

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 21, 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 6:01 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Homestead Woolen Mill owners Sally, Duncan & Doug Brown with business associate George Foskett, Residents Neil & Cindy Livengood, Residents Patrick Short, Rebecca Hays, Michael Goldschmidt, and Judy Gallaresi; Jim McConnell, Don Skiba, Scott Self and Glenn Page from the Planning Board, Economic Development Advisory Board Chair Steve Bittel, Superintendent North Swanzey Water & Fire Precinct Sylvester Karasinski, Keene Sentinel Reporter Megan Foley, who left a recorder to record the meeting after departing at 6:30 p.m.

MINUTES

- Regular meeting minutes for October 14, 2014 were considered. There was a **motion** by Hutwelker to accept the regular meeting minutes of October 14, 2014. The motion was seconded by Davis with no further discussion. All were in favor. **Motion passed.**
- Non-public meeting #1 of October 14, 2014. There was a **motion** by Davis to accept the non-public meeting #1 of October 14, 2014. The motion was seconded by Hutwelker. No further discussion and all were in favor. **Motion passed.**
- Non-public meeting #2 of October 14, 2014. There was a **motion** by Davis to accept the non-public meeting #2 of October 14, 2014. The motion was seconded by Hutwelker. No further discussion and all were in favor. **Motion passed.**
- Non-public meeting #3 of October 14, 2014. There was a **motion** by Davis to accept the non-public meeting #3 of October 14, 2014. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. **Motion passed.**
- Non-public meeting #4 of October 14, 2014. There was a **motion** by Davis to accept the non-public meeting #4 of October 14, 2014. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. **Motion passed.**

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

OLD BUSINESS

Update on West Swanzey MTBE Situation

Jim McConnell and Patrick Short were present to update the Board on alleged presence of MTBE in local water supply and asked for the Board's support in finding an expert to work with.

Discuss Homestead Woolen Mill

Representatives of the Homestead Woolen Mill, Sally, Duncan and Doug Brown along with realtor George Foskett met with the Board to discuss the Woolen Mill property owned by the Brown family. The recently completed Municipal Facilities Study proposes the acquisition of a portion of the property for the development of a new Town Hall and Police Department complex. While this proposal has not

been recommended by the Board, this discussion with the property owners constituted a first step. Hutwelker recused himself from the meeting with the Browns and joined the audience. Colby told the Browns that the Board is anticipating a public hearing for consideration to be given to Homestead Woolen Mill as a viable alternative for Town facilities.

Doug Brown said that the choice of a portion of the Woolen Mill is a reasonable choice for future expansion of Swanzey and noted the property is for sale. Davis asked about whether or not the Browns would consider splitting up the mill buildings so as to sell them separately. Doug Brown said that the only way the Browns would consider conveying the property to a new owner would be to sell both east and west sides of the property together. He acknowledged that the Town's desire to consider only the west side of the property for a possible Town Hall complex is a good idea, but the Browns do not consider breaking up the building a viable option. Mrs. Brown asked if there are other needs for the Town and Colby acknowledged that there are, but those are being addressed in other locations.

Colby mentioned that the Board wishes to come up with some alternatives to submit to the public for consideration. Colby mentioned that the expense is a major issue to the public and it is the public that will determine the direction for the Town. Colby asked about the possibility of negotiating a sale price with the Browns. He said numbers will need to be presented to the public.

Doug Brown said the family finds it attractive to be out of the woolen mill business. The challenge is the long term vision for the east side of the building. He mentioned that the new building and office on the west side is attractive to potential buyers. He also emphasized that a Town Complex would be a great re-use of the property but he said he doesn't have a clear picture of how to work around the issues.

Discussion occurred regarding the possibility in the past of a micro-brewery on the site, and Duncan Brown said the town of Swanzey demographic did not support such a business. There was a brief discussion regarding when a non-public meeting of the Board can be held in reference to acquisition, sale, or lease of real or personal property. Doug Brown noted the family did not come to the meeting with a price in mind to negotiate with. Davis said that at some time a figure will have to be spoken about in order to provide that information to the public. Doug Brown emphasized that the family is not going to keep the property.

Davis said that the cost of renovating the building has to be considered as well as the cost of purchasing the property. Duncan Brown then informed the Board the price of the half of the building that the Town wants would be higher than the price for the entire property. Colby thanked the Browns for attending the meeting and for stating their position regarding the building. Doug Brown asked about next steps. Colby said that the Browns need to determine the price they can live with. Duncan Brown pointed to the grassy parking lot on a map of the property and stated that the lot is a separate piece of property from the mill. The Browns left at 6:25 p.m.

