

Town of Swanzezy, New Hampshire
Board of Selectmen
 Meeting – June 11, 2013
 Swanzezy Town Hall, 620 Old Homestead Highway, Swanzezy, NH

CALL TO ORDER

Present were Selectmen Nancy L. Carlson, Kenneth P. Colby, Jr. The meeting was called to order by Chair Nancy L. Carlson at 6:17 p.m. at Swanzezy Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard. Deborah J. Davis joined the meeting at 6:39 p.m.

MINUTES

- Regular meeting Minutes of June 4, 2013 - **motion** by Davis to approve the Minutes. The motion was seconded by Colby, all in favor. Carlson abstained. **Motion passed.**
- Non-Public meeting Minutes #1 of May 28, 2013 – Colby **moved** to approve the Minutes, Carlson seconded. All were in favor. Davis abstained. **Motion passed.**
- Non-Public meeting Minutes of June 3, 2013 - Davis **moved** to approve the Minutes, Carlson seconded. All were in favor. Colby abstained. **Motion passed.**
- Non-Public meeting Minutes of June 4, 2013 - Colby **moved** to approve the #1, #2, #3, and #4 Minutes, Davis seconded, all were in favor. Carlson abstained. **Motion passed.**

NOMINATIONS

The Board had discussed appointing members to the Capital Improvement Program Committees Committee to help address the need to analyze and make recommendations on space needs of various Town departments. Establishment of this 7-member committee was approved at the 2006 Town Meeting (Art. 5) per RSA 674:5, which provides that the Board may *“appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.”*

The following individuals have expressed an interest in serving:

Deb Davis	Francis Faulkner	Bruce Bohannon	David Osgood
Larry Crowder	Charlie Sheaff	Greg Johnson	Steve Bittel
Jeff Goller			

In addition, O’Keefe contacted Fred Peters on June 7, 2013 to learn of his interest in joining the committee and he has not gotten back to O’Keefe with his interest. In regard to the membership of the committee it was noted that a member of the Planning Board must be appointed to the committee. Carlson said she would like to see Steve Bittel on the committee because of his financial skills. O’Keefe noted that the meetings will be public and anyone can go to the meetings. Davis said that while it is good to have a member of the Board of Selectmen there, that person could be there as a non-voting member in an advisory capacity. Davis said there might be an appearance of a conflict of interest to have a real estate person on the committee. After a brief discussion it was decided to name the

committee members at the next meeting, after the Planning Board has met and selected its candidate for the committee.

OLD BUSINESS

Conservation Committee Discussion regarding the Riley Conservation Area

At the May 28, 2013 meeting the Board discussed a May 20, 2013 letter from GG Lilly that spells out issues related to this Town-owned property, and referred it to the Conservation Commission for feedback. Theresa DiLuzio, representing the Conservation Commission, joined the meeting at 6:18 p.m.

DiLuzio informed the Board that Forester Steve Roberge did a site walk of the property in 2012 and has offered a property management plan for the Riley Conservation Area. The Conservation Commission recommended that the Town follow through with the plan. DiLuzio said the plan included a recommendation to let the property grow back into shrub land, and also rid the land of invasive plants that are there. Mowing can exacerbate the problem with invasive plants. DiLuzio gave a copy of the plan to O'Keefe for copies for the Board. DiLuzio said that the plan will address the concerns of Grace Lilly.

In response to the concerns of Lilly, the Conservation Commission is willing to provide a sign for the conservation area if the Board of Selectmen agrees.

Motion was made by Colby to approve a sign to read, "Riley Conservation Area", seconded by Carlson, all were in favor. **Motion passed.** DiLuzio noted that the Conservation Commission would like additional wording in smaller letters on the sign to read, "Floodplain Management Area", which the Board agreed to.

Also in response to Lilly's letter regarding the property harboring invasive species plants, DiLuzio shared a quote with the Board from Bay State Vegetation Control for treatment of invasive species at \$ 260.00 per acre. The money will come out of the operating funds of the Conservation Commission. Colby pointed out the cost is over a thousand dollars, given the acreage involved.

