

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – January 20, 2015  
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 were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Public Works Director Lee Dunham, Fire Chief Norm Skantze, Interim Carpenter Home Administrator Judy Bohannon, Emergency Director Bruce Bohannon, State Representative Ben Tilton, Residents Wally Smith, Michael Goldschmidt and Rebecca Hays.

**MINUTES**

- The regular meeting Minutes of January 12, 2015 were considered. There was a **motion** by Davis to accept the regular meeting minutes of January 12, 2015. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***
- The regular meeting Minutes of January 13, 2015 were considered. There was a **motion** by Davis to accept the regular meeting minutes of January 13, 2015. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1 of January 6, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #1 of January 6, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #2 of January 6, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #2 of January 6, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #3 of January 6, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #3 of January 6, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1 of January 12, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #1 of January 12, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #2 of January 12, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #2 of January 12, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #3 of January 12, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #3 of January 12, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***

**FINANCIAL MATTERS**

Selectmen reviewed and approved accounts payable and payroll manifests.

**NEW BUSINESS**

**State Legislature Bills**

State Representative Ben Tilton informed the Board about legislative bills that are being discussed at the State Legislature.

### **Cost of repair of Department of Public Works (DPW) Vehicle**

Public Works Director Lee Dunham met with the Board to discuss expensive repairs needed for a DPW vehicle. As a side note, Colby noted that there is free winter sand available behind the Recycling Center for townsfolk.

Dunham spoke about the 2008 F-350 Pickup truck and some mechanical issues he has been having with it. He said he was given an estimate of \$8,500 to make the repairs. He also noted a large truck purchased in 2000 is slated for replacement and he discussed issues with a 2006 pickup truck. Dunham said that there is approximately \$135,000 in the Capital Reserve account slated for replacement vehicles. He also said that a large truck would cost about \$150,000 to purchase. He said he doesn't have a purchase plan for trucks to offer the Board at this time, but was looking for some guidance from the Board. Dunham said he would like to get a second opinion for repairs for the 2008 F-350 pickup truck to see if he can get a lower estimate to fix it. Hutwelker said he agreed that a second opinion would be helpful. The rest of the Board also agreed.

### **Falls Brook Cheshire County Grant**

Dunham reported that the grant was received to do the work replacing a culvert on Rabbit Hollow Road at Falls Brook.

### **Public Works Clearing Roads**

A brief discussion occurred about the weather on Sunday, January 18, 2015 when freezing rain covered the roads and the Public Works Department worked many hours to clear the roads.

### **Ash Hill**

Hutwelker asked Dunham to return next week with a schedule for Ash Hill work so that the Town does not lose the money made available to the Town.

Dunham left the meeting at 6:32 p.m.

### **OLD BUSINESS**

#### **Bond Vote Process – Proposed Safford Drive Fire Station**

Discussion was held regarding the finalization of the amounts to be appropriated and bonded based on input from the January 13, 2015 Bond Hearing. Chief Skantze met with the Board to discuss the bond. Skantze said the proposed Fire Station plans are now on the Town's website, including the PowerPoint presentation. Skantze said there is one more focus group scheduled for January 29, 2015. He also spoke about asking citizens to speak in support of the project at the Deliberative Session.

Hays asked a question about the wetland on the property to be donated for the Fire Station. She asked about the weight of the building on the land and whether it would be a factor to consider. Skantze said the architect feels there is sufficient support for the building. Smith suggested a project information box at the Recycling Center might be useful to reach a lot of taxpayers of the Town who might not visit the website nor go to hearings. Colby mentioned that the area of the donated land is at a higher elevation than the center of Town.

Hutwelker spoke about responses from folks after the hearings. He said most folks understood that having three stations makes sense with the diagram produced by Skantze that showed three concentric circles for emergency coverage in the town. Hutwelker said he heard overwhelming support for the project, but also heard the belief that the station is too big and \$4.5 million is too much to spend on it. He suggested reducing it to 12,000 square feet by removing the wing with the extra vehicle bays.

Skantze said that removing the extra space would not save enough money to justify doing so. He also spoke about services that older folks might need as citizens of the town age. He noted concerns about the availability of Emergency Medical Services (EMS). He mentioned that current ambulance contractor DiLuzio Ambulance won't guarantee paramedic coverage and that he anticipates growth in the services needed and requested by citizens, which will require the extra bay space to be utilized in the future. Skantze also spoke to the fact that this station does not have double deep bays like some fire stations do.

Davis said there is historic proof that reducing building costs today to save money doesn't work in the long run. She noted the Town already needs a new Police Station after only 14 years because the building was reduced too much when it was designed, in order to save money.