Hutwelker rejoined the Board at 6:26 p.m.

NEW BUSINESS

Payment arrangement – Neil & Cindy Livengood, 84 Joslin RD (Map 18, Lot(s) 1)

This matter was last discussed on April 1, 2014, at which time the Board voted to allow for nonpayment of a March 2014 payment of an agreement originally approved April 10, 2012, and also decided to meet again with the property owners after 6 months.

O'Keefe informed the Board that the Livengoods are up to date on their payments. Colby told the Livengoods the Board appreciates their efforts to make their payments. Colby asked the Board for questions. There were none. Colby said it is important to keep lines of communication open and appreciated their taking the time to come in and meet with the Board, and wished them well. Mr. Livengood said he appreciated the Board working with them.

Safford Drive Project update

The Town Administrator updated the Board on the status of the Safford Drive road extension project. He said that Park Construction has stopped construction for the rest of the year. O'Keefe said that despite the Fairpoint strike, the utility pole construction on NH Route 12 is being sub-contracted and is not impacted by the strike. Utilities lines will need to be moved once new poles are placed, and he will keep pushing the utility companies to finish work by the spring project restart. Colby raised the point that the NH Route 12 roundabout at Lake Street will be worked on in 2015 and it will be in their best interest to get turn lanes done at the Safford Drive/ NH Route 12 intersection before that work is begun.

Glenn Page said that project phases 1 and 2 are complete and phase 3 is dependent on NH Route 12 completion. There was a brief discussion about access to Safford Drive; Page said you must drive through barriers to get onto the road. The proposed booster pump station site has been cleared, and the Town is waiting for final shop drawings for it.

Request for proration and abatement of taxes due to fire – 422 Homestead Avenue (Map 70, Lot 4) – after unanticipated money

The Board was asked to consider a request from Mr. Herbert Smith for proration and abatement of taxes for his property due to it being destroyed by fire on October 9, 2014, which was confirmed by the Fire Chief.

Mr. Smith submitted a timely application for proration. Presently the Town has the buildings on site assessed at \$73,100 (as of August 8, 2014). O'Keefe noted that to calculate the proration, we divide the number of days the building was available in the tax year (191) by 365 to get .523. Multiplying \$73,100 by .523 rounds to \$38,250.

Due to destruction by fire on October 9, 2014, Davis **moved** to set a prorated assessment for the buildings on property at 422 Homestead Avenue (Map 70, Lot 4) at \$38,250 for the tax year 2014, down from \$73,100. There was a second by Hutwelker. Hutwelker noted that once the building is re-built, it will be re-assessed. All were in favor. **Motion passed.**

Policy on acceptance of unanticipated money per 31:95-b

Noting that the statutes had changed on acceptance of unanticipated funds by the Town, O'Keefe asked the Board to consider whether it wishes to change the dollar threshold for when a public hearing is required for the acceptance of unanticipated funds. Given the new language of RSA 31:95-b, III(b), the Board has an opportunity to either accept the statutory \$10,000 as the threshold amount, or establish a lower threshold amount, such as the \$5,000 established by the Board on October 19, 2005, necessary to require a public hearing. Colby noted that this possible change in dollar threshold for Swanzezy impacts money coming INTO the Town, not going out.

Hutwelker **moved** to accept \$10,000 as the threshold amount of unanticipated funds required for notice and hearing as provided under RSA 31-95-b, III(a). Davis seconded the motion. Discussion: Colby emphasized again this is gift money to the Town. Davis noted that she wants

to make sure the Board continues to be made aware of the amounts of money coming in. All were in favor. ***Motion passed.***

OTHER BUSINESS

Winter vacation request from Department of Public Works (DPW) employee

The Board was asked to consider a revised request from a Public Works Department employee to take vacation time, a portion of which extends past November 15. On May 27, 2014 the Board authorized DPW employee Todd Trombley to take vacation this fall that extends one week into the restricted period. Circumstances have changed for this employee and he seeks to postpone his vacation and reschedule it for the same period next year November 6, 2015 – November 20, 2015, and asks that the Board grant approval. His request is supported by DPW Director Lee Dunham.

Section 12.7 of the Personnel Policy provides that “DPW employees are restricted from taking vacation time from November 15 to April 15 unless approved by the Board of Selectmen”. And Section 1.5 provides that the “Board of Selectmen may waive any regulation or rule for a particular case. Such waiver shall be in writing and signed by a majority of the Board’s members.”

Davis said that she has issues with the vacation policy. If you give exception to one person, then you have to give it to others. She said, “Why have policies that are not being adhered to?” Colby said the purpose of having the Department Heads not taking vacation during budget season was so that they would be available to answer budget questions.

