

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting Minutes – October 2, 2012

Present were Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby, Jr. Also present was Town Administrator Shane O’Keefe and Recording Secretary Victoria Reck Barlow. Chairman Davis called the meeting to order at 6:08 p.m.

Financial Matters. Selectmen reviewed and approved accounts payable and payroll manifests.

CONSIDERATION OF MEETING MINUTES

Minutes of September 25, 2012 regular meeting. *Motion* by Carlson to approve the minutes of the September 25, 2012 regular meeting. Second by Colby. All in favor.

Minutes of September 25, 2012 non-public session. *Motion* by Carlson to approve the minutes of the September 25, 2012 non-public sessions. Second by Colby. All in favor.

OLD BUSINESS

Request to acquire Town property – Cobble Hill Road (Map 71, Lot 17). Selectmen discussed a September 1, 2012 letter (received September 24, 2012) from former property owner Mary Beckwith requesting that the Town return ownership of the property acquired through tax collector’s deed on April 20, 2012. Selectmen asked O’Keefe to respond with a certified letter advising Beckwith that property ownership could be restored to her upon payment of all outstanding property taxes and other charges, with the understanding that the Town would retain the easement on the property necessary for bridge reconstruction.

Town Hall hours of operation. In consideration of the September 19, 2012 expiration of the Board’s authorized 90-day trial basis, Selectmen discussed whether to continue with Wednesday afternoon “quiet time” for back office Town Hall employees, or to expand the “quiet time” to the entire staff, or to restore previous Town Hall hours of availability to the public. O’Keefe advised Selectmen that the current practice is accomplishing its goals for back office employees, but increases customer service demands for the offices of Tax Collector and Town Clerk. Selectmen agreed to address the matter at the next Board meeting.

RE: Non-public session: RSA 91-A:3II(b), Hiring – Fire Department.

O’Keefe advised Selectmen that necessary background material is not yet available. Selectmen agreed to defer action.

RE: Non-public session: RSA 91-A:3II(b), Hiring – Recycling Center.

O’Keefe advised Selectmen that circumstances have changed for a candidate to whom a position had been offered and other candidates are now being considered. Selectmen agreed to defer action.

Non-public session IV: RSA 91-A:3II(c), Reputation.

Motion by Davis to enter non-public session. Second by Carlson. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIc at 8:14 p.m. to discuss a request from a property owner. Present were Selectmen, Town Administrator Shane O’Keefe and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. *Motion* by roll call to seal the minutes. *Motion* to leave non-public session and return to public session by Davis. Second by Carlson. All in favor. Selectmen came out of non-public session at 8:16 p.m.

NEW BUSINESS

Carpenter Home. Carpenter Home Administrator Dawn Rice appeared before the Board from 7:11 to 8:10 to discuss Carpenter Home issues. Topics included an invitation to Selectmen to attend the Carpenter Home's annual harvest party on October 21, 2012; an update on the status of improvements to the entrance and access to the upper level of the barn; availability of Town staff to execute facility improvements at the Carpenter Home; funding sources and the approval and inspection process for facility improvements; and personnel issues addressed in non-public session.

Rice told Selectmen that she will notify the State inspector of nursing facilities to advise that stairs have been installed in the barn. Selectmen advised Rice that they will discuss with DPW Director Dunham and Grounds & Facilities Maintenance Supervisor Faulkner their process for obtaining the approval of Rice and the Board, as well as complying with local and state inspections, when executing construction projects at the Carpenter Home.

Non-public session I: RSA 91-A:3II(a), Hiring – Carpenter Home.

Motion by Davis to enter non-public session. Second by Carlson. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3II(a) at 7:35 p.m. to discuss hiring. Present were Selectmen, Carpenter Home Administrator Dawn Rice, Town Administrator Shane O'Keefe and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. Motion by roll call to seal the minutes. **Motion** to leave non-public session and return to public session by Davis. Second by Carlson. All in favor. Selectmen came out of non-public session at 7:49 p.m.

