

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – April 22, 2014
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, Deborah J. Davis and Kenneth P. Colby, Jr. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 6:03 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Jonathan Hoden and Dan Coffman representing the Cal Ripken League, Health Officer BethAnne Tatro, Carpenter Home Administrator Dawn Rice, and Recreation Director Judy Bohannon.

MINUTES

- Regular meeting of April 15, 2014 – **motion** was made by Hutwelker to accept the regular meeting minutes of April 15, 2014 with change to page 1 to capitalize “West” in “West Swanzey” and on page 2 in 3rd paragraph to remove the statement “ Hutwelker thought there wasn’t enough money” because that did not reflect his views correctly. The motion was seconded by Davis and all were in favor. **Motion passed.**
- Non-Public meeting #1 of April 15, 2014 – **motion** by Davis to accept the non-public #1 meeting minutes of April 15, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**
- Non-Public meeting #2 of April 15, 2014 – **motion** by Davis to accept the non-public #2 meeting minutes of April 15, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**

NEW BUSINESS

Job Description – Emergency Medical Services Coordinator

The Board was asked to review and approve a proposed job description for the existing position of Fire Department EMS Coordinator, which is presently being advertised for a vacancy. Colby asked if the description had been approved by the Fire Chief and O’Keefe said it had.

Davis **moved** to approve the job description for the position of Emergency Medical Services Coordinator as presented. There was a second by Hutwelker. All were in favor. **Motion passed.**

OLD BUSINESS

Cal Ripken League use of Lane Field

The Board was asked to consider an agreement with the Cal Ripken League for use of the Lane Fields on South Road, and to include construction of new batting cages. An agreement was drafted for the first time for this use last year and was approved by the Board on July 16, 2013. Mr. Hoden and Mr. Coffman were in attendance at the meeting.

Hoden opened his presentation to the Board by saying that Swanzey Police Lieutenant Mark Chamberlin has a couple of folks who are on probation and need of community service work. Ripken asked the Board for permission to allow these folks on probation to do supervised painting of a building at Lane Fields. There was discussion about whether this would be limited to children, or would include adults as well.

Discussion occurred about construction of the two batting cages. Survey has been done and Hoden displayed a survey drawing of the proposed construction. Hoden said they are ready to begin construction. He noted that the project is almost entirely funded by the West Swanzey Athletic Association. Trees will come down and there will be at least a 1:3 grade slope to minimize erosion.

Bohannon said that her concern is to assure that once construction is completed there will be no erosion on the hill and no runoff into the neighbor's yard.

Colby noted that the annual agreement discussion will be kept separate and the focus at this time was the new construction and the proposed community service people who would be painting. Hutwelker asked about the balance of funding, and Hoden said it which will come from local families. There is a \$5,000 gap to be filled.

Motion was made by Hutwelker to approve the painting of a building at Lane Fields on South Road by youth on probation doing community service, subject to New Hampshire Municipal Association approval and contingent on appropriate Town insurance. The motion was seconded by Davis and all were in favor. **Motion passed.**

Hutwelker **moved** to approve the construction of batting cages (improvement of the South Road Lane Fields site) subject to the completion of at least a 1:3 graded slope on the hill which permits no erosion to a neighboring property. The motion was seconded by Davis and all were in favor. **Motion passed.**

Discussion on the agreement occurred. Hoden said the western side of Mill Lane should be posted for No Parking. O'Keefe said that there is supposed to be an ordinance for parking signs to make it enforceable. Hoden said he cleared some land on the east side of the road to make more room for cars and handmade signs were posted. This helped the parking situation considerably. Concern is that the signs are not legal. Colby asked O'Keefe to contact Director of Public Works Lee Dunham to discuss further.

Hutwelker asked about the term of the lease – covering more than just time on the ball-field and Hoden pointed out the extra time is needed to cover cleanup of the site after the games are over. The current version of the agreement has a number of changes to be considered. When a question arose regarding who signs the "Fields Use Agreement Release and Waiver of Liability and Indemnity Agreement", Hoden said the participant waivers are handled by the parents, who sign for their children. Hoden said that lawyers on both sides have examined the agreement. O'Keefe said the agreement is boiler plate to be used by multiple sports groups and at different locations.