Colby **moved** to authorize the Conservation Commission to expend up to \$1,500 for invasive plant control, seconded by Carlson. All were in favor; **motion passed.**

Another point made by Lilly in her letter had to do with the canoe access point on the Riley property. DiLuzio discussed this with the Board saying that Steve Stepenuck of the Conservation Commission had walked the property with a representative of State of New Hampshire Fish & Game to review the situation of canoe access. DiLuzio reported that as a result of the site walk it was found that there is a way to make a second landing, but the Conservation Commission will need the Swanzey Department of Public Works help to do it. Colby said the Commission should talk to Lee Dunham, Director of Public Works. Colby said just working with Dunham would be sufficient and there would be no further need to come back to the Board on this particular issue. Colby said it is okay for the Conservation Commission to talk with Dunham as long as any activity to improve canoe access is done in conformance with State guidelines. Colby also noted that the amount of activity dedicated to improving canoe access on the Riley property by the Department of Public Works would be dependent on the amount of time available after Dunham has completed authorized work planned during the summer.

DiLuzio addressed one more issue raised in Grace Lilly's letter regarding a tree stand. She pointed out that the Conservation Commission does not make decisions about what is acceptable activity on Town property. A brief discussion was held about what constitutes a legally acceptable tree stand. Colby

suggested that a member of the Conservation Commission visit the site and maybe take a photo of the stand or maybe determine a GPS location to confirm the stand is on Town property. DiLuzio pressed the Board to make a decision regarding the tree stand assuming it is on Town property. It was concluded that if the stand is portable, then as long as it is allowed under State law, and under the conservation agreement then it can stay. Colby said there should be a name on the tree stand of the owner. DiLuzio said the representative from NH Fish & Game could not tell if the stand was legal. Rail Trail Manager Bruce Bohannon who was in the audience at the time said the stand has to have a name and address on it whether it is portable or permanent. No decision was made as to the tree stand.

DiLuzio discussed the lack of installation of a gate to stop cars from going onto the rail trail. Bohannon confirmed that the gate was never installed because it was too narrow.

DiLuzio also raised an issue regarding the parking area near Cresson Bridge having an erosion problem which affects the river. She said that the Conservation Commission would like to create a rain garden in the area to hold water and slow down the erosion. DiLuzio reported that Conservation Commission member Jane Johnson has contacted Amanda Costello at the University of New Hampshire Extension Service to help out. Colby made a suggestion that DiLuzio wait to speak to Dunham, but DiLuzio said she could not stay to meet with Dunham. Colby said it is important to get Dunham's agreement to the plan for a rain garden since it would require help from the Department of Public Works. Colby told DiLuzio that while Dunham's crew can do the physical work, there has to be a plan which Dunham can review. The Board agreed that the Conservation Commission should follow through with Dunham.

Colby said that since the Conservation Commission is committed to providing a sign, is taking care of the invasive species of plants on the Riley property, and is working on a plan to address other issues in Lilly's letter, the Board can authorize O'Keefe to write a draft letter for Lilly in response to her concerns. O'Keefe will write a draft letter to Lilly and bring it to the Board at next meeting for their review and approval. It should indicate that Conservation Commission has reported to the Board on the matter and is working on a plan for the site, that sign installation is in process and someone is being hired to deal with the invasive species.

DiLuzio left the meeting at 6:47 p.m.

NEW BUSINESS

Land Swap with Public Service of New Hampshire (PSNH)

Emergency Management Manager and Rail Trail Manager Bruce Bohannon had joined the meeting earlier. He discussed with the Board a proposed land swap of Public Service of New Hampshire land at Map 57, Lot 99 with Town-owned property at Map 49, Lot 5.

There was a discussion regarding the parcels that are being considered for a swap. Bohannon said that the vacant lot near to the rail trail would be good public access for the trail. The property on Eaton Road owned by the Town could be given to PSNH and the Town would get the land near the Veterans of Foreign Wars (VFW) site. Bohannon requested of the Board their agreement for Bohannon to send a letter to PSNH inquiring about the possibility of a land swap. The Board agreed. Bohannon offered to have O'Keefe look at the draft once he has completed it.

Local Emergency Operations Planning (LEOP)

Bohannon told the Board that this plan will be completed this year. He is waiting on a grant at this point.

Continuity of Operations Plan

Bohannon also reported that the Continuity of Operations Plan is still in the works. Colby said it should be a priority for contingency planning.

