

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – June 3, 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 6:10 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Public Works Director Lee Dunham, Director of Planning and Community Development Sara Carbonneau, Planning Board Chair Glenn Page, Planning Board member Donald Skiba, Capital Improvements Program Committee Chair Dave Osgood.

MINUTES

- Regular meeting of May 20, 2014 – **motion** was made by Hutwelker to accept the regular meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Regular meeting of May 27, 2014 (continued to June 2, 2014) – **motion** by Hutwelker to defer the regular meeting minutes of May 27, 2014 to the next meeting. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of May 27, 2014 – **motion** by Davis to accept the non-public meeting #1 minutes of May 27, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-Public meeting #2 of May 27, 2014 – **motion** by Davis to accept the non-public meeting #2 minutes of May 27, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***

OLD BUSINESS

Main Street Reconstruction – Engineering services proposals

Dunham and Carbonneau initiated a discussion with the Board regarding the Main Street Reconstruction project. O’Keefe noted that the Town advertised a Request for Proposals (RFP) for engineering services on May 12, 2014 and received three proposals on May 20, 2014 from the following forms:

- DuBois & King, Inc. - \$ 72,200 and \$31,100 for construction monitoring
- Hoyle, Tanner & Assoc., Inc. – approximately \$75,000 and \$28,000 for construction monitoring
- SVE Associates - \$37,500 and \$7,500 for construction monitoring

Carbonneau noted that the Main Street Advisory Committee met on June 3, 2014 and at that meeting they agreed on a recommendation to the Board for selection of SVE Associates. SVE Associates is a Vermont firm with an office in Keene. A discussion was held about the bids and the fact that the construction monitoring services were separated out. It was noted that the \$37,500 specified by SVE Associates does not include survey costs.

A discussion then occurred regarding funding for the project. Dunham said that the funding could come from the Town Roads Rehabilitation and Reclamation Expendable Trust Fund. Davis asked Dunham about road reclamation projects that are scheduled for this year asking for assurance that there were

sufficient funds to cover both planned road reclamation projects and the Main Street reconstruction project. Carbonneau said that some of the funding may come from the West Swanzey Sidewalk Committee Fund. When asked about funding for the engineering work in the Public Works Department budget, Dunham said he doesn't have the money in the budget for that work. A discussion ensued regarding road reclamation funding for road projects already planned such as for Marcy Hill Road and Ash Hill Road.

Carbonneau said she has money in her budget as Director of Planning and Community Development for professional purposes and she felt that it would be appropriate to use some of that money for this project.

O'Keefe mentioned that the increase in the reclamation funds agreed to by the voters of the Town at this year's Town Meeting was to increase paving in response to the condition of the Town roads after the winter of 2013/2014. O'Keefe also mentioned that the Municipal Transportation Capital Reserve funded by the registration surcharge will be a possible source of funding for this project. Colby suggested that the figure from the registration surcharge may be close to \$50,000.

Hutwelker commented on the great difference between the bids saying that it didn't look like the bidders had bid on the same RFP. Hutwelker said he would be uncomfortable with spending money from the Road Reclamation Fund for engineering services instead of paving. Discussion occurred about work done in West Swanzey Main Street a number of years ago, but no one was sure what exactly was done.

Hutwelker asked why Dunham thought there was flexibility in the design and numbers. Dunham said there is a need to narrow down what needs to be done in survey work. He also mentioned that an unknown factor is what the public hearing might come up with. Dunham said that one controversial issue is parking around Whitcomb Hall. Colby agreed that parking does need to be addressed.

The Board agreed that the Committee picked the right firm and agreed to negotiate a contract with SVE Associates. But first, the Board will review a spending plan for the project. The Board requested that Rob Hitchcock meet with the Board in two weeks to discuss survey pricing.

