

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 2, 2014 (PM)
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 6:02 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Steve Bittel, Revenue Development District Advisory Board, Ted Fellows, P.E, Structural Engineer, Department of Public Works (DPW) Director Lee Dunham, Police Chief Tom DeAngelis, Emergency Management Director Bruce Bohannon, Planning Board Chair Glen Page and Residents Sandi Page, Rebecca Hays, Michael Goldschmidt.

MINUTES

- Consideration of the regular meeting minutes of August 19, 2014 was deferred until next meeting.
- Regular meeting of August 22, 2014 – **motion** by Davis to accept the regular meeting minutes of August 22, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of August 19, 2014 – **motion** by Davis to accept the non-public meeting #1 of August 19, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-public meeting #2 of August 19, 2014 – **motion** by Davis to accept the non-public meeting #2 of August 19, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-public meeting #3 of August 19, 2015 – **motion** by Davis to accept the non-public meeting #3 of August 19, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

OLD BUSINESS

Bonding of Safford Drive project

Revenue Development District Advisory Board member Steve Bittel sought bond proposals for the Safford Drive project and only received one: from TD Bank, N.A. The final rate will float until fixed three days prior to delivery/settlement, under current market conditions. According to Bittel no other bank would provide a quote for longer than ten years. The banks contacted were: Citizens Bank, Connecticut River/Mascoma Bank (both primary Town/Trustee depository institutions), Lake Sunapee Bank, Bank of NH, and Northway Bank.

Both Bittel and Page updated the Board on the Safford Drive project. Page spoke about the contractor’s work and said there are three phases to be done; they are finishing up phase one at this point. He also said the contractor is working on the drainage system. There was a discussion about how roadbed is constructed. Page said that he believed that the planned contingency dollars could be safely decreased.

Bittel discussed the rate from TD Bank and the Board reviewed a Term Sheet regarding the terms of the bond. He noted that \$158,000 is the new contingency number, a significant reduction. Bittel said given that reduction, the bond would be down to \$2,000,000 for an even 13 years. The interest rate would be 3.05% under general obligation bonds – Swanzey has typical single A credit which would be about 3.60%. This means that the TD Bank rate is a good one for the Town. Whatever is the rate within 3 days within closing is the final rate. A brief discussion occurred regarding the next invoicing payment period for the construction work and O’Keefe said the next billing has 30 days to pay.

Davis **moved** to accept the bonding proposal from TD Bank, N.A for \$2,000,000 at 3.15% (or less) for 13 years for the Safford Drive improvements project, subject to final documentation and credit approval, and to authorize the Chair to sign the documentation. There was a second by Hutwelker. No further discussion. All were in favor. **Motion passed.**

Bittel spoke about the tax increments expected next year which might be less given the reduced assessed values derived from the Town-wide re valuation.

The Board then reviewed and executed a resolution prepared by Bond Counsel providing as follows:

1. That the Town hereby authorizes the sale of the Bonds to the Bank in accordance with the terms of the Term Sheet;
2. That the Town’s Selectboard Chairman is hereby authorized to sign the Term Sheet on behalf of the Town evidencing the Town’s acceptance of the terms set forth therein;
3. That the execution of Bonds and other documents relating to the issuance thereof on behalf of the Town by its Treasurer and at least a majority of its Board of Selectmen, or as otherwise required by bond counsel or New Hampshire law is hereby authorized; and
4. That all other actions heretofore taken by the Town consistent with the foregoing are hereby ratified and confirmed.

Bittel also spoke about the bonds to be paid monthly – principal plus interest. He noted that the bank wants the Town to open an account so they can direct charge. Bittel suggested sitting down with the Treasurer and the Bookkeeper and the Town Administrator to review the process for making payments. The Board agreed. Chairman Colby signed the Term Sheet on behalf of the Board. Page and Bittel and Sandi Page left at 6:24 p.m.

