

**-FINAL-**

**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
September 17, 2007**

**PRESENT: TOM CLOW, CHAIRMAN, DONNA M. OSBORNE, SELECTMAN, JOSEPH M. FIALA, SELECTMAN, WENDY F. CLARK, SELECTMAN**

**TOWN ADMINISTRATOR: Fred Ventresco  
RECORDING SECRETARY: Jennifer Dutch**

**GUESTS: Richard Butt, Will Ottery**

**OPENING – PLEDGE OF ALLEGIANCE**

Chairman Tom Clow opened the meeting at 6:05 PM and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Richard Butt noted that he had come to the Board of Selectmen with a concern about the timeliness of submission of minutes from the various Boards and Commissions. He asked if there is now a process in place to make sure that the minutes of the meetings are being submitted on time. He noted that he visited the Town Clerk's office and looked for meeting minutes for an August meeting of the Economic Development Committee that was mentioned in a previous set of minutes, but did not find any. He said that he checked with the Selectmen's Office and they did not have a copy.

Town Administrator Fred Ventresco said that they have begun to put a process in place where they are using the meeting calendar. As the minutes are submitted, the calendar is initialed and dated. Town Administrator Fred Ventresco said that he would periodically check the calendar to make sure that meeting minutes had been received. He noted that it would take active monitoring once or twice a week to make sure that minutes are coming in. He said that the situation with the minutes for the Economic Development meeting had just been brought to his attention and he would follow up with them as soon as possible. Chairman Tom Clow asked if the process where Evelyn Connor dates the calendar is working. Town Administrator Fred Ventresco said that she has been working on it, but that the office has been busy with a lot of changes. He said that he will be checking in to make sure that the calendar is updated and that the minutes have been turned in. He added that they would work on making the process run smoother as time goes by. Richard Butt asked who would follow up with the Chairs if the minutes have not been submitted. Town Administrator Fred Ventresco said that he would do so.

Richard Butt said that he had a question on the 2005 Audit cover letter. He said that the letter has the town seal and the names of the Board of Selectmen and included information on an explanation of the 2005 overspending. Chairman Tom Clow said that the letter was put together by the Finance department in response to the audit and was approved by the Board of Selectmen. Town Administrator Fred Ventresco said that Tina Pelletier met with Bob Anderson from the DRA to go over the concerns in the audit.

Richard Butt said that he felt it was the responsibility of the Board of Selectmen to provide oversight to make sure that there is integrity with the use of taxpayer dollars and to make sure that there is no overspending. He said that the cover letter raised a concern for him because there seemed to be an error in its content. He said that in the final sentence of the second paragraph it mentions \$15,000 for road reconstruction. However, the warrant article was for \$130,000. He said that the way he reads that sentence it is incorrect. Chairman Tom Clow agreed that it seemed to refer to carry over money, not the total warrant article. Richard Butt said

that other figures were accurate, but that one jumped out at him. He said that he feels it is the responsibility of the Board of Selectmen to carefully review items.

Chairman Tom Clow noted that the audit covers a time that was a period of confusion for the Finance Department. There was only a part-time finance clerk and no Town Administrator. He said that they were working now to put things together with the help of the auditor and the DRA. He said that the Board spent a lot of time going over the items in the audit. He said that a lot of what was in the explanation was the finance person trying to recollect what had happened to result in a differential of \$110,661.

Richard Butt said that he was not questioning the process back then. He said that his concern is that the Board did not seem to review the document in detail to catch a number that jumped out at him and should have been corrected. He said that it is fine for the Board to trust the Department heads, but it should also provide oversight and review documents for mistakes.

Selectman Wendy Clark asked if the document had been sent. Town Administrator Fred Ventresco said that it had been mailed earlier in the day. He added that Tina Pelletier had been the part-time bookkeeper at the time and some of the information is coming from her recollection.

Selectman Wendy Clark requested that Board members be provided with back up documentation of the numbers that they are given. She said that the letter was on the letterhead and had the names of the Board of Selectmen. She said that the Board does accept what is given to it, but needs more information provided. Chairman Tom Clow noted that he and Selectman Wendy Clark had met with Tina Pelletier and Town Administrator Fred Ventresco to discuss the audit. Selectman Wendy Clark agreed that they had talked about it, but the information had not been provided in writing. Chairman Tom Clow said that, speaking for himself, he felt that they spent a lot of time going over the audit and response. He said that he accepted the figures and felt it was more of a grammatical mistake in the letter. It should have said \$15,000 encumbered from road reconstruction to be clearer.

Richard Butt said that he would feel better if the Board would carefully review all figures that had to do with money, especially in light of past problems. He said that the perception is that the Board is not taking the time and energy to review properly. He said that it is not a reflection on Tina Pelletier. He said that she does a great job, but needs the support of the Board. He said that it would be useful to have fresh set of eyes review important documents before they are sent out so that errors can be found. He said that the error in the letter may be a clerical one, but it does still lead to confusion.