Swanzey Water System Study Committee

Carbonneau discussed with the Board the recommendation of the Swanzey Planning Board that the Board appoint a committee to explore the possibility of purchasing the West Swanzey Water Company and determine whether or not purchasing the company makes good business sense. The Planning Board recommended the following membership: Glenn Page, Scott Self, Don Skiba, Sylvester Karasinski and Steve Bittel.

A review of the history of the study of the water system was discussed. Skiba shared some talking points with the Board. He said the problem is incipient, but not something that needs to be rushed into. He noted that the Public Utilities Commission information for the water system being discussed shows that the owners have no financial reserves to manage the system. There is also no profit built into the finances of the system, and he said it is doubtful that the owners could continue to get credit if they had a need for repairs. Skiba went on to say that at some point in time the water system will be a problem for the Town. He suggested that the Town spend time now to research and build a business case for operating the water system. A business case will prepare the Town to consider a purchase of the system

at the appropriate time. Being prepared with a business case provides the Town with the appropriate figures to negotiate a fair price with the owners. Skiba also mentioned development on State Route 10 and how dependent it is on water resources. He said what he is proposing is a contingency plan. Doing nothing until the Town is confronted with a water problem would be a mistake.

Davis said she totally agrees to Skiba's proposal and the idea makes sense. Carbonneau said that the Planning Board suggested membership on the committee and there was some concern about the availability of Bittel given his commitments for his personal business and on a variety of projects for the Town. Skiba said that while Bittel has a lot on his plate at the moment, he also recognizes the need for commercial growth in West Swanzey and may be willing to serve despite the hit on his time.

Page said an evaluation of the West Swanzey Water Company system was done in the past. He said the system is listed in the tax rolls under Homestead Woolen Mills. The evaluation at the time provided information such as the kinds of pipe in the ground and the theoretical capacity of the supply. Page also said that he thought the owners of the system do not want to be in the water business any longer.

Skiba said there is a proper time to make an offer; after the Town has the numbers it can negotiate from a position of strength. Hutwelker agreed as to what has to be done. The downside is that there may be no choice in the future. And the growth of West Swanzey will center on the availability of water. Skiba said that it may be an opportunity for the future.

Page said that to make the system viable for the long term, there has to be a storage tank, which would solve the problem for the Fire Department. He noted that \$1,500,000 was spent by the County to provide a storage tank.

Hutwelker said he is in support of the proposal and Davis said she agreed.

Motion was made by Hutwelker to appoint a Swanzey Water Study Committee with members Glenn Page, Scott Self, Don Skiba, Sylvester Karasinski and Steve Bittel. The motion was seconded by Davis and all were in favor. ***Motion passed.***

Skiba and Page left at 6:55 p.m.

Cresson Bridge Fire Suppression Project

Public Works Director Lee Dunham joined the meeting to discuss the closing of the Cresson Bridge for a month during construction of the fire suppression project. Discussion occurred regarding the costs; the lone contractor who bid on the project, Hansen Construction, bid \$129,600, which was above the engineering estimate. Davis asked if the Town might put the request out to bid again. Hutwelker said that it is worth re-bidding.

Colby said that the Town needs to find out about funding from the State of New Hampshire. He said the Town needs to know that if it does not take the funds available now, is the Town in jeopardy of losing the funds entirely. Dunham said he would research that with the State of New Hampshire

There was a brief discussion regarding stop signs on the Cresson Bridge. The stop sign is currently at the west end of the bridge because when coming to the bridge from the west, drivers cannot see oncoming traffic without first stopping.

Bells of Whitcomb Hall

Carbonneau began a discussion with the Board regarding a letter dated May 19, 2014 from Susan Karalekas, Innkeeper of The Bridges Inn at Whitcomb House, located in West Swanzey, near to Whitcomb Hall. That letter was in regard to clock chimes from Whitcomb Hall disturbing the sleep of guests at her Bed and Breakfast Inn. Carbonneau noted that it was the decision of the Board to seek comment from the Whitcomb Hall Committee on the matter. She said the Committee met on May 28, 2014 to discuss this and after careful consideration it was the Committee's recommendation to the Board that it make no change to the ringing of the clock tower chimes.