Enhanced 911 Notification Planning

Bohannon said he has paperwork and will bring the subject up with department heads because of their involvement. Carlson recalled the street naming situation that has yet to be worked on. Bohannon said the renaming of streets was all done at the committee level and the committee was waiting for the Board to go to public hearing. Davis said the plan was never presented to the Board. Bohannon said he has a copy of the plan and that former Town Administrator Beth Fox sat in on the meeting. Carlson said the Board needs to start with that plan and Bohannon said he would look for the plan to provide it to the Board. Next step would be public hearings. The Board is aware that people who will have street name or numbers changed will be upset but it is necessary for emergency responders to be clear on where an emergency is located.

Rail Trail Change Order

Bohannon said that the rail trail work for phase II 2012 up to the culvert is finished and came in under budget. The Town had allocated \$104,500.00 for the project and it came in under budget at \$98,269.58. Bohannon said the State of New Hampshire has agreed to allow the Town to repurpose the remaining culvert dollars (\$5,168) in order to resurface the trail to the end of Pine Street. Including the repurposed funds, Bohannon had \$11,398.42 for the job. With the addition of approximately \$3,000 in donations, he now has a total of \$14,348.42 available.

Bohannon said he received a proposal to resurface the trail at \$20,400. Because he has less money to work with, the job will not be done with stone dust. Instead the job will be done with crushed gravel. Bohannon is looking to finish the last 1000 feet of the trail, grading, and rolling of 40 tons of 1 1/2 inch crushed gravel material.

Bohannon discussed the presence of a large area that puddles which will be filled with 7 inch rip-rap stones to protect the edge of the trail (800 feet long). The whole project is 1,000 feet. The stone dust would have cost almost \$7,000. Using stone dust, the total cost would have been \$20,400. By eliminating the stone dust, the cost is reduced. Colby asked if the Town could get a few more donations. Bohannon said he could write a letter to get an extension on the grant. Davis said the Town could pursue the stone dust at a later date.

Motion by Davis to approve the change order for continuation of the Ashuelot Rail Trail Phase II 2012 with a Fee Adjustment Amount not to exceed \$14,348.42 so that the work can be completed on the Rail trail to finish up the last 1000 feet of State owned right of way surface of a multi-use recreational trail, second by Colby, all were in favor. **Motion passed.**

General discussion of Recycling Center matters

Solid Waste Manager Bob Osterhout joined the meeting to update the Board on Recycling Center matters. Osterhout passed out a document for the Board to review which outlined a report on Budget, Housekeeping/Organization, Vehicle Passes, Recycling Processes, and Administration of the Recycling Center. Osterhout said he felt he needed to reduce some of the hours at the Recycling Center and will be reviewing the schedule for efficiency purposes. He said he looked at seniority among the workers and reduced an hour here and an hour there.

Osterhout noted that the Recycling Center needs a lot of housekeeping. A lot of debris needs to be cleaned up. Osterhout said he has been pushing a broom himself to be an example to the workers. He said the site needs better organization.

He also noted that vehicles without stickers are coming in to use the center. He is requiring that vehicles have permits and they will be issued at the center. Osterhout also noted that there is a need to pick up nails from the pavement more often. He said he has been working alongside the staff, and doing observation as well. He said the staff is very diligent. They truly want to do a good job. He noted that the staff needs better communication as to why things are being asked to get done.

He has been working with Assistant Manager Steve Stewart on the administrative elements of the job. It is hard to get the time to sit down with him but the plan is to use spreadsheets to create meaningful reports.

Osterhout reported that the building is in need of work; there is leaking in the roof of the main building. Also the storage trailer floors need repair. Osterhout said he wants to understand the process of asking for funds. Carlson asked O'Keefe if there is an existing Capital Reserve for Repair and Maintenance of the Recycling Center. O'Keefe reported that there is an Improvements Fund which has \$85,000 in it. Former Recycling Center Manager David Krisch had a proposal in the past for new building. This fund was to be used for that purpose. The fund was established for Recycling Center Improvements. \$4,600 was withdrawn from the fund last year. Krisch had purchased a pallet mover.