Chairman Tom Clow noted that most of the recommendations from the auditors have already been implemented. New software that is more user-friendly also helps. They will be acquiring two new modules, one for cash management and one for fixed asset that will make reviewing items easier because it will be in a better format. Richard Butt said that he would like to be satisfied that the Board is doing due diligence. He said that in 2005 the Board opted not to hire a Town Manager and made the financial person part-time. He said that it may not have been the best decision, but that was what happened.

Richard Butt asked if the Board had reviewed the figures in the MS-4. He noted that the land use change tax was projected at \$61,000 on the MS-4, but when he checked with the Town Clerk's office they have \$93,000 in receivables and \$9,000 in outstanding bills so it is a total of \$102,000 as of this month. He noted that 25% goes to the town and 75% to conservation. He said that this number is a red flag to him and he would think that the Board would review the numbers and check on sensitive topics such as the land use change tax estimate. He noted that it is not a reflection on Tina Pelletier. He said that the Board should be reviewing numbers, especially big numbers with a sensitive history that have an impact on setting the tax rate. Selectman Wendy Clark asked if the entire amount is reported on the MS-4. Town Administrator Fred Ventresco said that it is, but it is split up. Richard Butt said that the town receives the entire amount and then separates it.

Town Administrator Fred Ventresco said that he discussed the process with Tina Pelletier. She sent a request to Department heads and Committee Chairs for revenue estimates. They made a conscious effort to be conservative in their estimates. He said that it would have been nice to be able to look back over 3-4 past years, but it was difficult due to the software so it was not like comparing apples to apples. Richard Butt noted that numbers are included in the Town Report each year. Town Administrator Fred Ventresco said that he likes to use both the actual numbers as well as the projected numbers and that was where it became difficult.

Richard Butt said that he would want the Board to make the decision on determining what conservative is and he would like them to use the unreserved fund balance as a determining factor. How much money the Board would like to add to the unreserved fund balance would determine how conservative to be. Town Administrator Fred Ventresco noted that the revenue on the MS-4 could be changed until the tax rate is actually set.

Richard Butt said that he would like to see a process in place where the Board is actively reviewing the numbers before the tax rate is set. He noted that the estimate for motor vehicles is \$1.5 million and the Town Clerk's office is on track with that figure. He said he is not sure how conservative that figure is. Chairman Tom Clow said that the Board has been trying to do a much better job of keeping an eye on things than in the past. He said that the finance department has been working hard on getting things up to date and reconciled. Richard Butt said that he would like to see processes and procedures put in place by the Board.

Chairman Tom Clow said that there is a concern with the unrestricted fund balance. After looking at the closing of 2005 and then the warrant articles there was a bigger than expected. Richard Butt asked if it were under \$300,000. Chairman Clow said that it was close.

Richard Butt noted that there was a \$250,000 error in underestimating the motor vehicle revenues that was passed onto the taxpayers in higher taxes. He said that he has not heard the Board apologize for the error and there has been no discussion of whether or not the money would be returned to the taxpayers. He said that it is a topic that he would like to see the Board discuss and make a decision on.

Selectman Joseph Fiala said that there had been discussion on the issue in December and January and that he has apologized several times. He said that the Board would not know if they would return money to the taxpayers until they set the tax rate. He said that, looking at the unreserved fund balance, it would be difficult, but the Board would return what it could. He noted that the Board inherited a situation that could not be helped. Richard Butt noted that the Board will be setting the tax rate soon and it should be discussed soon. He said that it is understandable if the unreserved fund balance meant that the money could not be returned, there just needs to be a discussion.

Chairman Tom Clow said that he did not see them returning a lot back to the taxpayers. He noted that the 2005 audit showed that the unreserved fund balance was already very low and there were warrant articles that used funds for projects. He said that it is unrealistic to have high expectations of a large amount of money be returned to the taxpayers, though the Board would want to keep taxes as low as possible.

Richard Butt said that it would be good to have a sense that the Board is holding these types of discussions and thinking about the tax rate. He asked when the 2006 audit would be conducted. Town Administrator Fred Ventresco said that the 2006 audit could not begin until the books were closed on 2005, which happened today. He said that the 2006 audit would begin in mid-November. Richard Butt asked if there would be any information prior to setting the tax rate. Town Administrator Fred Ventresco said that he did not think so. He noted that the fund balance without anticipated revenue is below \$300,000.

## **DEPARTMENT HEADS**

There were no reports.

**OLD BUSINESS**

Approval of Meeting Minutes – September 10, 2007

Chairman Tom Clow noted that the minutes of the September 10, 2007 meeting were still in rough form and the Recording Secretary needed to review them and clean them up to make them readable. Therefore, the Board will not vote on them today.