A discussion continued on the chiming of the clock: one chime for each hour on the hour and one chime at each half hour. A number of local residents were consulted and they stated they are accustomed to the bells. Carbonneau said the Committee came up with some suggestions regarding changes the Innkeeper might make to minimize the impact of the chimes on her guests. Carbonneau mentioned that in sixteen years no other complaints have been made to her about the chimes at Whitcomb Hall.

A discussion was held regarding whether or not the chimes can be turned off at certain hours or muffled. It was determined that there is the ability to shut off the clock chimes entirely, but they cannot be turned off intermittently or muffled. Dunham said that if someone who was well versed with clock works might be able to figure out how to muffle the sound but to tinker with a one hundred year old timepiece is not an easy task. Historically the clock was put in by funds provided by the West Swanzey residents.

Colby said that the Whitcomb Hall Committee has made its recommendation, and therefore the Board agrees to respond back to the letter of Karalekas with a review of the history of the clock which has existed since 1915 and indicate why it cannot be turned off overnight. The Board will advise the Innkeeper that their response is based on a recommendation from the Whitcomb Hall Committee that the clock remain as it currently is due to its historical significance and they asked O'Keefe to write the letter for the Board to sign.

West Swanzey Riverside Park

Carbonneau and Dunham began a discussion with the Board regarding the proposed design for the West Swanzey Riverside Park on Main Street, which was acquired last year from the West Swanzey Athletic Association. Carbonneau spoke about the sketch and said that the recommendation from a variety of committees was that the park be done in stages. She noted that residents reported to her that they want to see the jersey barriers gone and they want to see seeding, grading, and picnic tables.

A discussion ensued regarding the need for fencing along the street side of the park. Dunham suggested talking to resident Scott Self about a black wrought iron fence. It was agreed that the site should also be free of the chain link fence that is currently in place. Davis agreed that it is worth asking Self about fencing and Colby agreed. Osgood noted that wrought iron needs to be painted.

Dunham said his department can remove the excess pavement fairly quickly. Colby said the Town has to keep working on the park to keep people's interest. Colby asked Dunham how much time he has to get the work done. Dunham said it would take a couple of weeks and that he could fit it in without short-changing other tasks. Colby asked Dunham to speak to Jeff Goller, who has worked on the design for the park, before proceeding.

Colby raised the issue of lawn maintenance around a planned terrace at the southwest end of the property and Dunham said that the terrace would not prevent regular lawn maintenance. Colby suggested approaching citizens of the town for donations of trees. Colby suggested granite benches would be a good long term investment. Picnic benches would have to be secured.

Dunham asked Carbonneau about whether a shoreline permit would be required and she said she would contact New Hampshire Department of Environmental Services (DES) about it. Colby asked about the funding that the Town has to work with for this project, and it was agreed that O'Keefe and Carbonneau would work on this and report back to the Board. Colby also asked when Fire Chief Skantz is going to paint the hydrants. O'Keefe said he sent a note to Skantz last week and it will be done within a couple of weeks.

Colby asked Dunham to get as much work done as he can accomplish without short-changing the rest of his tasks.

Carbonneau commented that the building next to the park is vacant and said that the property would be a nice adjunct piece to the park. Carbonneau wanted to know if the Board was interested. Colby said that it would be a nice addition, but it depends on the price. Hutwelker said that he thought it worth looking into it. Carbonneau said she is willing to do the legwork. The Board is interested, but they need to know what the cost would be. Carbonneau will follow-up.

Ash Hill Trimming

Hutwelker asked Dunham about the Ash Hill Road tree trimming and when the Board might expect that work to be completed. Dunham said he would get a time frame and cost for that work to the Board.

