

**CENTER AT TRIANGLE PARK, INC.**  
**BOARD OF DIRECTORS**  
**Minutes of February 2, 2023**

**BOARD OF DIRECTORS PARTICIPATING:**

Dean, Russell, Town Manager, Exeter, <i>Chair</i>	Rapp, Brian, Deputy Chief, Claremont Fire Dept
Stacey, Cathy Ann, Reg of Deeds, Rockingham Cnty, <i>V Chair</i>	Rossner, Daniel, Bus Admin, SAU #48
Codling, Brigitte, Town Manager, Haverhill ( <i>via phone</i> )	Sheing, Jill, HR/Payroll Coord, Strafford Cnty
Dunn, Scott, Town Admin, Gilford	Trahan, Sarah, Teacher, Winnacunnet H. Sch
Hilchey, Susan, Director of HR, SAU #25	

**BOARD MEMBERS UNABLE TO PARTICIPATE:**

Clark, Michelle, Bus Admin, SAU #66	Ford, Duane, Bus Admin, SAU #67
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**OTHERS PRESENT:**

Christiansen, Theresa, HealthTrust Risk & Control Officer	Olson, Barbara, HealthTrust Executive Assistant
DeRoche, Scott, HealthTrust MES Manager	Parker, Wendy, Secretary
Fox, Kathy, HealthTrust Controller	Saucier, Pamela HealthTrust Executive Assistant
Herrick, Jeanne, HealthTrust General Counsel	Tsiopras, George, HealthTrust CFO

Russell Dean opened the meeting at 10:20 a.m. He noted that Brigitte Codling is participating remotely and all votes will be by roll call. Chair Dean asked Ms. Codling if it was not reasonably practical for her to attend in-person and if there was anyone with her. She responded that it was not practical and there was no one in the room with her.

**Election of the CTP Chair and Vice Chair**

Russell Dean reviewed the nomination process:

- Nominations will be requested for Chair of the Center at Triangle Park (CTP) Board of Directors.
- Once nominations have been received, Mr. Dean will ask for a discussion or comments on any nominee for the position.
- Each Board member has one vote per open position and in the event of a tie; a revote would be taken between the candidates who were tied.
- Then there will be a roll call vote for the position of Chair of the Board.
- After completing the process for nomination and election of a Board Chair, he will repeat the process for Vice Chair of the CTP Board of Directors.

Russell Dean asked for a nomination for Chair of the CTP Board of Directors.

Daniel Rossner nominated Russell Dean, seconded by Cathy Ann Stacey, for Chair of the CTP Board of Directors.

Russell Dean asked if there were further nominations to be considered. None were raised.

**Roll Call Vote to elect Russell Dean as Chair of the Board**

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

Russell Dean unanimously elected as Chair of the CTP Board of Directors.

Russell Dean then invited nominations for Vice Chair to the Board.

Scott Dunn nominated Cathy Ann Stacey, seconded by Brian Rapp, for Vice Chair of the CTP Board of Directors.

Russell Dean asked if there were further nominations. None were raised.

Roll Call Vote to elect Cathy Ann Stacey as Vice Chair of the Board

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

Cathy Ann Stacy unanimously elected as Vice Chair of the CTP Board of Directors.

Russell Dean then invited nominations for Secretary to the Board.

Cathy Ann Stacy nominated Wendy Parker, seconded by Scott Dunn, for Secretary of the CTP Board of Directors.

Russell Dean asked if there were further nominations. None were raised.

Roll Call Vote to elect Wendy Parker as Secretary to the Board

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

Wendy Parker unanimously elected to the role of Secretary of the CTP Board of Directors.

Russell Dean then invited nominations for Treasurer to the Board.

Daniel Rossner nominated Wendy Parker, seconded by Cathy Ann Stacey, for Treasurer of the CTP Board of Directors.

Russell Dean asked if there were further nominations. None were raised.

Roll Call Vote to elect Wendy Parker as Treasurer to the Board

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

Wendy Parker unanimously elected to the role of Treasurer of the CTP Board of Directors.

**Minutes of the October 4, 2022 CTP Board of Directors Meeting**

Russell Dean asked if Board members had reviewed the minutes and did they have any revisions. None were made.

**MOTION** by Cathy Ann Stacey, seconded by Brian Rapp, to accept the minutes of the October 4, 2022 CTP Board of Directors meeting.

Roll Call Vote

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

**MOTION** passed unanimously.

**Financials FY2023 Year-to-Date through December 31, 2022**

George Tsiopras reviewed the FY2023 year-to-date financials through December 31, 2022, in detail. He offered to answer any questions.

**MOTION** by Daniel Rossner, seconded by Brian Rapp, to accept the FY2023 Year-to-Date financials through December 31, 2022, as presented, with appreciation.

Roll Call Vote

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

**MOTION** passed unanimously.

**Rental Space at CTP**

George Tsiopras reported that the office space was prepared for the State of NH lease which commenced in November of 2022. Mr. Tsiopras also reported that a procurement process to receive bids for electricity was successful in locking in a lower per kWh price for the next 11 months. The Board thanked the staff for their due diligence in obtaining savings on electricity.

**Facility Management Report**

George Tsiopras reported that CTP is actively marketing a portion of office space formerly occupied by FEMA. He noted there has been no activity on the space. He also stated that the NH Association of School Principals lease expires in June and they are not expected to renew.

**Other Business**

Scott Dunn asked if any additional consideration had been given to selling the building. Staff responded that HealthTrust and NHMA are currently in a favorable position relative to rent costs and it would not be of financial benefit to considering selling at this time. There was no additional business to discuss.

**MOTION** by Brian Rapp seconded by Cathy Ann Stacey to adjourn the meeting.

Roll Call Vote

Codling, Brigitte	Y	Hilchey, Susan	Y	Sheing, Jill	Y
Dean, Russell	Y	Rapp, Brian	Y	Stacey, Cathy Ann	Y
Dunn, Scott	Y	Rossner, Daniel	Y	Trahan, Sarah	Y

**MOTION** passed unanimously at 10:36 a.m.

Respectfully submitted,



Pamela Saucier, HealthTrust Executive Assistant