Carlson asked if there was a computer for Osterhout. Osterhout replied that there is a computer for his use. Carlson said it makes sense to use the money in the Improvement Fund for repairs. Davis said that in the past the Town wasn't going to do repairs because a new building was preferred. Osterhout said he would look at the drawings that were done in the past for a new building and will get estimates to repair the roof.

Osterhout said he is settling in pretty well and noted there were some challenges involved. Osterhout left the meeting at 7:32 p.m. Director of Public Works Lee Dunham joined the meeting next.

Authorize expenditure(s) over \$1,000 – Public Works Department. (#1) Bids were received by the Public Works Department on May 31, 2013 for a new dump body, lights and plow for the 2013 F550 cab and chassis as follows, each with a 1-year warranty:

- Howard P. Fairfield, LLC -- \$26,381 delivered in 8 weeks
- Donovan Equipment Co., Inc. -- \$21,425 delivered in 4-6 weeks.

The Board was asked to accept the bid of \$21,425 from Donovan Equipment to be paid from the Highway and Cemetery Equipment Capital Reserve Fund.

It was noted that on December 31, 2012 this fund had a balance of \$114,645 and additional \$85,000 was voted to be added in 2013. The Board has already approved a cab and chassis costing \$40,971 to come from this fund.

The Town also received a bid from Fairfield for \$26,381.00. Dunham pointed out that Donovan does not include a carbide blade in their proposal. Dunham said it isn't a big ticket item, only costs about \$1,000. He also said that regarding the time to delivery, the bid of Donovan is the best bid at for 4-6 weeks versus the Fairfield bid which was 8 weeks.

Motion by Colby to accept the bid of \$21,425 from Donovan Equipment for the purchase of Dump body, Lights, and Plow for the 2013 F550 Cab and Chassis with a warranty of 1 year and delivery time 4-6 weeks, per recommendation by the Director of Public Works, to be paid for from the Highway and Cemetery Equipment Capital Reserve Fund and to authorize the Director of Public Works and Town Administrator to execute any documents necessary to purchase and register the vehicle, seconded by Davis, all were in favor. **Motion passed.**

Authorize expenditure(s) over \$1,000 – Public Works Department. (#2)

The Board was asked to authorize expenditure of over \$1,000 for repairs to the 2004 F550 dump truck, which are estimated at up to \$3,000. Dunham said that Truck #7 is a “problem child”. He noted the truck has a noise/vibration issue in the drive line. Carlson asked how long we are planning to keep this truck. Dunham said it will go to use at the cemetery where it will get a lot less wear and tear because it won't be plowing major roads. White Driveline Service has given his worst case estimate which is \$2,800.00 for the repair work. Colby asked if there were funds to cover this expense. Dunham said he has \$20,000 in his budget for repairs. Carlson noted there would be about \$6,000 or 7,000 left in the fund after this expense. Dunham said he was aware of that and he anticipates inspections for the trucks which cost \$400.00 or \$500.00 per year.

Motion by Davis to authorize the expenditure of up to \$3,000 for repairs to the 2004 F550 dump truck, second by Colby, all were in favor. **Motion passed.**

General discussion of Public Works Department matters.

Dunham reported that Truck #4 is a 2000 year model with 68,000 miles will need a new clutch before winter. He noted that the clutch was repaired in 2005 and it cost \$1,800 at that time. Dunham said that he hasn't yet gotten an estimate but he thinks it would cost about \$2,500. Carlson suggested Dunham get an estimate and plan on having the truck repaired before winter.

Work on Bridges

Dunham reported that work on Cobble Hill has stopped temporarily. At the work being done on Warmac Road, a large rock was discovered that has to be removed before work can continue. 5 cubic yards of rock excavation had been anticipated, and now 45 cubic yards will need to be done which means an additional cost of \$4,000 for removal of the additional 40 cubic yards. The additional money will be requested from the State of New Hampshire and the Town will pay 20% of the additional cost. Colby said we shouldn't "take it for granite".

Monadnock Soccer Club

Dunham reported that the Monadnock Soccer Club is asking to use Brown Field. Dunham said they are seeking permission to use it on week nights from 5:00 p.m. until 7:00 or 8 p.m. Dunham suggested to club member Phil Spiess that he might need a formal agreement with the Town in the future. The Board approved the use of the field by the club.