Discussion continued about winter transportation conditions and the need for safe roads in the winter, which is the reason for the policy. Hutwelker asked why the Department Head would be supportive of this during a time when he might be needed. Hutwelker said he agreed with Davis – either we have a policy or don’t. Hutwelker asked for the Department Head to come to the next meeting of the Board to explain his approval of this request. November can be snowy and does present a problem for public safety. The Town needs all hands on deck for public safety purposes. Colby agreed that Lee Dunham should come in to explain his approval to the Board for vacation during time when it could snow.

No decision on the employee at this point in time. Hutwelker asked for further discussion on the vacation policy down the road.

At this point, at 7:18 p.m., Department of Public Works (DPW)) Director Lee Dunham joined the meeting.

Department Head vacation request

In addition to the DPW vacation restriction noted above, the Board’s policy on extended vacation (4 or more days) for Department Heads, adopted July 8, 2014, provides that “Department Heads shall not take such leave between October 1 and March 1 without prior Board approval”. Public Works Director Lee Dunham requests approval of vacation on November 14, 2014 and November 17, 2014. Colby noted that November 14th through the 17th is a weekend, and that the 17th is a Monday.

The Board asked him to address the issues raised before he joined the meeting by explaining to him their concerns. Dunham began by speaking to his request for two separate days off, a Friday and a Monday. Dunham mentioned his timing of the request is impacted by his wife’s vacation schedule.

Discussion regarding how that timeframe came to be that restricted DPW vacation days because of winter weather. Discussion continued on support of Dunham for the DPW employee taking vacation

during winter weather – and the Board wanted to know why Dunham supports it. Dunham said the DPW can operate with one person down. He would have an issue with two or three, but not a problem with one person being away from work. Everyone pitches in to get the work done.

Motion was made by Hutwelker to approve request of Director of Public Works Lee Dunham for one vacation day, Monday, November 17th from period specified in Personnel Policy. There was a second by Davis. No further discussion. **Motion passed.**

The issue of vacation for the DPW employee was tabled for the time being, and Dunham will get back to the Board on the matter.

Update on West Swanzey Park

Dunham provided a brief update on the work being done at the West Swanzey Park.

Authorize submission of DRA MS-1 Report

Assessing Coordinator Coleen Birmingham has prepared the annual MS-1 Form, the summary inventory of property valuation. The Board was asked to authorize electronic submission of the document to the NH Department of Revenue Administration.

Davis **moved** to authorize staff to submit the 2014 MS-1 Summary Inventory of Valuation Report to the New Hampshire Department of Revenue Administration as written. There was a second by Hutwelker. No further discussion and all were favor. **Motion passed.** O’Keefe said he would deliver a copy of it to the Board at the next meeting.

Interim Carpenter Home Administrator Judy Bohannon joined the meeting at 7:34 p.m.

Authorize expenditure – Carpenter Home flooring

As a result of the New Hampshire State inspection of the Carpenter Home conducted on July 31, 2014, and the resulting Notice to Correct issued on August 15, 2014, the former Carpenter Home Administrator had sought pricing on repair of flooring in the facility from one vendor: Monadnock Flooring & Decorating Co., Inc. The vendor submitted a proposal of \$4,650, which Interim Carpenter Home Administrator Judy Bohannon requests approval, and for payment of this expense to come from the Carpenter Home Expendable Trust Fund or one of the Common Trust Funds.

As only one quote was sought, the Board was asked to waive this requirement per Purchasing Policy Section 17: “Exceptions to the policy will be determined on a case-by-case basis by the Board of Selectmen”.

The Board was asked authorize expenditure for this project. Funding is recommended by O’Keefe to come from the Carpenter Home Expendable Trust Fund. Estimated end-of-year balance for this trust fund is now \$20,253, and this proposed expenditure would bring that to \$15,603.

Dunham spoke about the letter received from the State of New Hampshire and referred to the problem area which is requiring work on the floor at the Carpenter Home. Dunham said right now the floor is linoleum sheet which necessitates removing the entire area for one tear in the material. Linoleum tile is preferred since one tile can be removed to repair a small problem. Discussion occurred about underlayment/sub-floor.

