

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – April 16, 2013
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen Deborah J. Davis, Nancy L. Carlson, and Kenneth P. Colby, Jr. The meeting was called to order by Chair Nancy Carlson at 6:07 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

MINUTES

- Non-Public Minutes #1 of March 19, 2013 – Colby **moved** to accept the Non-Public Minutes #1 of March 19, 2013 with second from Davis, all were in favor. **Motion passed.**
- Non-Public Minutes #2 of March 19, 2013 – Colby **moved** to accept the Non-Public Minutes #2 of March 19, 2013, with second by Davis, all were in favor. **Motion passed.**
- Non-Public Minutes #3 of March 19, 2013 – Colby **moved** to accept the Non-Public Minutes #3 of March 19, 2013 with second from Davis and all were in favor. **Motion passed.**
- Regular minutes April 2, 2013 - Davis **moved** to accept the regular Minutes of April 2, 2013, Colby seconded, all in favor. **Motion passed.**
- Non-Public Minutes #1 of April 2, 2013 - Colby **moved** to accept the Non-Public Minutes #1 of April 2, 2013, Davis seconded the motion, and all were in favor. **Motion passed.**
- Non-public Minutes #2 of April 2, 2013 – deferred to the next meeting
- Non-Public Minutes #3 of April 2, 2013 - Colby **moved** to accept the Non-Public Minutes #3 of April 2, 2013, Davis seconded the motion, and all were in favor. **Motion passed.**

Town Planner Sara Carbonneau joined the meeting at 6:08 p.m.

NEW BUSINESS

Non-public session #1 per RSA 91-A:3II(a), Personnel Matter

Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matter, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:09 p.m. **Motion passed.** Present were the Board members and Carbonneau. Town Administrator O’Keefe and Recording Secretary Bernard left the room.

Motion by Davis to seal the minutes of the non-public session. Seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Davis to leave non-public session and return to public session. Second by Colby, with all in favor. **Motion passed.** Non-public session ended at 6:24 p.m. Carbonneau left the meeting at 6:24 p.m.

Accept and expend unanticipated funds per RSA 31:95-b

The Board considered checks of \$30 and \$25 given in memory of Walt Calkins from David and Lena Whipple, and Theresa DiLuzio, respectively, as donations to Whitcomb Hall. A **motion** was made by Colby to accept and expend the funds by remitting them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted fund trust account established on 3/19/2013. The motion was seconded by Davis and all were in favor. **Motion passed.**

Authorization of Special Duty pay for Fire Department – Home Show

Time sheets were submitted by the fire Department for special duty related to the Home Show at the Cheshire fairgrounds for 4/5/13 (12 hours), 4/6/13 (16 hours), and 4/7/13 (12 hours). The Special Duty Pay policy provides that “If in the opinion of the Department Head (the Chief), and the Selectmen, a call for service is determined to be unusual or special duty, the Special Duty Pay Schedule shall be enacted.” The Board concurred with the Chief’s determination that the Special Duty Pay Schedule be enacted and determined that the Town will invoice the Home Builders and Remodelers Association of Southwestern New Hampshire for the special duty pay by **motion** of Colby, which was seconded by Davis and all were in favor. **Motion passed.**

Southwest Region Planning Commission Presentation on Air Quality in the Region

Mike Goudzwaard, consultant to the Southwest Region Planning Commission, and Tim Murphy, Executive Director of Southwest Region Planning Commission, joined the meeting at 6:30 p.m. Murphy outlined the topic for the presentation to the Board. He said that particulate matter in the air is in danger of exceeding United States Environmental Protection Agency (EPA) standards for clean air. The purpose of this presentation is to build awareness of the problem so that towns can be proactive in their planning to help reduce small particulate matter from the air before regulations are imposed on the area by the EPA. If an area exceeds the EPA standard for air quality they can impose regulations requiring controls on industrial sources and vehicle emissions, mostly without federal funding. The idea is to educate folks so that action can be taken to reduce particulate emissions and negate any need for the EPA to get involved.