Non-public session II: RSA 91-A:3II(a), Hiring – Carpenter Home.

Motion by Davis to enter non-public session. Second by Carlson. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3II(a) at 7:49 p.m. to discuss hiring. Present were Selectmen, Carpenter Home Administrator Dawn Rice, Town Administrator Shane O'Keefe and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. Motion by roll call to seal the minutes. **Motion** to leave non-public session and return to public session by Davis. Second by Carlson. All in favor. Selectmen came out of non-public session at 7:59 p.m.

Non-public session III: RSA 91-A:3II(c), Reputation.

Motion by Davis to enter non-public session. Second by Carlson. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3II(c) at 7:59 p.m. to discuss issues related to a Carpenter Home resident. Present were Selectmen, Carpenter Home Administrator Dawn Rice, Town Administrator Shane O'Keefe and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. Motion by roll call to seal the minutes. **Motion** to leave non-public session and return to public session by Davis. Second by Carlson. All in favor. Selectmen came out of non-public session at 8:07 p.m.

Tree trimming -- Old Richmond Road. Tiffany Mannion (Map 24 Lot 42; 17 Old Richmond Road) met with the Board from 6:15 to 6:43 to discuss tree trimming executed by the Department of Public Works on Old Richmond Road. Also present were Michael Day (also of Map 24 Lot 42; 17 Old Richmond Road), Jennifer Woodworth (Map 24 Lot 43; 13 Old Richmond Rd) and Hal Bernstein (Map 24 Lot 41; 25 Old Richmond Rd) as well as DPW Director Lee Dunham.

Mannion presented photographs documenting trimming of trees on her property and that of her neighbors, describing the loss of privacy and other damages resulting from the DPW's actions, including loss of an heirloom rosebush. Woodworth and Bernstein also presented photographs and expressed their opinions about damage to trees on their properties. Woodworth asked why crews had come 15 feet onto her property to cut trees, and asked why this behavior does not constitute trespassing. Stating that he prunes the six to seven feet of his trees' lower branches, Bernstein said that passing trucks have already taken off any branches that overhang Old Richmond Road. Mannion asked Dunham for his responses to a series of questions contained in her handout, including responsibility for the trimming; degree of training of road crews in arboriculture and in maintaining Town rights-of-ways; safety; the likelihood of increased erosion; trespassing; and the location of the right-of-way of Old Richmond Road. Mannion noted that the tree trimming had occurred twelve days after completion of resurfacing of the road. Mannion requested assurance that no one would be on her land without first notifying her. Mannion stated that she was extremely angry about the loss of functions (including privacy, sound barrier, sense of protection, aesthetics, and emotional attachment) once provided by the now-trimmed maple tree that dominates the front yard of her property.

O'Keefe read an e-mail message from Cheshire County Extension Service forester Steve Roberge related to the effect of pruning on trees.

Davis said that the Board would take property owners' comments under advisement and get back to them promptly with next steps. Mannion, Day, Woodworth and Bernstein left the meeting at 6:43.

Selectmen and Dunham discussed options for next steps. Dunham said that, in the future, he will issue notification letters to property owners prior to tree trimming. Selectmen discussed the location of the Old Richmond Road right-of-way, the need for developing a written procedure for tree trimming, statutory requirements for obtaining property owners' consent for tree trimming, and potential remedies for the immediate situation.

Selectmen requested that Dunham prepare a letter (for signature by Selectmen and Dunham) for each of the property owners (each letter copied to each property owner) to advise them of DPW procedure for notifying property owners of impending tree trimming as well as outlining the difference between DPW and PSNH procedure; also, the letter is to request continued discussion to arrive at a satisfactory remedy. Selectmen asked that Dunham prepare the letter for mailing on Wednesday, October 3.

