one to the public hearing?

Captain Ober: Yes. Mammoth Fire Alarm is willing to come to the public hearing.

Commissioner Gallant made a motion to hold the public hearing July 16th at 7:00 PM. We will begin the meeting. We start the meeting, review the minutes, review the treasurer's report, have the public hearing and then go back to our regular meeting.

Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. All were in favor.

Steve Bluhm: Mr. Chairman, I haven't seen the sheet yet but I do see a big thing that says draft over it. I would expect that you would vote on it that that is it. I have not heard that vote today. For obvious reasons, businesses are going to want to look at it. Can we finalize that so at that point I can pick up a finalized copy?

Commissioner Gallant: Good point. I make a motion that we adopt the draft with a date under Phase I of December 31, 2010 and Phase II including the date July 1, 2011.

Commissioner Waldron and Commissioner Auger seconded the motion.

Commissioner Waldron: Any discussion?

Hearing none, vote was taken. All were in favor.

Steve Bluhm: Captain Ober, are you going to send this to all the companies that have dialers?

Captain Ober: For the public hearing, no. Right now it really only affects the people that are on the telegraph system. At some point in the future our goal is to get an informational brochure out to everyone that has fire alarm system in the future. If you are interested, I can give you information on it.

Chief: On a related note, you may remember that we spoke about the line to goes to the Park Street station needing to be relocated. I talked to White Mt Cable. They are working in area and will move the wire for \$500. We went ahead and did that. It will keep the master box operating as is at Park Street until such time as we decide to change over.

Fire Prevention Code

Commissioner Gallant and Commissioner Waldron never received a copy of the code.

Captain Ober will email them a copy with the latest revisions. It will be on the agenda for next month.

Report of Committees

By-Laws Committee

Commissioner Waldron: The By-Laws Committee has not met yet. There is no report.

Life Safety Committee

Commissioner Gallant: At our last meeting the only thing to report is that Hannaford brothers has offered to do the mapping for them.

Chief Carrier: It has. It was finalized this morning.

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Deputy Robinson: The information was double emailed to Ben Labelle this morning.

Commissioner Gallant: Is this for 3 or 5 years?

Chief Carrier: Five years.

Commissioner Gallant: This will be available at our next meeting. They can get it superimposed on a map. They will present map and then have overlays for each year. That will be done for District alone and they will also do one for District and Police Department. For our purposes, the District alone will be presented. This will be a good planning tool for us as a district.

Deputy Robinson: We are still working on the legalities.

Commissioner Gallant: There was information on that that we received from the LGC citing a specific RSA that indicated that it was acceptable and legal for us to work with each other and to co-exist because there is one common purpose. He also cautioned that it would be very important that if agreement were made to get involved in a life safety complex that an agreement be drafted and they could give us their opinion on that agreement. The Committee has agreed to go forward to have a consultation with the law firm that was used to report on and the draft the legalities of the warrant article that presented at Tilton this year. The attorney is well known throughout the state. He was retained by Pat Clark and Scott Davis. Pat Consentino, who is on board, is to have a consultation with them prior to our next meeting. I will report further as it progresses.

Deputy Robinson: What came back from LGC was that if there was a common purpose, the boundaries of towns, cities and counties didn't matter.

Commissioner Gallant: He did however indicate that an agreement for that could be quite complex or it could be quite simple. He didn't go any further than that. That is being pursued at someone else's expense other than the Districts. I certainly support it although I am not a voting member. They are going forward.

I will make copy of the RSA for both for our next meeting. We have been reviewing various pieces of property. It's an on going thing. I will present this board with written committee report for the record.

Old Business

Web Site

Commissioner Gallant: I have reached out to Tim Pearson as he said in the past he would help us. I printed up copies of the web site as it exists and made a rough draft of the goals that we would like to accomplish; basic goals, not specific. It should be similar to the great job that he did for the Town. We would use it as a communication vehicle. It should be easy to navigate, very informative, always up to date and simplifying it. I will have something at the next meeting for us. Carry under old business.

Comprehensive Facilities Review

Commissioner Gallant: I presented last month. We agreed that I would draft a letter to the two boards of select people in affect accomplishing two things. One, fulfilling our obligation to report back to them as to direction that this board of commissioners representing the district choose to go in reviewing the facilities needs of the district and reaching out to them and asking them for a member of either their board or if they are so inclined someone who they might appoint from their body at large to be on a committee that would be formed of a select person from each town, the commissioners and the Chief. I drafted the letter. Kevin made some modifications and we have the letter before us tonight to be sent to the towns. I stand ready to sign the letter tonight.

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Commissioner Auger: I agree to sign that.

Commissioner Waldron: Paul, do you have any questions or want anything different before signing this letter?

Commissioner Auger: No.

Letters were signed and presented to Sandy Plessner, Tilton select person, and Steve Bluhm, Northfield select person, for the boards of selectmen at the meeting.

Commissioner Gallant: Tilton accepted the offer, Sandy Plessner to serve on the committee. Steve Bluhm, Northfield is to serve. With respect to that I would like to tentatively schedule meeting of committee at this time.