Meet with engineer regarding Town Hall roof structure

Engineer Thayer (Ted) Fellows met with the Board to discuss repair or replacement of the trusses for the roof at Town Hall, which has been determined to be unsafe. There was a long discussion on how to handle the failing trusses while considering the future of the building. Fellows suggested that any snow on the roof should be cleaned off and that there be no storage in the attic. He also said that there shouldn’t be insulation in the roof because heat loss from the building helps remove snow from the roof. Fellows said that it needs to be determined as to how the building will be used before he can design a fix.

Discussion was held regarding a heavy snowfall on the slate roof and the safety of visitors and the employees who work at Town Hall. Fellows said that the snow should slide off a slate roof. Fellows said that staff may have to pull snow off the roof when there is a heavy snowfall. Fellows said that the load

is calculated based on the importance of the use of a building. Hutwelker noted that the Town has already removed the storage in the attic and given the slate roof will shed snow the Town has time to consider use of the building for the future. Fellows noted that the space inside Town Hall cannot be reconfigured with the roof and trusses as they are today since some of the partitions are load-bearing walls.

There was discussion about a ballpark figure for a new roof. O'Keefe referred to a 2013 report from DuBois & King, Inc. that noted reinforcing the roof would cost about \$25,000 to \$30,000. Colby also noted that there are life-safety issues that would also have to be addressed in the building. Discussion occurred that it would cost a lot more than \$25,000 money to fix up the building, maybe ten times that amount. Colby said it is a relief to the Board that there is some time – something has to be done, but not done immediately. But Fellows said the Town doesn't have an indefinite amount of time and needs to address it as soon as there are plans for the future of the building.

Hays asked about seeing light to the outside from the attic. Fellows said there may be places you can see light but the heat loss is helping to keep snow off the roof. The Board thanked Fellows and he left at 6:51 p.m.

NEW BUSINESS

Christian Hill Bridge closure

On August 25, 2014 the Town was notified by the New Hampshire Department of Transportation (NHDOT) of a critical deficiency involving the Christian Hill Road Bridge over the rail trail right-of-way in West Swanzey for which the NHDOT stated that there is no remaining safe calculated live load capacity and requiring posting of "Bridge Closed" and eventual barricading of the bridge. DPW Director immediately arranged for closure of the bridge and NHDOT and the Selectboard was duly notified of this. It was noted that detours are available by way of North Grove Street and South Grove Street.

Dunham met with the Board to discuss the closing and long-term plans for the bridge. It was noted by NHDOT that complete replacement or extensive rehabilitation was necessary for the bridge to carry all legal loads and the estimate for replacing the bridge is very high. Dunham said the bridge is part of the NH Rail Trail system and there are restrictions on what can be done. He suggested that one consideration would be to remove the bridge and bring up the rail trail to level with the road. Hutwelker asked about leaving it the way it is. Dunham said the only thing adverse to that would be public opinion. It was noted there is a way to get around the bridge without too much difficulty. Dunham noted that some trucks were previously using the bridge despite its load imitations, but fire trucks were not. Dunham said he is okay with having the bridge closed for now. The Board agreed. Dunham also mentioned the Rabbit Hollow Road Bridge being in more critical need of repair.

Main Street pump house electrical issues

Dunham next discussed electrical issues at the Main Street pump house by the Thompson Covered Bridge with the Board. He said the system is not useable right now; the Town is not running the pump. United States Geological Survey (USGS) is the only party using the system for its weather station gauges. Dunham suggested the USGS could run their gauges on solar power. Dunham said that the Town might go to lower electrical service at about \$13 per month. Currently the bill for electrical service at the building has been about \$30 per month. O'Keefe questioned why the Town is paying the electric bill for the USGS. The Board agreed to have Dunham look into the feasibility of USGS converting to a solar panel. The building is about 10 X 14 feet and looks to need a new roof or roof repairs.

Facilities Maintenance Supervisor position

Dunham continued his discussion with the Board regarding the work he has been doing with Human Services and Resources Coordinator Edna Coates on revisions to the Job Description, which are being considered by the Board. Hutwelker asked if there was another way to provide the same services and save the funds. He asked if someone could be appointed sexton or have Parks and Recreation supervise some of the activity or add it to Code Enforcement Officer responsibilities. Hutwelker asked Dunham if spending \$55,000 might be more creatively spent.