Hoden noted that re-seeding needs to be done (hydro seeding) and is to be funded by Cal Ripken League in June. Surface maintenance is to be done by Cal Ripken League.

Hutwelker **moved** to approve the agreement between the Town and the Swanzey Cal Ripken League for the use of the Lane Fields Complex on South Road, to designate the Public Works Director as the Town's contact person for scheduling and other issues, and to authorize the Town Administrator to sign the agreement on behalf of the Town. The motion was seconded by Davis and all were in favor. **Motion passed.**

Sale of tax deeded properties

On March 18, 2014 the Board authorized advertisement for the sale of the following four properties acquired by the Town for non-payment of taxes last summer:

FORMER OWNER	LOCATION	MAP/LOT	MIN. SALE PRICE
Earle, Diane	79 S Winchester ST	72/63	\$ 45,700
Pratt Estate, Ruth E.	159 Cobble Hill RD	82/8	\$ 36,050
<i>Robinson, Jay</i>	<i>160 Goodell AV</i>	<i>25/13-5</i>	<i>\$ 53,000</i>
Whitten, Randy	Rabbit Hollow RD	66/4	\$ 8,900

The Board decided that due to an error in the Town Attorney’s October 28, 2013 notice to the former mortgagee regarding the former owner’s right of repurchase, and due to the potential for a cloud on the title, the property at **160 Goodell Avenue, Map 25, Lot 13-5 was pulled from the auction** and the sealed bids for the property were opened and then destroyed on recommendation of Town Counsel. The Board also decided that they would again offer the property for sale in the near future since a new notice was sent to both the former owner and former mortgagee on April 14, 2014. The Board asked O’Keefe to return the checks to the bidders notifying them that there will be an upcoming opportunity to re-bid on the property in the next month or so.

The Board opened sealed bids for the other properties in order of their listing above and reviewed the bid form and announced the bidder’s name and bid amount of each bid:

Bid for property at 79 S Winchester Street, Map 72, Lot 63

- None received

Bid for property at 159 Cobble Hill Road, Map 82, Lot 8

- Gary Phippard (CB98, LLC) \$37,555 – minimum bid was \$36,060

Bid for property at Rabbit Hollow Road, Map 66, Lot 4

- None Received

The Board then confirmed that the highest bid for a particular property included a bank treasurer’s check in the amount of \$1,000 for the property (payable to the Town of Swanzey) as a bid deposit, and proof of funding for the bid balance.

Hutwelker **moved** to accept the bid for acquisition of Town-owned property located at 159 Cobble Hill Rd, Map 82, Lot 8 from Gary Phippard (CB98, LLC) in the amount of \$ 37,555 subject to the addition of payment of a pro-rata share of 2014 real estate taxes computed as if the property were privately owned on April 1, 2014, and to authorize the Chair or the Town Administrator to execute any documents necessary to complete the sale of the property. Motion second by Davis and all were in favor. **Motion passed.**

Discussion occurred regarding how the minimum bid is determined. O’Keefe said the minimum bid includes taxes owed, legal and site security fees, and a statutory penalty of 15% of the assessed value of the property.

Hutwelker **moved** to request that O'Keefe review the values for the Winchester Street and Rabbit Hollow Road properties and return to the Board next week with new minimum price for the properties to be sold under tax deed. Second by Davis, and all were in favor. **Motion passed.**

Recreation for other sports

Resident Dan Coffman asked the Board to consider the role of the Swanzey Recreation Department to expand their sphere of influence beyond what is currently being done. Coffman said the Cal Ripken youth baseball league is well run, but there isn't a similar organization for soccer and basketball. Coffman said his concern is about the sports that are currently run by parents. The need is for leadership and if the Town managed these sports, consistency could be developed for funding and management. Coffman said he believes that organization in support of soccer and basketball doesn't belong in the schools. The soccer program is failing today and needs help with funding. The Cutler School basketball program has been on-going for a long time, but there is inconsistency in its success. Coffman said the problem is exclusion because there isn't good enough management to include all kids who want to play. Programs can be grown to include all kids who want to play given a consistent commitment and he is hoping that the Swanzey Recreation Department could provide that consistency.