Goudzwaard took the floor for the presentation to the Board concerning fine particle air pollution in the Keene, New Hampshire area. The presentation showed the air monitoring station is on Water Street in Keene. Keene lies in a valley, a topography that lends itself to retaining particulate matter. Cold still winter days often are hazy due to small particle pollution which is not blown away by wind. He referred to an Air quality Index (AQI). In recent years there has been an increase in particulate pollution especially on cold winter days when the wind isn’t blowing. Wood stoves are a significant factor in producing these very fine particles in the air, as well as vehicles and industrial sources. The following website is a source of information for day to day air quality. Resource: www.swrpc.org/airquality Email alerts can be obtained for individuals at: www.enviroflash.info/

It was suggested that the Town put a link on the Town’s website to the air quality website as a resource for the community. They left at 7:03 p.m.

Carpenter Home Administrator Dawn Rice joined the meeting at 7:06 p.m.

Non-Public session #2 per RSA 91-A:3II(b) Hiring of a Public Employee(s)

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s), seconded by Colby and all were in favor. The Selectmen voted unanimously by roll call to go into non-public session at 7:07 p.m. **Motion passed.** Present were the Board members and Rice, Town Administrator O’Keefe and Recording Secretary Bernard.

Motion by Colby to seal the minutes of the non-public session. Seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Davis, with all in favor. **Motion passed.** Non-public session ended at 7:24 p.m.

Authorize expenditures of over \$1000 - Carpenter Home

Rice discussed the bids she received for window replacement and for a new kitchen stove. Town Administrator O’Keefe is recommending that these expenses be paid from the unrestricted income of the Lucy Carpenter - Carpenter Home Common Trust Fund.

Supplier	Item	Price
Hamshaws	Windows	\$3,251.24
Perkins home Center	Windows	\$3,532.00
Millwork Masters	Windows	\$5,078.40
Pete’s Restaurant & Equipment	Kitchen Range	\$4,000.00
NH Restaurant & Equipment	Kitchen Range	\$5,043.00
US Foods	Kitchen Range	\$4,929.00

All three bids for the range do not include delivery. Colby said that we need to know what it costs to deliver it and the cost of installation. Pete's had the lowest bid but they are in Conway, New Hampshire and the figure doesn't include delivery. Rice said Keene Gas would install the range. Colby asked what would be done with the old stove. Rice said she didn’t know at the moment. US Foods wants \$500.00 for delivery. They are in Manchester, New Hampshire. Rice said that she will call NH Restaurant and Pete's for the delivery costs. Rice will find out if they will take the old stove out. Rice will get the numbers and relay them to O’Keefe to pass along to the Board as she will be on vacation next week. Regarding window replacement, Hamshaws has the lowest cost and they are Anderson windows.

Rice spoke about the kitchen repairs being at a standstill right now. The workers who had been doing the renovations are now working at the cemeteries because of burials and are unable to complete the kitchen. **Motion** by Colby to purchase the windows needed for the Carpenter Home from Hamshaws for up to \$3,750 and to fund the purchase from the Lucy Carpenter Common Trust Fund, seconded by Davis. All were in favor. **Motion passed.**

Other Carpenter Home Matters

Rice reported that she is going on vacation on Thursday, April 18, 2013 to Florida. She will be gone ten days. She said that she has the Carpenter Home needs for a Registered Nurse (RN) covered with Esther Breckenridge who is an RN. Rice wants to have Breckenridge on call for ten days. Rice would like to pay her \$25.00 a day for being on call. If she should get called in, Rice wants to pay her \$25.00 per hour. Minimum payment will be two hours, even if she only has to be at the home for one hour. A brief discussion was held about the cost of going to Nursing Registry for temporary help and that hiring Breckenridge will be cheaper than going through a registry.

O’Keefe asked whether or not Breckenridge had insurance. Colby said that workman's comp will cover her as a sub-contractor. O’Keefe asked the Board if it is okay if she doesn't have insurance. Carlson said she probably doesn't have any additional insurance. O’Keefe asked about getting a certificate of insurance. His concern is the liability to the Town if Breckinridge were to be injured while working for the Town. Carlson said we should call New Hampshire Local Government Center (LGC) about liability for a sub-contractor. Rice said she would check with Breckenridge. O'Keefe will check with LGC.