Dunham spoke about needing that extra person to plow and to handle cemetery mowing. He noted that most of the Town's buildings have issues and therefore the Facilities Maintenance Supervisor has been utilized to address those issues. Hutwelker spoke about the disregard of input from the Facilities Maintenance Supervisor which was for bathroom improvement work to be done at the Carpenter Home. Hutwelker said he thought this work had to be done because of safety issues but it has not been done. Dunham explained that the Facilities Maintenance Supervisor gave his notice and things didn't get done that were supposed to get done.

Discussion was held with Dunham about prioritizing jobs, and Dunham said that the jobs were supposed to be small jobs. Hutwelker suggested that a supervisor should not be doing small jobs. Colby suggested that the position is supposed to cover a lot of bases around Town. Dunham agreed he needs someone to do the jobs that need to be done. Colby asked if there might be someone already on staff who could take over the job. Davis pointed out that it is important to have someone who understands what can be done in house and what needs to be hired out. She said the position freed up Dunham from having to manage the cemetery responsibilities. Dunham provided a bit of history of the work for the cemetery and spoke about adding plowing to the job description as time went by.

Hutwelker said he is going to vote against the new description because he doesn't agree with the job description. He said he feels that the job clearly needs a full time person. Davis noted that if you split up the work, then you end up paying more. Dunham said the Facilities person had been doing more at the Carpenter Home. Discussion occurred about shoveling the library walks which wasn't done in the past and whose responsibility that should be. Colby suggested setting aside some time to figure out what the position should be. The Board agreed.

Cresson Bridge Closure

Dunham said the Cresson Bridge will again need to be closed for a day to fix a leak in the new fire suppression system. He suggested closing the bridge next Tuesday from 9 a.m. to 6 p.m. but the Board recommended that he find another date since that is the date of the primary election. Dunham agreed to attempt to find another date. Dunham left the meeting at 7:33 p.m.

Authorize Expenditure – Police Department

Police Chief Tom DeAngelis met with the Board to discuss replacing the roof at the Police Station. He mentioned that he could get away with only replacing the back side of the roof, as that is where this is most wear. The Board agreed. Colby asked DeAngelis to get quotes for replacing just the backside of the roof. Hutwelker suggested that architectural shingles will lay faster. DeAngelis agreed to get three new bids.

Police Department staffing requests

Chief DeAngelis met with the Board to discuss rehiring the position soon to be vacated by Officer O'Connor, as well as the hiring of a new position of part-time Administrative Assistant in anticipation of the retirement of Office Manager Martha Waters. The 2014 budget for the latter position is \$4,680 (26

weeks X 15 hours/week X \$12/hour). The Board agreed that DeAngelis move ahead to advertise and seek candidates, working with the Human Services and Resources Coordinator. DeAngelis left at 7:39 p.m.

Emergency Management Ordinance

Emergency Management Director Bruce Bohannon met with the Board to discuss drafting and adoption of an Emergency Management Ordinance document template. A boilerplate ordinance prepared by Primex was included in the meeting packet for review by the Board. Bohannon suggested that the Town could either do nothing or adopt the "light" version, and work on a lengthier one over time. The ordinance allows the Town to spend money outside the regular budget should there be an emergency event.

Bohannon said there probably should be a public hearing and a lawyer should take a look at the document. O'Keefe suggested that an ordinance may need a Town Meeting vote. The Board agreed to adopt the light version, and to work on a more complex version. Some discussion was held regarding New Hampshire Department of Revenue Administration (DRA) being involved. O'Keefe said that spending unbudgeted money must go to DRA to approve withdrawal from unrestricted funds. The Board agreed that Bohannon include the short document in his emergency operations plan.