O'Keefe noted that there is budget for a new part-time recreation program employee for the autumn. Coffman said he would be willing to help with planning, documentation, designing the program, etc. Bohannon said that she is willing to take on Pre-K through 6th grade but not the travel programs. Colby asked Coffman to prepare a presentation to the Board with a program plan and to work with Bohannon to develop that. Colby asked them to contact O'Keefe to get back on the agenda within a month.

General discussion of Health Officer matters

Health Officer BethAnne Tatro updated the Board on Health Officer matters concerning local homes. One house at 127 Old Homestead Avenue has had occupancy pulled due to uncleanliness and occupancy will not be allowed until the property is cleaned up. Trash is still on the property, as well as mattresses and other junk. Tatro said the Town will not be offering any more help to the owners since the Town provided help in the past without permanent results. Tatro said the soil may be contaminated and the water in the well may also be contaminated. She said that New Hampshire Department of Environmental Services (DES) staff member Dave Degler can investigate spillage and contamination of the soils and that she will follow up with him. The Board asked Tatro to convey to the Board any updates on her contact with DES.

Regarding the Coach House on NH Route 12, Tatro said the owner doesn't believe he needs to follow the rules. He needs to fix problems before renting property and he needs a permit to do the repairs, which he hasn't obtained as yet. Colby said that Tatro should get together with the Code Enforcement Officer so that a decision can be made as to action to take. Hutwelker suggested a Cease and Desist order. Davis suggested that perhaps the Police Department needs to get involved.

Tatro said another house at 27 Aylward Avenue, which is really a shed with shelter built around a camper, needs to be investigated since there are tires and trash there. Tatro said she needs an escort to visit the location. It was noted that the property may be going to tax deed for non-payment of tax, and is on the agenda for consideration for a tax payment agreement. Tatro said there is no heat, no water, no septic, no building, but acknowledged there is value in the land. O'Keefe suggested approaching the owner of the land for taxes and at the same time working with Code Enforcement to determine code compliance. It was noted that a camping vehicle being lived in cannot be on a property for more than two weeks. Tatro will send a letter to give the property owners two weeks to clean up the property.

She asked for the Town property sheets and O’Keefe said she can get them from Assessing Coordinator Coleen Birmingham. Colby suggested that the Code Enforcement Officer should be sent out to visit the property also.

Hutwelker asked about whether Tatro had visited a Hale Hill Road property in poor shape as well and Tatro said she had not.

Tatro left the meeting for a brief time and returned to show the Board a photo showing property that is being cleaned in front by tossing trash in the back of the property, which is not a valid cleanup. She also discussed Hale Hill Road further. Tatro mentioned that if the Town takes properties by tax deed and then sells those properties there should be warnings about the condition of the properties.

Eviction from tax deeded properties

On March 18, 2014 the Board was given information on eviction proceedings for the following two properties acquired for non-payment of tax in which there were still occupants. The Town owns the properties now and the occupants are therefore squatters.

FORMER OWNER	LOCATION	MAP/LOT	STATUS
Davis, William	147 Pine ST	57/119	Occupied
Ford, Richard & Grace	3 Fords RD	73/6	Occupied

Eviction notices were sent on March 3, 2014 requiring vacancy in 30 days from receipt of the notice. That period of time has run and it has been confirmed by the Police Department that the properties are still occupied. O’Keefe asked the Board to confirm that eviction proceedings should proceed. Hutwelker asked what amount of time would be involved, but no one knew what to expect. O’Keefe said the property on Fords Road is just a hovel and it’s on wetlands and they haven’t paid taxes in quite a few years.

Hutwelker **moved** to proceed with the eviction of occupants of Town-owned properties located at 147 Pine Street and 3 Fords Road, and direct the Town Attorney to take whatever legal actions are necessary to expedite this process. The motion was seconded by Davis and all were in favor. **Motion passed.**

Authorize expenditures – Carpenter Home

At the April 1, 2014 meeting, the Board discussed with Carpenter Home Administrator Dawn Rice several capital improvements for the Carpenter Home and asked her to come back to the Board with cost estimates.