Colby spoke about the cost to taxpayers being roughly \$148 per year for a house with an assessed value of \$200,000. He also mentioned that the Town will lose the Safford Drive property if the bond doesn't pass. Skantze talked about how construction and land prices go up over time and if the bond doesn't pass, it isn't going to get less expensive later on to build a station. O'Keefe noted that bonding rates are extremely low at this time. Davis pointed out that the building has already been scaled back and yet it will meet the needs of the Town for a very long time. Skantze also noted that he believed any expansion needs far in the future would be in another area of town like West Swanzey.

Goldschmidt said that he didn't think the fire station is the only issue for voters. He said the concern is the total tax bill facing citizens of the town with other capital projects that need to be addressed. He suggested ways to lower the overall cost of a new fire station such as constructing a metal building.

Hutwelker asked about the bond funds from the Tax Increment Finance (TIF) District being possibly used for funding the fire station. O'Keefe said Bond Counsel said the TIF bond funds have to be used for infrastructure and a fire station doesn't apply. Skantze mentioned economic development consultant Stuart Arnett's email that suggested that a Safford Drive fire station would be the most beneficial project that the Town could do in attracting business to the industrial park.

Skantze noted that the architect has planned a wood and cement block building to be less expensive to heat and to be more energy efficient. He said exterior cement block doesn't need to be painted and metal buildings do need to be repainted and panels need to be replaced such that maintenance costs might be higher for a metal building than for the building that is proposed. Skantze said that the building being proposed is a modest building by the professional architectural firm standards as compared to other fire stations they have designed. O'Keefe noted that the life-cycle cost of the proposed building would be low in comparison to buildings constructed of lesser quality and undersized.

Smith suggested a question-and-answer document addressing the construction costs of the buildings. He suggested the architect answer the questions point by point as to costs. Hays said that this is a wonderful opportunity to have a fire station on Safford Drive, but that the cost is a big chestnut to swallow and the concern is other projects that will need to be addressed in the future. Colby spoke about the requirements of the State of New Hampshire for rebuilding the Thompson Bridge which cost about \$500,000. The key is that the bridge had to be renovated under the requirements of the State, as a fire station will be, and there are costs associated with following those requirements. Skantze mentioned that while the Town has been holding back on its capital expenses over the years, the School District has spent about \$1,000,000 each year for several years in renovations to the high school but taxpayers may not be aware of that.

Skantze noted that the Economic Development Advisory Committee (EDAC) voted to unanimously support the Fire Station as proposed.

## **OTHER BUSINESS**

### **Discuss 2015 Town Meeting Warrant**

O'Keefe presented to the Board for their consideration a draft of the Town Meeting Warrant which he noted must be approved and posted by Monday, January 26, 2015.

It was noted that the article for the proposed fire station bond (which must be listed as the 2<sup>nd</sup> warrant article per RSA 33:8-a,II) has been reviewed and approved by Bond Counsel Dave Barnes. The Board noted the Warrant also includes the budget approval article, the article to fund various expendable trusts and capital reserves, an article on the adoption of the Illegal Dumping Ordinance, an article granting authority for the Trustees of Trust Funds to pay the cost of investment management services from fund interest, and the petitioned article regarding voting methodology (similar to Article 7 on the 2012 Warrant).

Discussion occurred regarding the Warrant Articles. O'Keefe said the Warrant Article for the Fire Station bond will list the bond at \$4,860,000 and asked whether it should be \$4.5 million given the Board already has authority to expend \$380,000 from Capital Reserves. He said he also spoke to the State of New Hampshire Department Revenue Administration (DRA) as they review our warrants. Davis said that the Board wants total transparency with the voters.

### **City of Keene Ambulance Service Contract**

Skantze spoke briefly about the ambulance service contract that has been requested by the City of Keene and the extension requested by the Board to review the contract thoroughly. Skantze reminded the Board that if the Town cannot get a paramedic from DiLuzio Ambulance, the Town of Swanzey will not be able to get one from the City of Keene without this contract. Skantze asked if there was any reason not to inform the City of Keene that the Town of Swanzey will not be contracting with the City for ambulance services. The Board agreed that there was not.

### **Health Officer Position**

In response to the Board's request to the Commissioner of the NH Department of Health and Human Services regarding the Health Officer, O'Keefe informed the Board that the State has recommended nominating a new Health Officer at this time. A discussion followed in regard to who might be a good choice as a Health Officer for the Town.