Non-Public session #3 per RSA 91-A:3II(a) Personnel Matters

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matters, seconded by Colby and all were in favor. The Selectmen voted unanimously by roll call to go into non-public session at 7:38 p.m. **Motion passed.** Present were the Board members, Rice, Town Administrator O’Keefe and Recording Secretary Bernard.

Motion by Colby to seal the minutes of the non-public session. Seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Davis, with all in favor. **Motion passed.** Non-public session ended at 7:50 p.m. Rice left the meeting at 7:50 p.m.

Authorize expenditures of over \$1,000 – Public Works Department

Lee Dunham joined the meeting at 7:52 p.m. Dunham is requesting the purchase of a truck for \$40,971.00 which would be funded from the Highway and Cemetery Equipment Capital Reserve Fund, which had a balance of \$114,644.92 at the end of 2012 with an additional \$85,000 approved at Town Meeting in March of 2013.

The vehicle is a one-ton 2013 F550 Ford truck from John Grappone Ford. Dunham explained to the Board the reason for switching to a heavier truck than has been purchased in the past. He explained that although the cost is more for wheels and tires, the larger vehicle is required for plowing. The department has three (3) one-ton trucks. The oldest truck is a 1999 model that would be replaced. The 2004 truck would become the cemetery truck. Dunham noted that when you add body and plow set up the price goes up to over \$70,000. He said he isn't buying another sander for this truck. To save money, he would take the current sander on the 2004 truck and rejuvenate it and put it on the new truck, so that the old truck wouldn't have the sander. He said the 2004 truck does not need a sander for cemetery work.

Carlson asked if the purchase of a new truck was in the capital plan and Dunham said it was. Davis asked about the balance in the account and whether or not there would be enough funds for purchasing additions to the fleet for the next few years. A discussion was held regarding an annual reserve of \$85,000 for the purpose of acquiring Public Works equipment and whether that was sufficient for future purchases. Dunham agreed it was a concern since a big truck next time around could be around \$150,000. O'Keefe suggested upping the amount put aside in the future because truck prices increase over time. Dunham said he would return in May to request funds for outfitting the truck for winter use.

Motion by Davis to authorize the purchase for cab and chassis at \$40,971.00, with the funding to come from the Highway and Cemetery Equipment Capital Reserve Fund, seconded by Colby. All in favor. **Motion passed.**

Town engineer response to State Dam Bureau comments on dams

Dunham reviewed the letter written to the Town on March 14, 2013 by Brian Desfosses, P.E., for the New Hampshire Department of Environmental Services and comments to the letter made by DuBois & King, Inc. The letter pertained to the Upper and Lower Wilson Pond Dams, as well as the Branch River Dam that lies in Keene and the repairs that would be needed to the dams. Dunham noted that the dams do not have freeboard because they weren't built that way and it would take a great expense to raise the dam to have one foot of freeboard. DuBois & King suggested throttling back what water can come from the Branch River. Dunham said he needs to talk to DuBois & King to get direction as to where to go with this issue and get back to the Board. Davis pointed out that the Town would have to go to the residents of Wilson Pond before anything could be done.

Annual Paving Plan

A discussion on the annual paving plan was put off until the April 30, 2013 meeting. Dunham left at 8:25 p.m.

Hiring of a Public Employee

Dunham mentioned that he'd like to proceed with hiring of a full-time seasonal employee, but that he'd wait until an upcoming meeting to discuss this with the Board. This matter will be discussed on April 30, 2013.

Delinquent taxes – Howard Smith, Jr. West Shore Rd. (Map 61, Lot 13)

Robert Smith and Howard Smith joined the meeting at 8:27 p.m. Robert Smith stated that they were coming to the Board to question why taxes on West Shore Rd were being levied on a lot that has been declared a recreational lot and not a building lot. Carlson said the Board has to defer to Vision (property appraisers for the Town). Smith said that he was denied a building permit in the past due to the fact that the property is not on a road. Carlson said whatever was determined in the past was based on advice from counsel. Smith said they are being charged \$1,300 plus for .23 of an acre for land that cannot be used. O'Keefe brought out the Vision report that stated the land is valued at \$50,800. Smith said he is going to meet with Assessing Coordinator Amy Bush and Vision this coming Friday (April 19, 2013). Smith repeated that since they cannot build on the lot, they don't understand why they continue to get a property tax bill. Colby said that meeting with Vision is the best course of action. It was concluded by all that consideration of a payment plan for a delinquent tax was premature at this time.