Rice addressed the Board and passed out to them an estimate for the electric work for bathroom A from Record Electric, LLC of \$1,850. An earlier figure of \$1,325 was an estimate done by Facilities Manager, Francis Faulkner.

Estimates were submitted as follows:

1. Bathroom A – Convert room to a ADA-compliant Shower Room, with lavatory

Pinney Plumbing & Heating	2,924.00
Electrical materials & labor	1,850.00
<u>Town staff</u>	<u>6,871.50</u>
Total	\$11,645.50

2. Bathroom B – Remove shower and replace sink & lavatory	
Pinney Plumbing & Heating	1,350.00
<u>Materials & contingency</u>	<u>1,817.73</u>
Total	\$3,167.73
Subtotal 1 & 2	\$14,813.23
3. Patio Rug replacement – Remove rug, replace with commercial vinyl flooring	
Monadnock Flooring & Decorating	\$7,389.00
TOTAL 1, 2, & 3	\$22,202.23

Hutwelker **moved** to accept proposals of \$2,924 and \$1,350 from Pinney Plumbing & Heating, and \$1,850 from Record Electric for improvements to bathrooms, and a proposal of \$7,389 from Monadnock Flooring & Decorating Co., Inc. for flooring improvements, at the Carpenter Home in the Carpenter Home, and to authorize expenditures of up to \$14,850 from the unrestricted income of the George Whitcomb, Jr. – Carpenter Home Common Trust Fund for bathroom improvements, and up to \$7,400 from the Carpenter Home Expendable Trust Fund for flooring repairs, and to authorize the Carpenter Home Administrator to execute any documents necessary to advance these improvement projects. The motion was seconded by Davis and all were in favor. ***Motion passed.***

Carpenter Home Matters

Rice reported the LPN has left employment with the Home. She noted that an ad has run in the *Keene Sentinel* for LPN and LNA but felt concerned that it didn't say "Caregivers", and Caregivers can apply. Rice will work with Human Services and Resources Coordinator Edna Coates to make sure as many people interested in the jobs are aware of the openings. An LNA is a licensed person for caregiving. In Assisted Living facilities, LNAs have not been able to dispense medications; she said that that may be changing, provided there is training for them. Rice said that the Carpenter Home meets all the requirements from the State of New Hampshire. She mentioned a Bill being worked on at the State Legislature to allow for LNAs to dispense medications, but said that she didn't know if the Bill has passed yet, but the Board of Nursing has written up a Bill for "805" facilities. Carpenter Home is an "804" facility and Rice is certain that the 804 homes will follow suit.

Rice's last day is Sunday, and part of Monday, as she will be on temporary leave. Discussion occurred about the excessive overtime of the staff, and Rice mentioned that she was short on staff so others had to fill in as needed.

Hutwelker asked if there is someone to dispense medication – Rice said Donna Clark and Donna Allen can dispense the meds. Hutwelker asked for a contingency plan if neither Clark nor Allen is there to dispense. And Rice said she did have a contingency plan but it was not discussed further.

Rice said the Carpenter Home license renewal paperwork hasn't arrived yet. The license expires June 21, 2014 and the renewal paperwork is supposed to be done 120 days before the date of expiration. Rice said she felt certain the renewal would be handled in time.

Discussion occurred about what is needed for new hires. Rice said one LPN would be enough and two Caregivers to lower the overtime being worked. Colby stressed that the Carpenter Home needs three new people. One LNA and two Caregivers would work which would spread the work load out. Rice said that some of her employees have been there 8 or 9 years and some of them have been working 32 and 34 hours and it will be difficult to lower their hours to 29 hours so that the Town is not mandated to offer benefits.