Davis **moved** to 1) waive the Purchasing Policy requirement for three quotes for this expenditure; 2) accept the proposal from Monadnock Flooring & Decorating Co., Inc., for flooring repairs at the Carpenter Home, totaling \$4,650; 3) authorize expenditure of up to \$5,000 for this project, to be paid from the Carpenter Home Expendable Trust Fund; and, 4) authorize the Interim Carpenter Home Administrator to sign any documents necessary to obtain the approved product and services. There was a second from Hutwelker. Discussion was held on waiving multiple quotes and Hutwelker said he hoped that approval in this case doesn't set a precedent. All were in favor. **Motion passed.**

Maintenance Issues at Carpenter Home

Dunham and Bohannon raised other issues regarding maintenance of the Carpenter Home. Dunham said that Fire Chief Skantze is not satisfied with the sprinkler system and there are no engineering drawings for the system in place. It was suggested to hire an engineer to see what exists and make recommendations. Discussion was held regarding removing a steel water tank from the basement, which would be difficult to do, and putting in an outside cistern for storage of water for fire suppression purposes. There was also discussion about replacing a generator and in order to meet code there would be need for two separate generators. Colby raised the possibility of finding grants to help pay for needed improvements.

Carpenter Home Open Position for Administrator

The Board was asked to reconsider the Carpenter Home Administrator position that the Town presently is advertising for. The position advertised includes a requirement for licensing as a Registered Nurse (RN). O'Keefe informed the Board that no applications have been received. The Board discussed whether to remove the RN requirement and advertise the position with experience requirements as specified either in the State regulations or the Town's job description.

O'Keefe said the position has been advertised in a variety of publications and websites without any responses. O'Keefe referred to the fact that an RN is not required for the Administrator's role. Bohannon mentioned that an Administrator can manage the job, with a part-time RN to oversee medication and oversee staff at 20 hours per week. Bohannon also said that if you are going to have LPNs on staff, they must be supervised by an RN.

During a discussion regarding enough funds to provide needed maintenance and run the facility with necessary staff, Bohannon noted there is potential to raise the room rates with implementation of full-time nursing care, TV in each room, ability to give everyone a phone of their own, an air conditioner in each room, along with more activities to stimulate residents. She said that it was her opinion that with circumstances as they are now, rates could not be raised. Davis pointed out the ratio of private patients versus Medicaid patients has an impact on delivering more income to the Town to run the facility. Bohannon mentioned that the rooms could be made more attractive by fixing up a room after a patient leaves with new furniture and pleasant colors.

Hutwelker said he likes what Bohannon is doing as Interim Administrator; she is bringing some positive energy and structure to the facility. Bohannon offered that she will not leave the Town high and dry while the Town is looking for a new Administrator but she isn't interested in the Administrator's job herself. She also recommended that the Town should change the way the position is being advertised; asking for an Administrator without being an RN might deliver a better response. O'Keefe said that that the RN requirement might be keeping potential qualified Administrators from applying.

Discussion was held as to where the advertising for the job is being done. Hutwelker said that he thought advertising in the Keene Sentinel is a waste of time unless it is being picked up by other sites and publications as well. O'Keefe asked the Board if he should advertise without the requirement for an RN for an Administrator. The Board agreed. The follow-up discussion was about hiring an RN for 20 hours a week which Bohannon said was all that would be needed once an Administrator was in place.

Recordings were stopped for the non-public sessions.

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of a Public Employee . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:15 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O'Keefe, Interim Carpenter Home Administrator Judy Bohannon 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 8:22 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(b), Hiring of a Public Employee

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of a Public Employee . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:23 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O'Keefe, Recreation Department Coordinator Judy Bohannon 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 8:41 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.**

A brief discussion was held regarding following up salary request of Bohannon for year 2015 during budget review.

Discuss 2015 Budget

The Town Administrator presented to the Board the first draft of the 2015 Town Budget. O'Keefe mentioned in his calculations for salaries he used 1.5% cost of living increase and added that the number

is easy to change in the spreadsheet to accommodate merit increases. He also mentioned that grey boxes shaded in the budget spreadsheet still need to be refined.

There was a discussion regarding figures for Elections and Registrations. O'Keefe noted that Health insurance rates have not yet been set by HealthTrust. He also said the rates for property liability and worker's comp rates are up, particularly the latter.

Colby asked about Fire and Police salaries – O'Keefe said that he is double checking the calculations – related to State pensions. O'Keefe said the Fire budget was only received today so he had not had much chance to review it. Year-to-date expenses are indicated as of this morning. Percent changes in salaries reflect 1.5% on existing salaries not the 2014 budgeted amount. He noted that budget year 2014 has 53 pay periods, which accounted for a budget increase of about \$41,000 for salary plus benefits for the extra week, and that 2015 gets back to the normal 52 pay periods and will result in less of a jump in relative wage budgets.

Hutwelker asked about merit increases and how they are administered. O'Keefe explained that 1.5% was cost of living adjustment for all regular employees, and merit increases were calculated based on salary funds available for those who Department Heads decided deserved merit increases.