Children at Play sign

Dunham reported that he met with Steve Boscarino regarding his and his wife's request for a "Children at Play" sign for their neighborhood on Talbot and Davis streets. Dunham said he visited the area one afternoon and noted many children at play in the area. He also noted six or seven vehicles went through the area with one going rather fast. Dunham said that the Boscarinos are asking for up to three signs in the area. Doing some research, Dunham said that Chief of Police Tom DeAngelis reported that there were seven complaints in the area in the last ten years and in the last twelve years there have been

three moving violations. Dunham said he agrees that the concern is real, but that people don't pay attention to signs. Davis said the troublesome thing to her is that most of the people coming through are people that live there and perhaps a chat with the neighbors would be more helpful. Dunham's recommendation is that the Town decline to provide a sign. He said that he doesn't think they are efficacious and if we start by putting up signs in this area, other areas will want them. Colby suggested more patrols around Talbot to check on speeders instead.

Conservation Commission request for help from the Department of Public Works (DPW)

The Board told Dunham that the Conservation Commission is seeking help from the Department of Public Works. Carlson noted that there is a need for a gate at the Riley Conservation Area which should prevent motor vehicle traffic on the rail trail. Carlson also noted the request for a rain garden at the Cresson Bridge involves a request for help from the DPW, and also help with boulders to be moved near where a second canoe launch area is being considered. Colby told Dunham that he stressed with Conservation Commission member Theresa DiLuzio that any work to be done for the Conservation Commission be done only if Dunham has the time for it, and not take away from other projects already assigned. The Board did not commit Dunham to do the rain garden, but they did commit Dunham to raising the gate. Bruce Bohannon who had remained at the meeting said as a neighbor of the Riley Conservation area that the neighbors want to keep the land open by mowing. Carlson said the Board receives recommendations on how to manage conserved land from the Conservation Commission and they have recommended brush and shrubs.

911 Renaming of streets

Dunham agreed that the committee that worked on this project thought they had submitted their plan to the Board of Selectmen in the past. The list of recommended name changes was to be brought to the Selectmen and then there would be a public hearing. Carlson said the Board did not see the list but needs to see the list now so as to move forward. Colby said that the State has volunteered to be at any public hearings to address why it is necessary to make the changes. Davis said the Board needs a plan to address the complaints that residents will have when they hear about their numbering or street name changes. Dunham left the meeting.

Authorize expenditure(s) over \$1,000 – Town Administrator.

The Board was asked to authorize expenditure of over \$1,000 for the Town Administrator's attendance at the International City Manager's Association (ICMA) annual conference in Boston in September 2013. A breakdown of expenditures was provided in the meeting packet. The conference is held on a Monday, Tuesday, and Wednesday. Carlson said she was concerned about the cost and the time away from the office. She also said that she did not see a reason for yearly attendance at these conferences.

O'Keefe pointed out that his contract includes a reference to Board encouragement of his attending ICMA conferences. Carlson said that the contract didn't require attendance every year. O'Keefe encouraged the Board to approve the expenditure. Colby asked O'Keefe to read the provision in the contract one more time. O'Keefe provided a copy to Colby. O'Keefe withdrew his request.

Accept unanticipated funds per RSA 31:95-b. (#1)

The Board was asked to accept the following amounts as donations to Whitcomb Hall:

- \$50.00 from June Rawlings
- \$50.00 from Theresa DiLuzio
- \$100.00 from Stacey Cole
- \$250.00 from Pilgrim Pines Conference Center

Motion by Colby to accept the funds and remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted Fund trust account established on March 19, 2013, second by Davis, all were in favor. **Motion passed.**

Accept unanticipated funds per RSA 31:95-b. (#2)

The Board was asked to accept checks as follows as contributions to the Town for Old Home Day activities:

- \$50.00 from Steve Demasco's Shaolin Studios, LLC
- \$50.00 from NGM Employees Federal Credit Union
- \$50.00 from Gail Wood

Motion by Davis to accept the funds and to remit them to the custody of the Trustees of Trust Funds to be held in the Old Home Day Non-Restricted Fund trust account establishes on April 30, 2013, second by Colby, all in favor. **Motion passed.**

Fairgrounds Association meeting with the Board in May Follow-up

Carlson asked O'Keefe if he had received the two reports that were going to be provided by Jori Johnson to the Board as follow up to a May 2013 meeting. O'Keefe said he hadn't received anything from her as of yet but will call Johnson and follow up with her to see if the information is forthcoming. He said he will report back to the Board regarding this matter next week.