Bohannon then noted that the entire Emergency Operations Plan will be laid out for review on September 15, 2014 at 10:00 a.m. at the Police Station. And he will ask to be on the Board's agenda for September 23, 2014. Bohannon left at 7:48 p.m.

Home Occupation – James T. Vitous, 152 Talbot Hill RD (Map 43, Lot 1-9) – after OSC

An application for Home Occupation was submitted for the subject property to establish a sign-making business in a building accessory to a residence. The total area of Home Occupation is no greater than 300 square feet according to the application. According to the Site Plan Regulation the Board must determine if a proposed use is qualified as a Home Occupation. The garage will be built. Davis said that the Board only determines if the request meets the requirements for a home occupation and then the Planning Board reviews it and acts on it. Davis asked about noise and odor of paint – how close are neighbors and would that would be offensive.

Davis **moved** to qualify as a Home Occupation the proposed use of a portion of a proposed accessory garage structure at 152 Talbot Hill Road (Map 43, Lot 1-9) as a sign-making business, subject to Planning Board review, all limitations specified in the application, and continued compliance with all applicable provisions of the Town Zoning ordinance, and furthermore to authorize the Chairperson to execute any necessary documentation on behalf of the Board related to this decision. There was a second by Colby and Hutwelker abstained. No further discussion. Two were in favor and one abstained. **Motion passed.**

Open Space Committee improvements to Honey Hill Trail

The Board discussed a request from the Open Space Committee to place branches and rocks in a wet area at the beginning of the Honey Hill Trail in order to better accommodate a public hike they are sponsoring on September 29, 2014.

Motion to approve the request of the Open Space Committee for permission to place branches and rocks in a wet area at the beginning of the Honey Hill Trail on Town land by Hutwelker, second by Davis, and all were in favor. **Motion passed.**

OTHER BUSINESS

Designate voting delegate for NHMA Legislative Policy Conference

The Board was asked to appoint a representative to attend the NH Municipal Association's 2015-2016 Legislative Policy Conference on September 9, 2014 at 9:00 p.m. in Concord, New Hampshire.

Davis **moved** to designate Town Administrator Shane O'Keefe as the Town's official voting delegate at the New Hampshire Municipal Association 2015-2016 Legislative Policy Conference. There was a second by Hutwelker and no further discussion. All were in favor and the ***motion passed.***

Accept unanticipated funds per RSA 31:95-b

The Board was asked to accept funds as follows, totaling \$25, as donations to the Swanzey Fire/Rescue Tools & Equipment Non-Restricted Fund trust account:

- \$25.00 from Alice Burrows

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 Swanzey Fire/Rescue Tools & Equipment Non-Restricted Fund trust account. There was a second by Davis and no further discussion. All were in favor and the ***motion passed.***

Accept unanticipated funds per RSA 31:95-b

The Board was asked to accept funds as follows, totaling \$3,189.71, as donations to Whitcomb Hall:

- \$2,500.00 from Jacqueline Gomarlo Bevins
- \$200.00 from Steve and Therese Stepanuck
- \$100.00 from Top Quality Care and Maintenance
- \$235.71 from calendar sales
- \$154.00 from ice cream sales

Davis **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 by Hutwelker and no further discussion. All were in favor and the ***motion passed.***

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:01 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, Police Chief Tom DeAngelis and Recording Secretary Beverly Bernard.

Motion was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. ***Motion passed.*** Non-public session ended at 8:09 p.m.

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

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:10 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 Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:39 p.m.

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

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:40 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 8:44 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(a), Personnel Matter(s)

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:45 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 Hutwelker to leave non-public session and return to public session. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:47 p.m.

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

Selectmen attendance at primary election on September 9, 2014

Discussion occurred about the upcoming primary election and attendance required for Selectmen. It was noted that the requirement for a Selectman to be present has to do with a requirement for a voter photo ID. If the voter does not have a photo ID then the Selectmen have a form that they can fill out to allow the voter to vote immediately. Davis will take the 8:00 a.m. to 11:30 a.m. shift; Colby 11:30 a.m. to 3:30 p.m.; and Hutwelker from 3:30 p.m. – 6:30 p.m. A brief regular meeting of the Board of Selectmen will be held at 6:30 p.m. at the venue for the election.