Mountain View Cemetery erosion. In follow-up to discussion at the September 26, 2012 meeting about erosion to the rear of Mountain View Cemetery, DPW Director Lee Dunham appeared before the Board to discuss solutions. (Selectmen received an e-mail message from Grounds & Facilities Maintenance Supervisor Francis Faulkner stating that he was unable to attend due to a previous commitment.) Selectmen noted that each had inspected the erosion prior to the meeting. Those present discussed recommendations contained in an e-mail message from Larry Crowder, as well as previous maintenance of the slope, options for grading, quality of the sandy soil, and timing of repairs relative to the growing season. Davis advised Dunham that the situation requires a long-term plan as well as short-term stabilization of the slope. Selectmen advised Dunham to develop the long-term plan by May 30, 2013.

Removal of cemetery trees. Dunham reported that a total of at least 28 large trees at the Town's five cemeteries (the majority located at the Mt. Caesar and Oak Hill cemeteries) require removal. Dunham said that removal will be complicated, requiring use of a crane and bucket truck, said he is collecting bids for the work, and told Selectmen he would bring the estimate to the October 16, 2012 meeting. Dunham said that he had consulted with Extension forester Steve Roberge to ascertain whether some trees might have cash value to help defray the expense. Those present agreed that several of the trees designated for removal have the potential to cause very costly damage to old cemetery stones.

Accept and expend unanticipated funds (RSA 31:95-b). O'Keefe reported that the Town has received a gift of \$500.00 from Keene State College and anticipates a gift from either the Fenton Family Dealership or Bill Fenton, both in support of the Ashuelot Rail Trail Project Phase II. **Motion** by Carlson to accept these unanticipated funds and to authorize their use in support of the project.

O'Keefe also reported that the Town has received a check in the amount of \$674.80 from the NH Local Government Center Health Trust for excess funds collected in the administration of the Healthcare Flexible Spending Account. **Motion** by Carlson to accept the unanticipated funds. Second by Colby. All in favor.

O'Keefe reported that the Town has received a check in the amount of \$308.98 from Franklin Buffum in payment for scrap metal removed from Whitcomb Hall. **Motion** by Carlson to accept the unanticipated funds. Second by Colby. All in favor.

Non-public session V: RSA 91-A:3II(b), Hiring – Minute Taker.

Motion by Davis to enter non-public session. Second by Colby. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 8:24 p.m. to discuss hiring. Present were Selectmen, Town Administrator Shane O'Keefe and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. Motion by roll call to seal the minutes. **Motion** to leave non-public session and return to public session by Davis. Second by Carlson. All in favor. Selectmen came out of non-public session at 8:31 p.m.

Assessing Coordinator position. Selectmen considered the pay scale for re-hiring this position, agreeing to a range of \$15 to \$19/hour. Selectmen agreed to hire Victoria Reck Barlow as a temporary part-time employee, as needed, during the transition to her successor. Selectmen considered and approved a Personnel Action Report for Barlow.

Trapping on Town properties. **Motion** by Colby to approve permits to trap on various Town properties and to authorize the Chairperson to sign on behalf of the Board. Second by Carlson. All in favor.

OTHER BUSINESS

Fire Chief vacation. Chief Skantze will be on vacation from October 8 through October 19.

Town Hall engineering grant. O'Keefe encouraged Selectmen to attend the Half Century Celebration project kick-off meeting that will take place at 1:00 on October 11 with representatives from Dubois & King, Town Planner Sara Carbonneau and DPW Director Dunham in attendance. O'Keefe raised the idea of bringing on board an architect to address design needs of the project. Selectmen agreed to defer discussion of architectural work until after learning the scope of Dubois & King's contribution to Town Hall reconfiguration.

Purchasing policy. Selectmen agreed that the time has come to raise from the current \$1000 the expenditure amount requiring Board approval. O'Keefe said he would prepare suggested numbers for consideration at a future Selectmen's meeting.

Whitcomb Hall cleanup project. Selectmen noted near completion of the project, per photographs and a memo from project manager Rich Busick.

Selectmen attendance at polls during election. O'Keefe reported that Moderator Pat Hazelton has informed him that statute calls for Selectmen to be present all day during the election process. O'Keefe said he would research the matter for a future meeting.