Logistics for Open Space Committee (OSC) donations

A brief discussion was held regarding a donation by the Blood family to the Open Space Committee and where those funds should reside. O'Keefe said he would discuss the issue with the Trustees of Trust Funds at their meeting tomorrow and follow up with the Board and the OSC after that.

Blair property Update

A brief discussion was held regarding the Blair property that was burned by arson. The Town has been considering demolition of the building since it is unsafe as it is. A call to the County Prosecutor's office informed the Town that demolishing the building at this point could be taken as elimination of evidence and could engender a negative reaction from the defense attorney on the case. The Town is working with Town Counsel Sam Bradley on the situation. Colby said he wants to make sure that Bradley knows the Board's desire is to have the Town of Swanzezy held harmless should someone be injured on the property.

Demolition of the West Swanzezy Athletic Association (WSAA) building

Colby raised the subject of the demolition of the WSAA building. O'Keefe said he met with the company hired for the demolition at the property, and they are on schedule. The contract with All-Ways Wrecking has been signed and O'Keefe has the bond and insurance. O'Keefe reported that there is a ten day waiting period for asbestos abatement, which ends tomorrow, and they are already pulling pipes. Colby noted there was some interest in outside signage. Mark Johnson of Johnson Lettering wants the Bingo sign. Colby said if the Board is agreeable, O'Keefe can give Johnson a call to get the signs off the building before the demolition occurs. Amy Bush had also expressed a desire for one of the interior signs, but O'Keefe said Bush is no longer interested. O'Keefe said someone broke into a side door and stole some of the small air conditioners. Colby confirmed that there is nothing left that anyone cares about or expressed a desire for. O'Keefe said there is one big bench still upstairs on the property that will be removed for safe storage.

Ad for the Assessing Coordinator

Assessing Coordinator Amy Bush has informed the Board that she is resigning to take a new job out of state. Carlson said she would like to see a currently serving assessing coordinator involved in the interview process to help find the right person for the job. O'Keefe asked the Board if any of them would like to participate in the process and Carlson said she would like to do so. O'Keefe said he will ask Tax Collector Lori Belletete to participate as well.

Riley Conservation area report

Colby noted that having received a report from the Conservation Commission on the Riley Conservation Area, the report is dated July 6, 2012. Colby suggested the member of the Board review the report and get back with comments next week.

New Emails for Town of Swanzey Employees and volunteers

There was a brief discussion about using the new email system.

CONSENT AGENDA

Motion by Davis to approve the Consent Agenda, authorizing the chair to sign where necessary. Second by Colby. All were in favor. **Motion passed.**

- Event Permit #2013-19. Town of Swanzey Whitcomb Hall Committee – Silent auction on 7/20/2013 – 7/21/2013 at Town/SAU property during Old Home Day. No police services required.
- Event Permit #2013-20. Town of Swanzey Whitcomb Hall Committee – Chicken BBQ fundraiser on August 24, 2013 at Whitcomb Hall, 17 Main Street. No police services required.
- Raffle Permit #2013-23. Fast Friends Greyhound Rescue – raffle of snack tower with case of beer on July 1, 2013 at 12 West Swanzey Road.
- NHDOT Municipal Work Zone Agreement for State Proj. No. 12906, for bridge replacement on NH Route 10 over the Ashuelot River, and improvements to West Village Road.
- NHDOT Municipal Work Zone Agreement for State Proj. No. 23822, for road reclamation and paving on NH Route 10 from 1,400 feet north of Base Hill Road to 1,500 south of the Keene line.
- License to Sell Pistols and Revolvers (RSA 159:8). Lawrence P. Racine, 11 Suburban Acres.

ADJOURNMENT – **Motion** at 9:00 p.m. by Davis to adjourn the meeting, seconded by Colby. All were in favor. **Motion passed.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on June 25, 2013.