Robert Smith said he wanted relief from the taxes. Carlson pointed out that he could file an abatement request when his bill is received, but he had not done so. Howard Smith said that the reason they hadn't filed for abatement in the past was because they preferred to be able to build on the lot. Robert Smith said that Amy Bush said that the lot was classified as a developable piece of property and that is why it has been assessed as it was. He noted that a building permit had been issued at one time in the distant past. After the subdivision in 1976, it was still developable. Carlson said the roads were never developed and that is why the lot became non-developable. Carlson said the Board can't answer Smith's questions until the Board hears from Vision. Smith gave Colby a copy of the building permit issued in 1977. Carlson said they will inform Vision that the lot in question is not a building lot. The Smiths left the meeting at 8:35 p.m.

Property owned by Keith Monroe – update by Bill Hutwelker

Bill Hutwelker joined the meeting at 8:36 p.m. and informed the Board that property owner Keith Monroe has two parcels of land that are delinquent in taxes and scheduled for tax deeding, but that one of the properties (Old Lake Street) is being sold. The proceeds from the sale will take care of the taxes for that property and the taxes for one year for the other location.

NOMINATIONS

Open Space Committee. Terms for Sharon Greatbatch and Bob McKelvey on the Open Space Committee have expired. They wish to continue on the committee. A **motion** was made by Davis, seconded by Colby to appoint Sharon Greatbatch and Bob McKelvey to three-year terms with the Open Space Committee extending to Town Meeting 2016. All were in favor. **Motion passed.**

Conservation Commission. Terms for Regular Members Deb Crowder and Michael Morrison, and Alternate Member Richard Dell'Erba on the Conservation Commission have expired. Morrison and Dell'Erba have expressed interest in appointment to the two open Regular Member positions. A brief discussion was held regarding whether Deb Crowder can take the oath given her recent illness. Colby made a **motion** to appoint Morrison as a regular member of the Conservation Commission, and Dell'Erba as an Alternate member, to three-year terms extending to Town Meeting 2016, to appoint Deb Crowder to a one-year term, pending her recovery, and waiving the requirement for her to be sworn in.. The motion was seconded by Davis, and all were in favor. **Motion passed.**

Monadnock Regional School District Budget Committee (MRSD) vacancy

MRSD Budget Committee member opening will go on agenda for next time. O'Keefe will see that the vacancy is posted for the public.

OLD BUSINESS

Proposed timber sale of Town-owned Mt. Caesar/Carpenter Home property

A discussion was held regarding the time of day that work would start for a logging operation that is scheduled for Mt. Caesar/Carpenter Home property. The logger would prefer to start as early as possible, but the neighbors need to be considered because of noise generated by chain saws and the chipper. The logger will work on weekends if the weather is suitable. Carlson suggested that no work be done before 7:00 a.m. during the week and on weekends no work be done before 8:30 a.m.

O'Keefe reported that bids for the project are coming in on April 24, 2013 and the Board will consider acceptance of bids on April 30, 2013. Colby suggested that the Town put into the bid the 8:30 a.m. weekend start time with the added stipulation that the Board reserves the right to move the weekend start time to 9:00 a.m.

Personnel Policy Review Committee

O'Keefe provided a list of candidates for a personnel policy review committee to review and update the Town's Personnel Policy. The following Town employees were considered for the committee:

Shane O'Keefe, Administration; Tom DeAngelis, Police Department; Theresa Louder, Finance; Donna Clark, Carpenter Home; and Ann Bedaw, Public Works Department. O'Keefe suggested adding someone from the general public to the committee.