Selectmen's October 9, 2012 work session. Selectmen and O'Keefe briefly discussed the Board's plans and preparedness for performance reviews of selected heads of departments at the upcoming worksession. Selectmen informed O'Keefe that they will include his interim performance review in their agenda.

CONSENT AGENDA

Selectmen approved the consent agenda, authorizing the chair to sign where necessary.

1. **Letter of thanks.** To Keene State College for a donation in support of the Ashuelot Rail Trail Project Phase II.
2. **Personnel Action Reports.**
3. **Raffle permit #2012-19,** Jack & Jill Nursery School.
4. **Permits to Trap.** Various Town-owned properties.

ADJOURNMENT

Motion to adjourn by Carlson at 8:56. Second by Colby. All in favor.

Respectfully submitted,

Victoria Reck Barlow
Recording Secretary

Minutes approved: October 16, 2012

TOWN OF SWANZEY, NH

Board of Selectmen Minutes of October 2, 2012

Non-Public Session, Session ~~1~~ I

Present: Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

Motion to enter non-public session made by Davis

Seconded by Carlson

Specific statutory reason cited as foundation for the non-public session:

- RSA 91-A:3II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- RSA 91-A:3II(b) - The hiring of any person as a public employee.
- RSA 91-A:3II(c) - Matters that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- RSA 91-A:3II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- RSA 91-A:3II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board or agency for the purposes of this subparagraph.

Roll call vote to enter non-public session:

Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

The Board entered into non-public session at ~~8:14~~ 7:35 AM/PM

Other persons present during the non-public session: Town Administrator Shane O'Keefe

Victoria Reck Barlow, recording secretary Dawn Rice, Carpenter Home administrator

Description of matters discussed and final decisions made:

Those present discussed Carpenter Home Administrator Dawn Rice's proposal to hire nursing student/Swanzey DPW Grounds & Facilities Maintenance Supervisor Francis Faulkner for 8 hours a week as a LNA. Rice advised Selectmen that DPW Director Dunham agrees to the partial re-assignment.

Selectmen considered and discussed DPW and Carpenter Home staffing issues.

Motion by Carlson to authorize the re-assignment of Francis Faulkner, on a seasonal (October 1 through March 31) basis, to the Carpenter Home for a weekly 8-hour shift at the pay rate of \$10.30/hour, with the understanding that the balance of Faulkner's 32-hour workweek would continue at the DPW at current pay scale. Additionally, with the understanding that hours worked at the Carpenter Home are not to cause Faulkner's week to exceed 40 hours: Faulkner may accrue overtime as a function of DPW assignments, but may not accrue overtime hours in his position at the Carpenter Home. Second by Colby. All in favor.

O'Keefe advised Selectmen that he would prepare a PAR for the Board's next regular meeting on October 16, 2012.

NOTE: RSA 91-a:3(III) Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that the divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board, or render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Motion made to seal these minutes? If so,

motion made by Carlson, seconded by Colby
to not publicly disclose the minutes because it is determined that divulgence of information likely would:

- Affect adversely the reputation of any person other than a member of the Board
- Render the proposed action ineffective.
- Pertain to preparation or carrying out of actions regarding terrorism.

Roll call vote to seal the minutes:

Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

Motion: Passed / Did not pass

Motion to leave non-public session and return to public session by ~~DAVIS~~ DAVIS

Seconded by Carlson **Motion:** Passed / Did not pass

Public session reconvened at 7:49 AM/PM.

These minutes recorded by Victoria Reel Barlow

Unsealed on 3/4/2014.



TOWN OF SWANZEY, NH

Board of Selectmen Minutes of October 2, 2012 Non-Public Session, Session II

Present: Deborah J. Davis N Nancy L. Carlson N Kenneth P. Colby N

Motion to enter non-public session made by Davis

Seconded by Carlson

Specific statutory reason cited as foundation for the non-public session:

- RSA 91-A:3II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- RSA 91-A:3II(b) - The hiring of any person as a public employee.
- RSA 91-A:3II(c) - Matters that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- RSA 91-A:3II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- RSA 91-A:3II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board or agency for the purposes of this subparagraph.