Discussion ensued. Meeting set for Monday, July 13th at Tilton School at 6:00 PM.

Fire Station Construction Grant

Commissioner Gallant: I ask Chief Carrier to update the Commissioners on the block of money made available for construction of or additions to fire departments.

Chief Carrier: There is a block of money that was put together with the stimulus funding set aside for fire station construction and projects. The Director of the NH Fire Academy, Rick Mason, sat on the criteria meeting. At our last Chief's meeting he said that it is highly unlikely for anyone in NH to be awarded one of the grants. It's a really small amount of money and a lot of people are going to apply for it. That being said, I still think we should take a shot at it. The process is very much like all the other grants we write through The Assistance to Firefighters grant program. In reading through the program guidance, it seems that we have some things to our advantage but we also have some things working against us. One of the things against us is the fact that we don't have project that is shovel ready. I think we could make a play for it by saying we had a set of drawings at very least back in 2004. The fact that we asked for an addition to Park Street would be in our favor. The priorities are to increase firefighter safety and service to the community. There are positives and negatives. An addition to Park Street would most likely be the place we were awarded money. If we were to try for a life safety complex, it wouldn't fly. It has to be strictly for fire stations.

Commissioner Gallant: You have to own the land at the time of applying for the grant.

Commissioner Waldron: If we do this and show plans from 4 years ago for Park Street.

Commissioner Gallant: We don't have to show anyone any plans.

Chief Carrier: That's the truth. All we need is square footage and a rough estimate. We don't need plans.

Commissioner Gallant: You apply on line. You don't have to have plans. There is a payout over three years. They indicated they believe they will get somewhere in the vicinity of between 3,000 to 5,000 applications. They will be narrowing those down to 150. The deadline is July 10th.

Chief Carrier: One of the things to our benefit is even though no match is required if there is money set aside you should throw that into the mix. I started the application today and they asked how much money you would be willing to set aside. We have \$250,000 in the capital reserve fund. Are you interested in using that?

Commissioner Waldron: If there is no down side to doing it, go ahead.

Chief Carrier: The grant money is only for the building.

Discussion ensued.

Chief authorized to go forward with the application stating we have \$200,000 set aside to use.

New Business

Purchasing Requests:

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Wireless Network Adapter

Chief Carrier: The purpose of this would be to use on the departments laptop that would be used primarily for training. To access online training materials that could be live time download and projected during training.

Commissioner Gallant: Why are we asking to approve a purchase order for \$80?

Chief Carrier: It's new equipment.

Discussion ensued.

Commissioner Gallant made a motion to authorize the purchase for \$79.79.

Commissioner Waldron seconded the motion.

Commissioner Waldron: Any further discussion?

Hearing none, vote was taken. All in favor

Desorcie Emergency Products as our sole vendor for repairs to our fire apparatus pumps

Chief Carrier explained.

Commissioner Waldron: Are both of our newest pieces out of warranty?

Chief Carrier: He doesn't think they completely are but he will have to check.

Discussion ensued.

Commissioner Gallant made motion to accept.

Commissioner Waldron: Motion failed for lack of second.

E1 Pump Repair

Chief Carrier: Do you want us to get quotes on this before we do the work on Engine1?

Commissioner Waldron: This estimate includes new impeller and wear rings which might not be needed. It tells us what to deduct from parts but not to deduct from labor. Is there a labor deduction as well?

Chief Carrier: There is not much difference.

Discussion ensued.

Commissioner Waldron: The total is \$6,398. Yes it needs three quotes before repair.

Commissioner Gallant: What risk do we run by not taking care of this?

Chief Carrier: We will probably have to take it out of service. We were hoping to come tonight, get the approval, call Desorcie and move on.

Commissioner Auger: Is this one they use every day?

Chief Carrier: No, it is at Park Street.

Nozzle Color Coding

Chief Carrier: This would be new equipment that's why it's coming before you. NFPA standards require the pump panel to be color coded. This way the nozzles on the hose lines will match the color code on the pump panel.

Commissioner Gallant made a motion to authorize purchase.

Commissioner Waldron seconded the motion.

Commissioner Waldron: Any discussion?

Commissioner Auger: This stuff is not done now. I thought it was done at some time.

Chief Carrier: We did buy some in the past. We bought basic colors and that didn't necessarily the match pump panel colors.

Deputy Chief Robinson: You were with us when we did the colored hose, the color striped hose. It was great until it gets dirty and needs to be washed. Then it's out of service. Now we have no color to replace it. This is simpler.

No further discussion. Vote was taken. All were in favor.

Replace Supply Hose

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Chief Carrier: Firefighter Joubert is requesting to purchase 500' of 4" supply hose. Chief explained reason for purchase.

Commissioner Auger: How much 4" hose do we have? Does each truck have it on there? Chief told how much 4" hose is on each truck.

Commissioner Auger: His concern is that if the hose stays in the same position and is not being used, the hose is no good.

Discussion ensued.

Commissioner Gallant made a motion to authorize the purchase of hose which would put us with 300' in reserve after hose testing is completed.

