

CENTER AT TRIANGLE PARK, INC.
BOARD OF DIRECTORS
Minutes of October 11, 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>Vice Chair</i>	Rossner, Daniel, Bus Admin, SAU #48
Clark, Michelle, Bus Admin, SAU #66	Sheing, Jill, HR/Payroll Coord, Strafford Cnty
Codling, Brigitte, Town Manager, Haverhill (<i>virtual</i>)	Trahan, Sarah, Teacher, Winnacunnet H. Sch
Hilchey, Susan, Director of HR, SAU #25	

BOARD MEMBERS UNABLE TO PARTICIPATE:

Dunn, Scott, Town Admin, Gilford	Ford, Duane, Bus Admin, SAU #67
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STAFF PARTICIPATING:

Bodwell, Erica, Benefit and Coverage Counsel	Kalgren, Jason, Chief Information Officer
DeRoche, Scott, Acting Deputy Director	Parker, Wendy, Executive Director
Easterling-Wood, Suzy, Compliance Risk & Control	Saucier, Pamela Executive Assistant
Fox, Kathy, Controllor	Simmons, Darlene, Engagement Manager
Herrick, Jeanne, General Counsel	Tsiopras, George, Chief Financial Officer

Chair Russell Dean opened the meeting at 9:06 a.m.

Minutes of the May 25, 2023 CTP Board of Directors Meeting

Russell Dean asked if Board members had reviewed the minutes of May 25, 2023 and if they had any revisions. None were made.

MOTION by Michelle Cark seconded by Sarah Trahan to accept the minutes of the May 25, 2023 Center at Triangle Park (CTP) Board of Directors meeting.

MOTION carried unanimously.

Financials FY2023 Year End through June 30, 2023

Chair Russell Dean invited George Tsiopras to review the FY2023 year-end financials through June 30, 2023. Mr. Tsiopras reviewed the financials through June 30, 2023, in detail. He offered to answer any questions. Discussion and questions in regards to capital reserve funding and how often we should review this. Daniel Rossner suggested that in the next year or two they reevaluate the pricing of scheduled projects due to inflation.

Brigitte Codling joined virtually at 9:09am.

Russell Dean noted that Brigitte Codling would be participating remotely as it was not reasonably practical for her to attend in-person. When Mr. Dean asked if there was anyone in the room with Ms. Codling, she responded, no. Mr. Dean stated that all votes would now be taken by roll call.

MOTION by Michelle Clark, seconded by Brian Rapp to accept the FY2023 Year-End financials through June 30, 2023, as presented, with appreciation.

Roll Call Vote

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

MOTION carried unanimously.

FY2023 Year-End Distribution to Shareholders

Chair Dean invited George Tsiopras to update the Board on the FY2023 year-end distribution to shareholders. Mr. Tsiopras proceeded to review, in detail, the distribution to shareholders for year-end FY2023.

MOTION by Daniel Rossner, seconded by Michelle Clark to approve the FY2023 Year-End Distribution to Shareholders, as presented.

Roll Call Vote

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

MOTION carried unanimously.

Financials FY2024 YTD through August 31, 2023

Chair Russell Dean invited George Tsiopras to review the FY2024 YTD financials through August 31, 2023. Mr. Tsiopras noted that currently revenues through August 31, 2023 totaled approximately \$94K, which is 13% above estimates due to a favorable lease signed after the budget was approved. He continued to reviewed the financials through August 31 in detail. Mr. Tsiopras asked if the CTP Board had any questions, brief discussion ensued.

MOTION by Cathy Ann Stacey, seconded by Brian Rapp to adopt the FY2024 YTD financials through August 31, 2023.

Roll Call Vote

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

MOTION carried unanimously.

Facility Management Report

George Tsiopras reported that CTP had received both the parking lot crack fill quotes, as well as carpeting quotes. Daniel Rossner asked if the carpet replacement would interfere with HealthTrust day-to-day operations, Mr. Tsiopras stated that with virtual capabilities in place for HealthTrust staff they can easily transition to working remotely which would limit any disruptions during the installation.

Erica Bodwell joined in person at 9:22am

Chair Russell Dean asked if there was a marketing plan to rent out the vacant space in the CTP building. Discussion ensued on the 2000sq ft vacant rental floor space.

Other Business

There was no additional business to discuss.

MOTION by Michelle Clark, seconded by Cathy Ann Stacey to adjourn the meeting.

Roll Call Vote

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

MOTION passed unanimously at 9:24 a.m.

Respectfully submitted,

Pamela Saucier, HealthTrust Executive Assistant