Skantze asked about the Health Officer position that is open. Colby said a decision needs to be made for the short term, with a more permanent appointment to follow. Skantze offered to help out on a temporary basis. Hutwelker said that he was surprised to learn that Director of Planning and Community Development Sara Carbonneau was not present to be part of the discussion. O'Keefe said that this is just a preliminary meeting based on input from the Department of Health about the process. Colby suggested that this topic be discussed more fully at the next meeting, with both Skantze and Carbonneau present.

Skantze left the meeting at 7:31 p.m.

### **Storm Repairs**

Bruce Bohannon spoke about hearing from Public Service of New Hampshire (PSNH) regarding power restoration and how they go about the process. It was decided to meet with PSNH at 6:00 p.m. next Tuesday evening.

Mr. Bohannon left the meeting at 7:38 p.m. Rebecca Hays left at 7:42 p.m.

### **Recreational use of Lane Fields**

Recreation Director Judy Bohannon met with the Board to discuss use of Lane Field for summer 2015. She said she spoke to Jon Hoden, who represents Cal Ripken baseball, about use of the Lane Field for softball recreation and that she and Hoden were not able to come to an agreement. Ms. Bohannon mentioned that Hoden said he would only agree if the Board told him to do so. Colby noted that Lane Field belongs to the Town for use by all town residents and Cal Ripken uses the field under an annual contract. Colby asked O'Keefe to plan a Board meeting with Bohannon and Hoden on February 10, 2015, and Bohannon agreed to that and to contact Hoden to inform him.

Tilton left the meeting at 7:51 p.m.

### **Allocation of Carpenter Home repair expenses**

Interim Carpenter Home Administrator Judy Bohannon met with the Board to discuss funding of Carpenter Home repairs that need to be made in response to State inspection. Bohannon said she spoke to Code Enforcement Officer Mike Jasmin about recommendations from the State for bringing the building up to code. She said that Skantze and Jasmin will make a priority list and Bohannon wanted to know how to fund the work. O'Keefe said that there are Trust Funds that could be accessed. Colby asked for an all-inclusive figure from Bohannon. O'Keefe said that he would obtain the balances of the Trust Funds for the Board to work with. Bohannon said that if there is a plan to do the work, the State will be agreeable if the Town is making progress on the plan over time.

Bohannon also discussed the modifications to a bathroom scheduled to begin in March and to be completed within a couple of weeks. Her concern is having only two bathrooms while the modifications are being completed.

O'Keefe noted that the Carpenter Home expenses need to be re-examined since there was a deficit in 2014 and the 2015 budget is showing a \$10,000 deficit.

Smith and Goldschmidt left at 8:05 p.m.

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:06 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 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 8:10 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(b) Hiring of Public Employee(s)**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(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, W. William Hutwelker, III, Town Administrator Shane O'Keefe, Interim Carpenter Home Administrator Judy Bohannon 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 8:25 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(c) Reputation**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:26 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 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 8:29 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(c) Reputation**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:30 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 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 8:31 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(c) Reputation

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:33 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 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 8:44 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.**

Mrs. Bohannon left the meeting at 8:46 p.m.

## Discuss 2015 Budget

The Board considered changes to the proposed budget. It was noted by the Town Administrator that the budget may not be adjusted upward without another budget hearing per RSA 32:5, II. There was a discussion about an error made by double counting an entry and therefore the budget can be reduced by \$4,300 for line item Finance Administration Part-time Salaries. This change makes the proposed 2015 budget up by 1% instead of 1.1%. The Board agreed to the proposed budget reduction and therefore and overall proposed Total Operating Budget of \$6,012,393, and a proposed General Fund Budget of \$5,087,749.

A brief discussion occurred about the role of the Town Moderator in the budget hearing process.

O'Keefe told the Board that he sent a budget detail file to a resident who requested it after the Budget Hearing. Hutwelker noted that a resident asked about the numbers of folks on public assistance at the Budget Hearing. O'Keefe said that Human Resources and Services Coordinator Edna Coates is tracking the numbers and that earlier in the meeting he had provided the spreadsheet of all assistance services to the individual who raised the matter.

## Discuss 2014 Annual Report

O'Keefe informed the Board that Assessing Coordinator Coleen Birmingham is assembling and preparing the annual report and will need to have the Selectmen's portion of the report by January 28, 2015 in order to make print deadlines. The Board will address it next week.

Some highlights discussed:

- Safford Drive completion
- West Swanzey Park work
- CIP Committee Report
- West Swanzey Water Study Group
- Main Street Committee

### **Discuss annual performance evaluations of Department Heads**

The Board discussed the process for performance evaluation of Department Heads. O'Keefe handed out copies of evaluations completed last year and also forms to fill out.