Commissioner Auger seconded the motion.

Commissioner Waldron: Any discussion?

Commissioner Gallant: The motion is to establish a policy whereby we maintain 300' of 4" hose in reserve. If it exceeds more than 500' then we have a problem.

Commissioner Auger seconded the motion.

Commissioner Waldron: In further discussion this quote from Fire Tech & Safety, although the request is for 4" hose the quote includes eight 50' lengths of 1-3/4" hose.

Chief Carrier: I think he was just looking for a price.

Commissioner Waldron: So there is no request for eight 50' lengths of 1-3/4" hose.

Commissioner Waldron: Any further discussion?

Hearing none, vote was taken. All were in favor.

Commissioner Gallant: Where do we stand on the estimates for the floor of the engine bay at Center Street?

Chief Carrier: The estimate from Cullen was the lowest. He can start tomorrow.

Commissioner Gallant: How much was the estimate?

Commissioner Waldron: \$3,490.

Commissioner Auger: Do you know how much Dawson's was?

Chief Carrier: It was over \$4,000.

Commissioner Auger: Were they going to do the same work?

Chief Carrier: Yes, the same exact thing.

Discussion ensued.

Tim Ames Vacation Hold Over

Commissioner Gallant made a motion to allow vacation hold over.

Commissioner Waldron seconded the motion.

Commissioner Waldron: Any discussion?

Hearing none, vote was taken. All were in favor.

Correspondence

A notice was received from NH Department of Revenue letting us know that everything was received and we are okay.

Notice received from the NH Retirement System on the employment of retirees.

Public Comment

Steve Bluhm: Please put public comment somewhere else. I have questions for people that have already left.

Steve Bluhm: Roland mentioned something about a property bill.

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Kathy: Property bill is the insurance for the district property, the property liability.

Steve Bluhm: My next question is with the audit. Obviously it's going to cost you more going back. Is there a price on an audit from year to year?

Commissioner Gallant: We do not have that as an option at this point. The review is going to cost \$6,500. A review is simply for the year they are doing. For an audit they go back. They are not going back to audit the prior year. They are just going back to verify the number. Point well taken that if you have audit done from year to year it will be less than \$10,000. I think it would be somewhere around \$9,000.

Steve Bluhm: Chief, the plans on Park Street construction. I was under the impression by someone from building committee when this first came up that there are actually two plans. One plan was for \$250,000 and there was a \$400,000 plan. The \$400,000 plan had a whole extra level, weight room, conference room, etc. Has anyone ever seen plans?

Commissioner Waldron: The only plan that I ever saw was the one presented at the meeting in 2005 for \$400,000.

Commissioner Gallant: That's the only plan there is.

Commissioner Waldron: I, too, thought there was another committee that had another plan.

Steve Bluhm: Dick Stevens or Donnie Stevens, one of them, said there was a plan that was for \$250,000.

Chief Carrier: That was before my time.

Commissioner Gallant: It was before mine time.

Discussion ensued.

Steve Bluhm: The tanker, you mentioned an inline pump for anything over 1000'. Is it conceivable that you could actually put the inline pump in there and it would help as a replacement for an inline pump? Do we own one?

Chief Carrier: No. An inline pumper is a better way to say it. It is a piece of apparatus.

Steve Bluhm: Oh, it is. It's specialized.

Chief Carrier: It's a fire engine.

Deputy Robinson: The rule of thumb for friction losses is that for every 1000' of hose you lay you put another truck in to keep pushing.

Steve Bluhm: So you can use the tanker truck to do that?

Deputy Robinson: Absolutely.

Steve Bluhm: What did you have in the budget for hose?

Chief Carrier: I didn't bring my budget book tonight. I can look it up for you.

Commissioner Gallant: We approved a budget that had X number of dollars in it for new equipment. It's a gross amount that has been allocated to spend.

Steve Bluhm: You said you are going to cap the drains on the floor?

Chief Carrier: We don't have drains. It's illegal. They put concrete over the existing floor drains. The floor at Center Street has probably dropped in the vicinity of a foot over them. The question is what is going on underneath there. We assume that there is water back feeding through the existing pipes.

Bills:

Commissioner Auger: NH Division of Fire Standards. We spent \$1,480 for some people going to get certified.

Chief Carrier: C2F2 class. This is the certified firefighter class.

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Commissioner Auger: Are these full time guys?

Chief Carrier: Yes. It's a requirement they be certified within one year of hire.

Discussion ensued.

Commissioner Waldron: \$275 for Lakes Region Mutual Fire Aid Association. What was that for?

Kathy: \$200 was for the annual dues; \$100 for the Town of Northfield and \$100 for the Town of Tilton. \$75 was for the Big Water Class that Steve Smith attended.

Discussion ensued.

Commissioner Gallant made a motion to adjourn at 8:26 PM. Commissioner Waldron seconded the motion. There was no discussion. Vote was taken. All were in favor.

Meeting adjourned at 8:26 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: July 16, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, First Floor, Ninth Grade Classroom, Tilton.