O'Keefe said the Town has to offer insurance, but doesn't have to necessarily pay for it under new federal health care rules. Davis said she didn't think that the people already there would be affected. Colby said the business of part-timers working 29 hours or less applies to everyone in all departments. Carpenter Home has ten employees. Rice said that it is difficult to lower the hours for existing staff who have been working more than 29 hours steadily over the years. It was also mentioned that it is hard to get new staff because the Town doesn't give the staff any benefits. O'Keefe will check on the details of impacts of the Affordable Care Act for part-time employees.

Rice left the meeting at 7:55 p.m.

Tatro left the meeting at 8:04 p.m.

NEW BUSINESS

Payment arrangement – Charles & Martha Spears c/o Eugene & Effie Spears, 27 Aylward AV (Map 72, Lot(s) 108)

The Board was asked to consider a payment plan of \$300 per month for this property owner for delinquent taxes, interest and/or sewer fees (tax deed amount is approximately \$2,945). The property was reported by Health Officer Tatro to be in poor condition. Davis suggested that seeing as the property is in poor condition the Town should not make a payment arrangement with the owners. Hutwelker said he is in agreement with Davis. A decision was made by the Board to have the Code Enforcement Officer and the Health Officer visit the property. The Code Enforcement Officer can determine if the property is in compliance.

The Board declined to offer a payment arrangement for this property and asked O'Keefe to convey this decision to the property owners.

Department Head Monthly Report Boilerplate suggestion by Hutwelker

Hutwelker offered a boilerplate document for Department Heads monthly that he asked the Board to consider and review for discussion in the future.

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of Public Employee(s) – The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:17 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O'Keefe and Recording Secretary Bernard.

Motion was made by Davis to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. **Motion passed.** Non-public session ended at 8:19 p.m.

Motion was made by Davis to seal the minutes of the non-public session. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes.
Motion passed.

Non-public session(s) per RSA 91-A:3II(c), Reputation – Application(s) for Elderly and Disabled Tax Deferral. The Board was asked to consider in non-public session approval of a request for deferral for elderly & disabled per RSA 72:38-a.

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) , Reputation–**Application(s) for Elderly and Disabled Tax Deferral.** The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:20 p.m. ***Motion passed.*** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

Motion was made by Davis to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. ***Motion passed.*** Non-public session ended at 8:24 p.m.

Motion was made by Davis to seal the minutes of the non-public session. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes.
Motion passed.

Payment Arrangement for property on 296 Eaton Road

A May 2012 payment arrangement for property of 296 Eaton Road (Tax Map 49, Lot 3-2) for past due taxes was considered. It provides that unless tax lien on 2010 taxes was satisfied in full by April 13, 2013, the property was to be eligible for tax deeding, and O’Keefe reported that this was not done and that quite a bit of money was owed.

Colby suggested that the owner come in to explain to the Board why he cannot make tax payments and the Board agreed. O’Keefe will contact the owner of the property and invite him to attend a meeting with the Board.

Community Facilities Grant for Whitcomb Hall

Following up on the April 8, 2014 meeting, O’Keefe noted that Director of Planning and Community Development Sara Carbonneau had researched the possibility of applying for a Community Facilities Grant for help with renovating Whitcomb Hall. After consultation with the Rural Development and NH-DHR, she recommended that the Town not apply for the grant. Her analysis showed that the benefit would be minor and the paperwork would be substantial. In addition the Secretary of the Interior’s Standards for Rehabilitation would apply, which might be onerous to the Town. The Board agreed to bypass the Grant.

Town-owned property at 120 Pine Street

There was a brief discussion about the former owner of this recently-acquired property wishing to remove his possessions from this site. O’Keefe noted that he had removed some with Town staff in attendance and wished to do so again this coming Friday. There was no objection to this arrangement.

Timber Harvest

O'Keefe notified the Board that the timber harvest on the Mount Caesar/Carpenter Home property has been completed and the logging equipment has been removed. He also said the logging company will be returning to place more water bars on the access road. There was a brief discussion about removing any trees left on the ground at the Potash Bowl.

Business Operations Assessment

O'Keefe informed the Board that the business operations assessment would begin the following day with representatives of Municipal Resources Inc.

Board member review of personnel records.

Hutwelker said he would like to see more accountability on the part of Department Heads and to assist them in that outcome by giving them a format to use for reporting their goals and accomplishments. He felt that the quality of the presentation given by some Department Heads to the Board is not acceptable.