### **Finance Office Assistant**

O'Keefe informed the Board that the candidate has declined the offer for employment with the Town due to compensation concerns.

### **CONSENT AGENDA**

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

- Letter of engagement with Vachon, Clukay & Company PC for 2013 Town Audit
- Certification to Protect Information, for submittal to HealthTrust as required by HIPAA
- Event Permit #2015-03. MRHS Cross Country Team – Ididarun 10K Road Race on May 25, 2015 on Town and State roads. No outstanding departmental comments/conditions.
- Personnel Action Form(s)
- Other documents as necessary

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

- Copy of Monthly Treasurer's Report for December 2014
- Invitation to Pilgrim Pines Community Dinner, scheduled for February 12, 2015
- Letter of January 9, 2015 from SAU#93/MRSD Interim Superintendent of Schools Keith Pfeifer

### **CONTINUATION**

**Motion** to continue the meeting to Monday, January 26, 2015 at 11:00 a.m. at Swanzev Town Hall was made by Hutwelker, second by Davis. No further discussion. All were in favor. ***Motion passed.***  
Adjournment occurred at 9:15 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

### **RECONVENE**

The meeting begun on January 20, 2014 was reconvened at Town Hall by Chair Kenneth P. Colby, Jr. at 11:00 a.m. on January 26, 2015. Present were Selectmen Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker III. Also present was Town Administrator Shane O'Keefe.

### **OLD BUSINESS**

#### **Discuss 2015 Town Meeting Warrant and Budget**

The Board reviewed and executed the 2015 Town Meeting Warrant, the 2015 Department of Revenue Administration Budget Form MS-636 (Town Budget), and the 2015 Department of Revenue Administration Budget Form MS-DT (Default Budget). O'Keefe stated that he would immediately post the documents as required.

### **Bond Vote Process – Proposed Safford Drive Fire Station**

O’Keefe distributed to the Board information he had received that day from resident Rebecca Hayes regarding the new fire station proposed for Safford Drive.

### **OTHER BUSINESS**

#### **Next Meeting**

Due to the inclement weather predicted for the next Board meeting, scheduled for January 27, 2015, the Board decided to pass on meeting that day and instead scheduled its next meeting for January 29, 2015 at 8:00 a.m. at Town Hall. O’Keefe stated that he would take care of the required meeting notice.

There was discussion about the need to reach a decision on contractual matters relating to ambulance service, and to make an interim appointment to the Health Officer position before a more permanent appointment is made in the near future.

#### **Town Hall Closure**

Given the severity and timing of the impending snow storm, the Board discussed closing Town Hall for the day on January 27, 2015 due to safety concerns.

**Motion** was made by Davis to close Town Hall for a snow day on January 27, 2015. Second was made by Hutwelker. All were in favor. ***Motion passed.***

O’Keefe stated that he would make the proper notifications on this decision.

#### **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 #2015-01 – Cutler Elementary School. Calendar Raffle during January and February, 2015.

#### **ADJOURNMENT**

**Motion** to adjourn was made by Davis, second by Hutwelker. All were in favor. ***Motion passed.*** Adjournment occurred at 11:15 a.m.

Respectfully Submitted,

Shane O’Keefe, Town Administrator

Approved on February 3, 2015.

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #1 – January 20, 2015

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:06 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 Beverly Bernard.

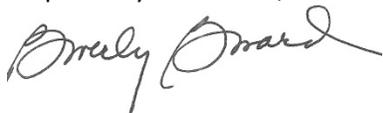
Discussion occurred regarding the hiring of Lisa M. Trempe as a Licensed Nursing Assistant (LNA) as recommended by Bohannon.

**Motion** was made by Hutwelker to approve the conditional offer of probationary employment with the Town of Swanzey to Lisa M. Trempe as a Licensed Nursing Assistant at the Carpenter Home for a maximum of 29 hours per week and at a hourly pay rate of \$12.35, contingent upon satisfactory criminal and motor vehicle record checks, maintaining current Nursing License, and passing the required TB Test and Physical, and also authorizing the Town Administrator to sign the Conditional Offer of Employment letter and any other appropriate documents, including the Personnel Action Report (PAR) for hiring. There was a second from Davis. Discussion was held regarding whether or there now is sufficient personnel at the Home and Bohannon confirmed there are enough personnel at the moment. No further discussion and all were in favor. **Motion passed.**

**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 8:10 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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on February 10, 2015

**These Minutes unsealed by the Board of Selectmen on April 28, 2015.**