Striping Machine Update

Hutwelker asked for an update on status of purchase of a striping machine. Dunham never came in and asked for one. Dunham said he is pressed for space now and didn't see that buying a machine that was only used for a week or two out of the year was cost effective. He said the contractor hired to do the job does it at a reasonable cost and very quickly and professionally. Hutwelker agreed that buying a striping machine does not sound like a cost effective purchase. Carbonneau asked about liability for accidental paint on cars during road application and in the discussion it was determined that the contractor would be liable for damage to cars, not the Town.

A brief discussion occurred about the state of the asphalt on the roads.

Hale Hill Road Culvert

Dunham raised the issue of Falls Brook (near Route 32) on Hale Hill Road where there is a 72 inch steel culvert. He said there is a possibility of funding to help replace it. Applicable stream crossing rules mean that it could end up being a bridge. Aquatic Resource Mitigation (ARM) funds will be paying for the work. The Town is being asked for some in-kind work and perhaps \$15,000. The ARM funds are getting some money from the City of Keene, New Hampshire.

Off-premise Sign Enforcement Policy

The Board was asked to provide direction on enforcement of off-premise signs, which are not permitted under the Town Zoning Ordinances. Carbonneau asked the Board for guidance as to what level of enforcement should be directed at this issue given existing staffing. She said that the owner of a new

business has posted an off-premise sign at the end of Massey Hill Road at Flat Roof Hill Road that does not meet the Town's Zoning Ordinance. It is not permitted under the regulations. Carbonneau said there has been a complaint to the Town about the sign.

Hutwelker noted that other towns also do not permit off-premise signs. Carbonneau will investigate how other communities are handling this issue and then inform the Board. She will return in a couple of weeks with what she learns.

New Code Enforcement Officer

Carbonneau said the new Code Enforcement Officer, Mike Jasmin, is doing very well and she is pleased with his work. She reported that Dollar General received a Certificate of Occupancy (C.O.) on Saturday afternoon following some last minute compliance issues. This was one of the first projects for Jasmin to handle. Carbonneau noted that the construction on the Dollar General building was well done. When asked about a problematic light pole, she said it had been fixed this morning.

Carbonneau noted that she will be out of the office Wednesday, June 4, 2014 at noon and be back on Monday, June 9, 2014.

Carbonneau and Dunham left the meeting at 7:57 p.m.

Non-public session(s) per RSA 91-A:3II(d), Acquisition and Sale of Real or Personal Property

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Acquisition and Sale of Real or Personal Property. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:00 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, Chairman of the Capital Improvements Program Committee (CIP) Dave Osgood and Recording Secretary Beverly 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 8:49 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.**

Osgood left at 8:50 p.m.

List of Properties Subject to Tax Deed

The Board reviewed a list of properties subject to tax deed. They eliminated those who are current in their tax agreements with the Town. Two bankruptcies will also be taken off the list. O'Keefe will re-work the list and return to the Board with a revised list next week.

Storage of Town Hall documents, etc.

O'Keefe informed the Board that he has visited the Grange Hall with Facilities Manager Francis Faulkner to determine if there is room there for temporary storage and there is some space available, which can

be secured within the building with little effort. He noted a visit to Whitcomb Hall for this purpose was also conducted. He also noted that the records storage facility owned and operated by the City of Keene, New Hampshire should be considered for long-term storage needs. O'Keefe said that he visited the City of Keene storage facility with Town Clerk Donna Munson and it appears to be well managed.

The Board considered the proposal from the City of Keene: cost is \$47.70/month for 112 cubic feet of storage space (about 110 boxes) plus retrieval and refiling costs of \$2.25 as necessary. O'Keefe recommended pursuing this arrangement and asked the Board to authorize his continued efforts in this direction with the City of Keene.

The Grange was again considered but O'Keefe felt that Whitcomb Hall was a better option for temporary storage than the Grange because there is more control at Whitcomb Hall.