Roll call vote to enter non-public session:

Deborah J. Davis N Nancy L. Carlson N Kenneth P. Colby N

The Board entered into non-public session at 7:49 AM PM

Other persons present during the non-public session: Town Administrator Shane O'Keefe

Dawn Rice, Carpenter Home Administrator

Victoria Reck Barlow, Recording Secretary

Description of matters discussed and final decisions made:

Those present discussed re-hiring former Carpenter Home employee Stephanie Tommila, who was dismissed by Administrator Dawn Rice approximately 2.5 years ago but now is interested in returning to employment. Rice advised Selectmen that Tommila's mother, Carpenter Home clinical coordinator Donna Clark, is encouraging Rice to re-hire Tommila. Selectmen and Rice discussed concerns regarding safety, with Selectmen encouraging Rice not to hesitate to contact the Police Department for support.

Selectmen advised Rice to advertise the vacant position.

NOTE: RSA 91-a:3(III) Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that the divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board, or render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Motion made to seal these minutes? If so,

motion made by Carlson, seconded by Colby
to not publicly disclose the minutes because it is determined that divulgence of information likely would:

- Affect adversely the reputation of any person other than a member of the Board
- Render the proposed action ineffective.
- Pertain to preparation or carrying out of actions regarding terrorism.

Roll call vote to seal the minutes:

Deborah J. Davis (Y) N Nancy L. Carlson (Y) N Kenneth P. Colby (Y) N

Motion: Passed / Did not pass

Motion to leave non-public session and return to public session by DAVIS

Seconded by Carlson **Motion:** Passed / Did not pass

Public session reconvened at 7:59 AM(PM)

These minutes recorded by Victoria Reck Barlow

Unsealed on 3/4/2014

[Signature]

TOWN OF SWANZEY, NH

Board of Selectmen Minutes of October 2, 2012 Non-Public Session, Session V

Present: Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

Motion to enter non-public session made by DAVIS

Seconded by Carlson

Specific statutory reason cited as foundation for the non-public session:

- RSA 91-A:3II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- RSA 91-A:3II(b) - The hiring of any person as a public employee.
- RSA 91-A:3II(c) - Matters that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- RSA 91-A:3II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- RSA 91-A:3II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board or agency for the purposes of this subparagraph.

Roll call vote to enter non-public session:

Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

The Board entered into non-public session at 8:24 AM(PM)

Other persons present during the non-public session: Town Administrator Shane O'Keefe

Victoria Rick Barton, Recording Secretary

Description of matters discussed and final decisions made:

O'Keefe reported receipt of three applications, said that he had interviewed two candidates, and requested Board authorization to offer the position to Beverly Bernard at a wage of \$12/hour. O'Keefe said that Bernard would take minutes for all Town boards and committees, with the exception of the Sewer Commission. Carlson asked whether Bernard would have a conflict with being a member of the Open Space Committee and also being paid to take minutes for the Committee. Selectmen noted that there would be a standard probationary period.

Motion by Carlson to authorize O'Keefe to extend a conditional offer to Bernard, with the PAF for Board signature at the October 16 meeting. Second by Colby. All in favor.

NOTE: RSA 91-a:3(III) Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that the divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board, or render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Motion made to seal these minutes? If so,

motion made by Carlson, seconded by Colby to not publicly disclose the minutes because it is determined that divulgence of information likely would:

- Affect adversely the reputation of any person other than a member of the Board
- Render the proposed action ineffective.
- Pertain to preparation or carrying out of actions regarding terrorism.

Roll call vote to seal the minutes:

Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

Motion: Passed / Did not pass

Motion to leave non-public session and return to public session by Davis

Seconded by Carlson **Motion:** Passed / Did not pass

Public session reconvened at 8:31 AM/PM.

These minutes recorded by Victoria Reck Barlow

Unsealed on 3/4/2014.