He also said he felt that the Selectmen are not sufficiently involved with Town Hall personnel, and are not sufficiently present at Town Hall. He stated that he was unaware that Human Services and Resources Coordinator Edna Coates was not a department head when he sought to meet with her.

He asked for an organizational chart because he said he does not know who reports to whom. O'Keefe said he would prepare an organizational flow chart as soon as possible.

Colby said he disagreed with Hutwelker regarding the presence at Town Hall of Selectmen and noted he spends a lot of time at Town Hall. Colby also said he doesn't like to micro-manage departments.

Colby said that O'Keefe is in charge of all Town Hall staff except for the Director of Planning and Community Development and the Code Enforcement Officer, and the Town Clerk who is elected. Colby said he wants to keep the Board purview at an overview level.

Hutwelker said he isn't suggesting micro-managing departments. He wants to know more about the financial aspects of the Town. Colby said that if Hutwelker sees an issue, he wants the Board to discuss it and Hutwelker should bring that issue to the Board for discussion.

Discussion occurred about rules of procedure for the Board of Selectmen.

The Board will review Hutwelker's proposed monthly report document distributed earlier and discuss it at a later date.

Davis recommended Selectmen classes for Hutwelker that might be helpful with Selectmen issues.

Tree Damage

The Board was told that realtor Susan Doyle said there is property in Keene which borders property belonging to Swanzey. On that Town property, trees are growing that have caused damage to someone's property who lives nearby in Keene. The Board suggested Director of Public Works Dunham be contacted to research the issue.

CONSENT AGENDA

Motion was made by Hutwelker to approve the Consent Agenda and authorizing the chair to sign where necessary. Second was made by Colby . All were in favor. **Motion passed.**

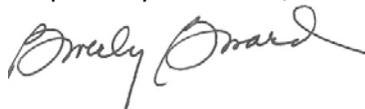
- Raffle Permit #2014-08. Monadnock Baseball – Raffle of tickets to a Red Sox game on 5/28/2014 at the Monadnock Regional High School.
- Raffle Permit #2014-09. Cast and Brass Antique Machinery Club – Assorted donated items on 8/3/2014 at the Cheshire Fairgrounds.
- Event Permit #2014-15. Old Homestead Garden Club – Plant Sale on 5/17/2014 at Town Hall/SAU gazebo. Note: No Police or Fire Department requirements.
- Notice of Intent to Cut Wood or Timber. Jacob E. Sirois, Map 23, Lot(s) 3.
- Land Use Change Tax. Arnie Filipi, Old Homestead Highway (Map 31, Lot(s) 26 & 27) – \$10,790.
- Land Use Change Tax. John & Tina Labarre, 945 Old Homestead Highway (Map 32, Lot 15) – \$1,920.
- U.S Department of Justice Equitable Sharing Agreement and Certification for Police Department forfeiture program.
- Personnel Action Report(s).

It was noted that the Selectmen will meet at 12:30 p.m. on Wednesday at April 30th, as part of the Business Operations Assessment.

ADJOURNMENT

Motion to adjourn was made by Davis, second by Hutwelker. **Motion passed.** Adjournment occurred at 9:00 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on April 29, 2014.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – April 22, 2014

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of Public Employee(s) – The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:17 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

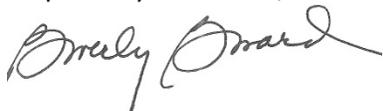
Ronald P. Bemis has been interviewed for the temporary full time seasonal position and has been recommended for employment in that position by Director of Public Works Lee Dunham. The position entails mowing.

The Board agreed to authorize the Town Administrator to make a conditional offer of temporary full time seasonal employment to Ronald P. Bemis at \$10.25 per hour and to sign the Personnel Action Report (PAR).

Motion was made by Davis to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. **Motion passed.** Non-public session ended at 8:19 p.m.

Motion was made by Davis to seal the minutes of the non-public session. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on April 29,2014.

These Minutes unsealed by the Board of Selectmen on March 10, 2015.