Impact of Vermont Yankee Closure

O’Keefe informed the Board that a meeting will be held on September 25, 2014 regarding Vermont Yankee’s closing and its economic impact on the Town. O’Keefe noted Town Planner and Community Development Director Sara Carbonneau strongly urges at least one Selectman to attend. Some communities are receiving grant money to help ease the economic impact of the closure.

Cresson Bridge scour prevention

O’Keefe informed the Board that the NH Department of Transportation wants to have a public meeting scheduled for the Board’s October 14, 2014 meeting at 6:15 p.m. to discuss the scour prevention project for the Cresson bridge. It is estimated that the hearing will take about a half hour.

Digging at Lake Street

A brief discussion occurred about a hole dug up on Lake Street – whether it is or is not an archeological site.

CONSENT AGENDA

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

- Notice of Intent to Cut Wood or Timber. Glen Hurd, Map 74, Lot(s) 18.
- Certification of Yield Taxes Assessed and Yield Tax Levy. Theresa DiLuzio & Nancy Carlson, Map 87, Lot s 5 & 5-2 – \$544.98.
- Raffle Permit #2014-25. MRHS Project Graduation – Pick 3 cash calendar raffle between September and the end of December to be drawn each day in January 2015 at the Monadnock Regional High School.
- Department Head vacation leave request(s)
- Personnel Acton Report(s)

In addition to items discussed as part of the agenda, the Board received the following documents:

- Letter of 8/15/2014 from Town Attorney regarding payment agreement for Christopher Frazier.
- Copy of NHDOT Driveway Permit #04-441-0054 issued on 8/20/2014 to Tina LaBarre regarding property on NH Route 32.
- Invitation from Troy Selectboard to official dedication and ribbon-cutting ceremony on 9/20/2014 at 2:30 PM for the Samuel E. Paul Community Center.

Continuation to September 3, 2014 at 5:00 p.m.

Motion to continue the meeting to Wednesday, September 3, 2014 at 5:00 p.m. at Town Hall was made by Hutwelker, second by Davis. No further discussion. All were in favor. **Motion passed.** Continuation occurred at 9:03 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

RECONVENE

The meeting begun on September 2, 2014 was reconvened at Town Hall by Chair Kenneth P. Colby, Jr. at 5:00 p.m. on September 3, 2014. Present were Selectmen Kenneth P. Colby, Jr. and W. William Hutwelker III. Also present were Town Administrator Shane O'Keefe and Human Services and Resources Coordinator Edna Coates.

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 5:00 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. and W. William Hutwelker, III, Town Administrator Shane O'Keefe and Human Services and Resources Coordinator Edna Coates.

Motion was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Colby, with all in favor. **Motion passed.** Non-public session ended at 5:42 p.m.

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

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Colby. All were in favor. **Motion passed.** Adjournment occurred at 5:43 p.m.

Respectfully Submitted,

Shane O'Keefe, Town Administrator

Approved on September 9, 2014

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #3 – September 2, 2014

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

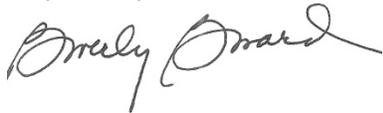
Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:40 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

The Board discussed a request from Fire Chief Norm Skantze to hire Andrew Gardner as an intern on-call fire fighter #2 and Emergency Medical Technician (EMT) at wage of \$14.00 per hour. Davis had a question about whether or not the fire fighter is already at the West Swanzey Fire Station. Davis said that intern Justin Tracey is still at the station so she had a question as to why another intern was needed until Tracey is gone. The Board decided to request Skantze meet with the Board at the next Board meeting, Tuesday, September 9, 2014 to clarify the situation.

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 8:44 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 September 16, 2014

These Minutes unsealed by the Board of Selectmen on April 7, 2015.