Carlson said that someone with Human Resources/Personnel background should be included and she suggested Mike Lilly might be willing. O'Keefe will ask Mike Lilly to consider being on the committee. The committee will meet about once a month and it will take a while to complete the policy review. Carlson asked that O'Keefe inform the Board as to Lilly's response so that if he says 'no' then they can think of someone else. O'Keefe was asked to put this matter on the agenda for the April 30, 2013 meeting.

Establish an alternate member for the Economic Development Advisory Committee (EDAC)

A brief discussion was held regarding the need for an additional member to EDAC considering the need for additional input in matters and to ensure a quorum for each meeting. After some discussion Colby **moved** to add an Alternate member position to the Economic Development Advisory Committee, second by Davis. All in favor. **Motion Passed.** O'Keefe will advertise the new opening to the public.

Refund of Interest paid on delinquent taxes – Benjamin & Sarah Tatro, 9 Kendall LN (Map 61, Lot 3-5)

Benjamin & Sarah Tatro, 9 Kendall Lane (Map 40, Lot 3-5) requested from the Board a refund of interest paid on delinquent taxes. O'Keefe reported that the Tatros are all paid up on taxes that were delinquent for 2012. The interest was \$173.03. O'Keefe noted that it would set a precedent for other tax payers to make the same request. The Board agreed to respectfully decline to waive the interest as requested. O'Keefe will send the Tatros an email informing them.

Payment arrangement - William Davis, Jr., 147 Pine ST (Map 57, Lot 119)

The Board considered a proposed payment plan of \$500 per month plus a one-time payment of \$2,700 from this property owner for delinquent taxes. **Motion** by Colby to accept the payment plan of \$500 to be paid on May 15, 2013, \$2,700 to be paid on June 15, 2013, and \$500 thereafter each month due on the 15th of the month and authorizing O'Keefe to write the letter of agreement, second by Davis. All in favor. **Motion passed.**

Anna Luce delinquent taxes payment plan

O'Keefe told the Board that he had written a letter to Luce explaining the new payment plan that she had agreed to. Luce came in to Town Hall and said she cannot pay it. O'Keefe has contacted Hylah Smith who has Power of Attorney for Luce. Colby said that any further conversation should go through Hylah Smith.

Consideration of offer of property

The Board discussed an offer to purchase or lease property on Railroad Street in West Swanzey. The property is owned by Keene Tree Service. Carlson said the Town is not in position right now to look into possible property purchase or lease since the budget for the year was set in March of 2013. The Board authorized O'Keefe to send a letter in response to the offer that the Town is not in position to consider at this time since the budget for the year has already been established.

Acceptance of gift(s) of personal property per RSA 31:95-e

The Town has been offered a gift from the NH Department of Safety of one Motorola APX 7000 radio, valued at \$4,105.84, to the Police Department, and one Motorola XTS 3000 radio, valued at \$3,030, to the Emergency Management director. Colby made the **motion** to accept the gifts and authorize the Chair to execute any documentation necessary for the acquisition of these items, Davis seconded and all were in favor. **Motion passed.**

Non-Public session #4 per RSA 91-A:3II(a) Personnel Matters

Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matters, seconded by Davis and all were in favor. The Selectmen voted unanimously by roll call to go into non-public session at 9:20 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe and Recording Secretary Bernard.

Motion by Davis to seal the minutes of the non-public session. Seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Davis to leave non-public session and return to public session. Second by Colby, with all in favor. **Motion passed.** Non-public session ended at 9:30 p.m.

Accept and expend privately donated gift(s) for trust fund per RSA 31:19-a

The Board accepted checks of \$75 and \$25 from Helena Ludeman and Rodney & Evelyn Kezer, respectively, as donations to the Swanzey Fire Department. A **motion** by Colby to accept the gifts of \$75 and \$25 and remit them to the custody of the Trustees of Trust Funds to be held in the Swanzey Fire/Rescue Tools & Equipment Non-Restricted fund trust account established on 2/11/2009 was seconded by Davis and all were in favor. **Motion passed.**

Tire Amnesty Day – June 22, 2013

By **motion** from Colby, with second by Davis, Tire Amnesty Day was determined as June 22, 2013. All were in favor and **motion passed.**

List of Properties subject to tax deed

O'Keefe said that this topic could wait until next meeting. Carlson said someone she knows has received a certified letter about going to tax deed, so the letters were sent out. This topic will be revisited at the next Board meeting.