Selectman Wendy Clark asked about the nonpublic information in the minutes. She said that there was some information that she felt should have remained nonpublic. Town Administrator Fred Ventresco noted that the Board had covered four topics in the nonpublics. He said that they voted to seal and restrict two of them, but the other two were not sealed and restricted. They were included in the minutes.

Manifests

**Chairman Tom Clow moved and Selectman Joseph Fiala seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer (Deputy) to sign checks dated September 20, 2007.**

|                  |  |
|------------------|--|
| Accounts Payable | \$268,631.94                                   |
| Gross Payrolls   | \$ 36,632.29 (includes Credit Union and Taxes) |
| Total            | <u>\$305,264.23</u>                            |

**Motion passed 4-0-0**

*Discussion on Method of Hiring a Minute Taker*

Town Administrator Fred Ventresco said that the posting for the Minute Taker position closes on September 20. He said that the Board needs to decide whether or not the position will be a town employee or a contracted position. Chairman Tom Clow said that they also needed to discuss how the minute taker would be paid. He said that the Board discussed the issue the last time, but he was not comfortable with the amount set. He said that he felt it should be an employee, not a contracted employee. He said that the information from the Local Government Center also showed that the position should be an employee not a contract. He said that they should control the top wage so that it is reasonable with FICA and workman’s comp. included.

Selectman Joseph Fiala said that he also felt it is an employee relationship. He asked what the going rate for minute-takers is and what it would take to attract someone to the position. Town Administrator Fred Ventresco said that he contacted surrounding towns and Henniker pays \$19 and the schools pay \$12. Selectman Joseph Fiala noted that the Minute Taker position can be a grueling job with long hours. The person is expected to be at all the meetings and then has work to do at home on the minutes. Chairman Tom Clow said that \$13.50 seemed the highest they could go and stay in the \$15 range. Selectman Joseph Fiala asked if there were a salary range in the posting. Selectman Fred Ventresco said that they did not include salary information in the posting. He noted that there have been two applicants so far. Selectman Donna Osborne said that she felt that the salary offered should depend upon experience. Selectman Joseph Fiala suggested a range of \$12-\$13. Town Administrator Fred Ventresco suggested determining whether the position would be an employee or contract and then decide on the payment after interviewing the candidates. Selectman Donna Osborne said that she felt it should be an employee position. Selectman Wendy Clark said that there should be a careful decision either way.

**Selectman Donna Osborne moved and Selectman Joseph Fiala seconded to hire a minute taker as an employee of the town. The motion passed 4-0-0.**

Chairman Tom Clow said that the salary would be decided after the interviews.

## **ADMINISTRATIVE REPORT**

### *Computer Donation*

Town Administrator Fred Ventresco reported that a resident had offered to give the town a computer for the Parks and Rec Department to use at Chase Park. It is an older model so it would be hard to put a dollar value to it. Selectman Wendy Clark said that she would not want there to be internet access provided with the computer. Town Administrator Fred Ventresco replied that the computer would not be able to access the internet. It would be used for databases, keeping records, and typing documents. Chairman Tom Clow said that he would want it stipulated that once the town received the computer it would have the discretion to dispose of it if it did not work out. Town Administrator Fred Ventresco said that he would have the person donating the computer sign paperwork that would include giving the town full discretion over the computer.

**Selectman Joseph Fiala moved and Selectman Donna Osborne seconded that the town accept the donation of a computer from Valerie King for the Parks and Recreation Department.**

Discussion: Selectman Donna Osborne asked where the computer would be kept during the winter since the building at Chase Park does not have heat and she would not want to see the computer be damaged. Selectman Joseph Fiala suggested storing it at the Town Office building. Selectman Wendy Clark agreed that it could be kept in the upstairs area of the Town Office building. Selectman Donna Osborne noted that the summer season is almost over so the computer should be stored. Selectman Joseph Fiala asked if the computer was a laptop or a desktop. Town Administrator Fred Ventresco said that he assumed it was a desktop.

**The motion passed 4-0-0.**

## **NEW BUSINESS**

### *Employee Promotion*

Chairman Tom Clow said that the town would like to change the position of Finance Clerk to the salaried position of Finance Administrator. Town Administrator Fred Ventresco said the salary would be \$40,280 that it would be a 12% increase based on a 40-hour week.