Hutwelker asked about the types of records that need storage. O'Keefe mentioned payroll records, election returns, and other materials. Hutwelker asked why use the City of Keene facility at all instead of keeping everything at Whitcomb Hall. O'Keefe said there is no fire suppression at Whitcomb Hall. Security and fire suppression is better at the City of Keene facility. O'Keefe noted that any materials regarding current activity would remain at Town Hall for ease of access. Materials associated with former employees can be stored without need for easy access. He noted that the managers at the City of Keene facility will also deliver materials upon request and do so inexpensively. He said that Personnel records must be kept for fifty years. He recommended use of Whitcomb Hall for temporary storage of approximately two months.

Colby mentioned the need to remove materials from the attic of Town Hall because of cracks in the roof trusses. O'Keefe said the staff could begin moving materials as soon as the Board decides where to store the materials. O'Keefe said he would like to work with Town Hall staff to go through the boxes removed from the attic. Colby said that the Keene warehouse is the best alternative for a more permanent solution. It is cheap and secure.

Next step is to get an engineer to design a fix for the roof trusses.

Colby mentioned that it is not a good idea to occupy too much space at Whitcomb Hall while they are trying to renovate the building. The Fire Department had to remove materials from Whitcomb Hall and it would be unwise to leave materials there for any length of time.

The Board agreed to move Town Hall attic materials to Whitcomb Hall for temporary storage and authorize O'Keefe to work toward solidifying an arrangement with the City of Keene for use of their storage facility on a more permanent basis.

NEW BUSINESS

Monadnock Regional School District (MRSD) Budget Committee Appointments

Discussion was held regarding a letter from MRSD Superintendent Leo Corriveau, on behalf of the School Board and Budget Committee, requesting that the Board make appointments to fill the two Swanzev vacancies on the Budget Committee.

O'Keefe recommended that the Town post notice of the vacancies and then the Board make a decision on the appointment based upon requests received. He also noted that a request for appointment has already been received by Dan Coffman of Talbot Hill Road. The Board agreed to do so.

Motion by Hutwelker to appoint Dan Coffman to School Administrative Unit (SAU) 93 Budget Committee, second by Davis, no further discussion and all were in favor. **Motion passed.** O'Keefe will inform Coffman and post for the second opening.

Accept Unanticipated Funds per RSA 31:95-b

The Board was asked to accept funds as follows as donations to Whitcomb Hall:

- \$500.00 from Ladies Aid, Attn: Mary Faulkner

Hutwelker **moved** to accept the funds as listed and to remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted Fund trust account. There was a second to the motion by Davis and no further discussion. **Motion passed.**

There was a brief discussion about limits on donations and the rules governing them. O'Keefe said that if the donation reaches \$5,000, acceptance has to go to Public Hearing. Money can be donated anonymously.

Personnel Committee Update

The Board questioned whether the Personnel Committee has met yet and they were informed by O'Keefe that a meeting is planned for next Wednesday, June 11, 2014. (Revision – meeting is scheduled for June 18, 2014)

Safford Drive Project Update

O'Keefe informed the Board that Town Counsel Gary Kinyon has sent appropriate paperwork to all the parties involved in the Safford Drive project and the closing is expected early next week. There is a need for banks to release mortgages from several different private mortgages. Title work is completed. The attorneys for the various parties involved have all the appropriate paperwork.

Update on Carpenter Home Logging

O'Keefe informed the Board that the logging project at the Carpenter Home property is in final stages of clean-up. The logging road and landing area are being smoothed out and other minor tasks are being completed. Cashing out of project will occur next month. Colby asked about the area near the Carpenter Home which is not yet cleaned up. O'Keefe said he would check with Dunham about that section of the logging work.

CONSENT AGENDA

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

- Certification of Yield Taxes Assessed and Yield Tax Levy. Marshall Barrett, Jr., Map 81, Lot(s) 14 & 17; Map 82, Lot(s) 6; Map 83, Lot(s) 1 – \$4,086.86.
- Certification of Yield Taxes Assessed and Yield Tax Levy. Victoria Reck Ames, Map 31, Lot(s) 20; Map 31, Lot(s) 22 – \$331.05.