Debt Service - O'Keefe mentioned he was unsure about how the TIF district bond payments will be accounted for and should be a wash.

O'Keefe mentioned that with the tax sales this year the Town made some unanticipated revenue. Davis asked about special duty account and there was a brief discussion about it. Colby noted the Trustees and Trust Funds report that the Board received which mentioned the special duty account.

A brief discussion occurred regarding a leash law for dogs. Davis said she thought the Town has a leash law but O'Keefe said he could not find a reference to any such ordinance. O'Keefe said the list of ordinances on the Police Department website does not mention a leash law.

It was noted that General Assistance budget shows a steady increase and that expenditures exceed the budget every year and Hutwelker noted this account is likely under budgeted for next year as well. O'Keefe said that the Town is seeing more and more people needing assistance every day. Hutwelker said he felt that the number is too low.

Discussion was held regarding Health Officer's responsiveness which creates an inability to project salary costs.

Implementation of Business Operation Assessment

On July 29, 2014 the Board had an in-depth discussion about the Business Operations Assessment provided by Municipal Resources, Inc., last June and it agreed that a list of action steps should be developed. Town Administrator O'Keefe presented a preliminary matrix to the Board for review and discussion of next steps.

Discussion began regarding implementation of recommendations items 1 and 4 under "Swanzy's Internal Controls are Unsatisfactory". Colby and Hutwelker asked about realistic timeframe for implementation when fall 2014 is budget time. O'Keefe suggested putting these off to the end of February to be worked on by the Board by the spring. Hutwelker said he would like to see a definite

date. Hutwelker suggested that maybe the Board should discuss what can be achieved. He asked O'Keefe for a more accurate time schedule. O'Keefe said he thought the schedule is okay as presented in the matrix. Hutwelker asked for a date for #1 item (internal controls) –O'Keefe agreed on December 1, 2014 to discuss in depth at the Board meeting that week. O'Keefe suggested beginning of February, 2015 for item #4. Item #3 will be ready January 2015. Item #2 readiness date is March 1, 2015.

Item #1 under “Swanzy Financial Operations and Financial Reporting Need Improvement” scheduled to review duties and responsibilities of Bookkeeper for the first week in December, 2014. O'Keefe noted that the Town is 90% complete in GAAP compliance according to the Bookkeeper. Item # 4 is scheduled for spring 2015.

The finding that “We found that certain duties prescribed for Town Treasurers by RSA 41-29 are not being accomplished, or are not being accomplished in a timely manner, or in accordance with best practices” initiated a discussion regarding what would be gained by changing banks. It was agreed that it would have to be a significant difference to make a change. The recommendation was to solicit bids from area banks. Hutwelker suggested asking Treasurer Linda Faulkner to speak to the Board and invite Christine Therrien from Citizens Bank to meet with the Board. Item #2 will come from Linda Faulkner.

The Board decided to hold off on consideration of the balance of the Findings until a later date.

Monadnock Regional High School Sign

Davis noted a complaint from a resident for the new bright LED sign at the high school which is not in keeping with the rural character of the Town.

CONSENT AGENDA – there was none

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

- Copy of October 19, 2014 email from Deborah Russell requesting consideration of a leash law for dogs in the Swanzy Lake area.
- Estimated balances in accounts held by the Trustees of Trust Funds as of October 1, 2014.
- General Fund Budget expenditure report for September 2014.

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Davis. No further discussion. All were in favor.

Motion passed. Adjournment occurred at 9:10 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 28, 2014

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – October 21, 2014

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of a Public Employee . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:15 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe, Interim Carpenter Home Administrator Judy Bohannon and Recording Secretary Bernard.

Discussion was held regarding hiring Louise Britton in an LPN position for the Carpenter Home at \$15.00 per hour. Bohannon said Britton has an up-beat personality and would be a good choice for working at the Carpenter Home.

Motion was made by Davis to extend a conditional offer of probationary employment to Louise Britton at \$15.00 per hour in a regular part-time position as a Licensed Practical Nurse (LPN) subject to satisfactory criminal and motor vehicle record checks, maintaining current Nursing License, and passing the required TB Test and Physical, and to authorize the Town Administrator to sign the offer and Personnel Action Report on behalf of the Board. The motion was seconded by Hutwelker. No further discussion and all were in favor. **Motion passed.**

Bohannon noted that she would be interested in 20 hours per week as a Registered Nurse (RN) for the Carpenter Home if an Administrator without a RN license was hired to manage the Home.

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 8:22 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 October 28, 2014

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