Frequency of Board Meetings

A discussion was held about the frequency of Board meetings and the late hour that some meetings are going to. The Board will be meeting this Friday for employment candidate interviews. Colby said that the

Board should meet next Tuesday although it was originally a non-meeting day. O'Keefe will do a special notice of meetings April 19, 2013 and April 23, 2013.

CONSENT AGENDA

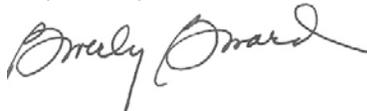
- Raffle permit #2013-12. Monadnock baseball, MRHS Baseball Field - Raffle for 4 Red Sox Game tickets on 5/17//2013.
- Event Permit #2013-08. Wray Murdough, Cheshire Fairgrounds – Motorcycle Swap Meet on 5/5/2013. To include 3 police officers for traffic control.
- Notice of Intent to Excavate. Cold River Materials, Map 13, Lot 11
- Notice of Intent to Excavate. Cold River Materials, Map 32, Lot 7
- Supplemental Notice of Intent to Excavate. Cold River Materials, Map 32, Lot 7
- Notice of Intent to Excavate. Cold River Materials, Map 4, Lot 7
- Notice of Intent to Excavate. Cold River Materials, Map 3, Lot 15
- Notice of Intent to Excavate. Cold River Materials, Map 4, Lot 6
- Notice of Intent to Excavate. Cold River Materials, Map 24, Lot 2-2
- Notice of Intent to Excavate. Cold River Materials, Map 35, Lot 1
- Notice of Intent to Excavate. Cold River Materials, Map 5, Lot 4
- Notice of Intent to Excavate. Cold River Materials, Map 5 Lot 3
- Notice of Intent to Excavate. Mitchell Sand & Gravel, Map 86, Lot 1
- Personnel Action Form(s)
- Other items as necessary

Next meetings will be held on April 19, 2013 and April 23, 2013.

ADJOURNMENT - **Motion** to adjourn by Colby, seconded by Davis, all in favor. ***Motion passed.***

Adjournment at 9:40 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on April 23, 2013

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #2 – April 16, 2013

Non-Public session per RSA 91-A:3II(b), Hiring of a Public Employee(s)

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s), seconded by Colby and all were in favor. The Selectmen voted unanimously by roll call to go into non-public session at 7:07 p.m. **Motion passed.** Present were the Board members, Rice, Town Administrator O’Keefe and Recording Secretary Bernard.

Rice reported that she lost the night shift person and she has found two people who are willing to work nights. The first is Kimberly Mitchell. Rice has offered Mitchell \$10.15 per hour. Background check has been done. Mitchell’s hours will be 11:00 p.m. – 7:00 a.m. and she will fill in other holes in the schedule which may arise time to time. Kathleen Allen is second person Rice wants to hire. Allen will not be working with her mother who is also employed at the Carpenter Home. No background check has been completed at this time.

Rice noted that both women are not Licensed Nursing Assistant (LNA)s. She said the State of New Hampshire is changing the medication rules. Rice reported that LNAs cannot do anything with medications. Caregivers can handle medications but not LNAs.

Carlson asked how many hours the two workers will have: Rice answered between 20 and 32 hours per week. O’Keefe noted that as of 2014 once a worker’s hours exceed 29 hours per week, healthcare benefits must be offered to the worker. Discussion was held around the possibility of adding hours to existing employees who would like to have healthcare benefits but do not have them now.

Motion to authorize O’Keefe to sign Personnel Action Reports (PAR) by Colby to hire both candidates assuming all the information required is satisfactory, Davis seconded, all were in favor. **Motion passed.**

Motion by Davis to seal the minutes of the non-public session. Seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Davis to leave non-public session and return to public session. Second by Colby, with all in favor. **Motion passed.** Non-public session ended at 7:24 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on April 23, 2013.

These Minutes unsealed by the Board of Selectmen on February 11, 2014.