- Certification of Yield Taxes Assessed and Yield Tax Levy. Theresa DiLuzio & Nancy Carlson, Map 87, Lot(s) 5 & 5-2 – \$796.34.
- Notice of Intent to Cut Wood or Timber. Theresa DiLuzio & Nancy Carlson, Map 87, Lot(s) 5 & 5-2.

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Davis. All were in favor. **Motion passed.**

Adjournment occurred at 9:16 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on June 10, 2014

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – June 3, 2014

Non-public session(s) per RSA 91-A:3II(d), Acquisition and Sale of Real or Personal Property

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Acquisition and Sale of Real or Personal Property. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:00 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, Chairman of the Capital Improvements Program Committee (CIP) Dave Osgood and Recording Secretary Beverly Bernard.

Osgood reported that the Hanrahan property at 662 Old Homestead Highway is off the table since the family does not want to see the house torn down. He also reported that the property across the street from Hanrahan is being offered for sale. The property for sale is located at 653 Old Homestead Highway. It consists of three acres and the owner is asking for \$376,000. He mentioned a number of residents who had spoken to each other regarding the availability of property for sale and who had reported to Osgood the results of those conversations.

Hutwelker asked about how the folks involved got talking to each other. How were they approached to find out that the Hanrahan family member didn’t want the house torn down? Hutwelker said that the right introductions need to be made and getting others involved was perhaps improper. He stressed the importance of a strategic approach in pursuit of acquisition of property. O’Keefe noted that the CIP Committee charged the Chair to follow up on talking to the appropriate people. Hutwelker said he feels that the Town needs to have a better strategy.

A discussion occurred regarding the Board’s plan to meet with Monadnock Regional School District (MRSD) Committee members. Discussion also occurred about the history of the Wilcox building and how the opportunity to buy that building fell apart. Osgood noted that since the CIP Committee has been formed, everyone has tipped-toed around mentioning the Wilcox building. Davis said that years ago the Select Board at the time made a demand about the Wilcox property which generated ill will between the MRSD and the Town. Osgood said that the CIP Committee is trying to come to a solution that can be taken to residents and have hope of approval.

Hutwelker said that he thinks the Board should be working with the CIP Committee. Hutwelker said that it doesn’t make sense not to have a plan that hasn’t been approved. O’Keefe pointed out that there are few properties that can be looked at, and the Committee was trying to be careful about which properties are being considered. Davis said that there is a design for what the Town needs, but there isn’t any property that is feasible to the design. Davis said she feels frustrated because there is no guarantee of available land. O’Keefe said the program has not been finalized, and the land somewhat dictates what can be done with the design.

Discussion occurred about where the fire station should be located. It was noted that given input from the Fire Department staff and call response data, the center of town where it is today is the best possible location. Davis pointed out that any choice made by the Board for the Fire Department will be complained about by some residents of the town.

It was noted that the plan is for the Board to talk to the Swanzey representatives to the MRSD School Board. Hutwelker said that there are fences to mend. Hutwelker wanted to know which project is number one. Hutwelker asked why the need for so much land for a fire station. The response is that there is a need for a septic system, a water supply and parking. Osgood pointed out the architects hired by the Town are supposed to determine the buildings and the land requirement. Osgood mentioned that one possibility is the Homestead Woolen Mill. Osgood pointed out that this work is not easy.

Hutwelker said the need is to simplify the process as much as possible. Discussion occurred about how the Town manages acquiring property. Davis said that the Board needs to understand what the justification is for the school district to keep the Wilcox building. She said the Swanzey representatives on the MRSD School Board should be able to provide that information to the Board.

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 8:49 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,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on June 10, 2014

These Minutes unsealed by the Board of Selectmen on March 24, 2015.