**Selectman Joseph Fiala moved and Selectman Donna Osborne seconded to promote the Finance Clerk to Finance Administrator with a salary of \$40,280.**

Discussion: Selectman Wendy Clark said that she would want it to be clear that the expectation would be for 45+ hours. Selectman Joseph Fiala said that they should update the Finance Administrator job description and include that the position would be based on a more than 40-hour workweek. Chairman Clow said that he liked the phrase more than 40 hours better than 45+ because it is less specific, but shows the expectation. Selectman Wendy Clark requested a copy of the job description. Selectman Donna Osborne agreed that all members should review the job description and come back with any suggestions. Selectman Joseph Fiala said that updating the job description was important but the situation needs to be addressed and a decision should not wait on a updated job description. He said that the Finance person needs to attend meetings, especially during the upcoming budget season. He noted that Tina Pelletier also expressed concern on her authority to request budget information from Department Heads when she is a clerk. He said that the promotion to Town Administrator makes sense at this time. Selectman Wendy Clark said that she would also like to see the Clerk job description. Town Administrator Fred Ventresco said that he discussed the position with Tina Pelletier and it is clear that she is performing the same duties as the person who had filled the Finance Administrator position in the past. He noted that the topic was brought up during the Board of Selectman meeting last week,

but since it was near midnight, the Board did not want to make a decision and asked that it be brought up this week.

**The motion passed unanimously 4-0-0.**

Chairman Tom Clow asked what the process would be for interviewing the minute taker applicants. He said that since the position closes on Thursday, the interviews could be held on Monday night. Town Administrator Fred Ventresco noted that Monday's meeting is a manifest meeting. Selectman Joseph Fiala suggested holding a non-public to interview the candidates and then hire first thing at the next meeting if there is a viable candidate.

Chairman Tom Clow suggested holding the first interview at 6:15 PM. Selectman Wendy Clark asked to start earlier. Town Administrator Fred Ventresco suggested scheduling the interviews for 5:15 PM and 5:45 PM. He said that he would provide information packets on each of the candidates to all Board members prior to the interviews.

#### *Employee Reviews*

Chairman Tom Clow noted that the time for Employee reviews is coming up soon and it would be helpful for the Board to decide whether or not the new form developed by the Employee Benefit Review Committee should be adopted. He noted that the new pay scale has not been adopted, yet. However, it is tied to the review form and it would be helpful to have it in place if the pay scale is adopted. Chairman Tom Clow asked when the Board should decide on the review form. Town Administrator Fred Ventresco said that employee reviews would be taking place very soon and it would be helpful to have a decision now. Selectman Wendy Clark asked if all reviews were conducted around the same time instead of based on hire date. Town Administrator Fred Ventresco replied that they were all conducted around the same time, usually before budget season.

Chairman Tom Clow said that most of the language on the two forms were the same. The difference is in the categories. In the old form, the categories ranged from "poor" to "excellent." In the new form, the range is based on a scale of 1 to 5. The employee would be rated in the same areas and the comments would be in the same place, but the scale is different. The numbers are averaged and the employee would need to receive a 3 or above to receive a raise. Under that would mean no raise since raises are not pro-rated in the new system. In order to get a raise, employees would need to be competent and competent is a score of 3 or above. Selectman Donna Osborne noted that these raises are separate from COLA.

Chairman Tom Clow said that it would be useful to have the new ratings in place and used for the reviews so that it can be used if the new scale is approved. Selectman Wendy Clark agreed that it is a good first step in getting the HR stuff together.

**Chairman Tom Clow moved and Selectman Joseph Fiala seconded to use the newly developed Employee Review Forms presented by the Benefit Review Committee. The motion passed unanimously 4-0-0.**

Selectman Wendy Clark asked about the status of the request that other Committee meetings be televised. She said that she feels that all Committees and Subcommittees should be televised, especially Committees like CIP that have to do with financial matters. She said that she feels it is a disservice to the community when Committee meetings are not televised.

Selectman Joseph Fiala said that the Board can ask the Committees and Subcommittees to televise their meetings, but it is up to them to actually flip the switch. He said that the Board would need to determine what the consequence would be if they do not televise their meetings. The Building Committee meets at 8 AM and feels that no one is watching. Some groups do not want to be on television and have an aversion to it. It might stifle willingness to participate. A

lot of people are nervous. He said that he would not want people to feel that they could not express themselves.

Selectman Wendy Clark said that she feels that more meetings should be televised and that there needs to be a vote on equipment to enable rebroadcasting meetings. She suggested having comment boxes installed in the Town Offices for people who might be afraid to comment on television.

Chairman Tom Clow noted that there are times when more than one Committee is meeting and the same time. He said that there are already a lot of Committees and it would be difficult to find a night for new Committees to meet. He said that if the Board mandates televising all meetings it would be difficult due to scheduling conflicts. He said that on the Town Center Advisory Committee some members are not comfortable in speaking in a televised situation. He noted that public speaking is one of the greatest human fears. He said that he is not against having meetings televised, but there are some areas of concern with multiple meetings at the same time, adding more Committees, and people who may be reluctant to speak on television.

Selectman Wendy Clark said that she feels there are Committees that are very important to televise, like the Finance Committee. She said that the voters indicated that they would like the meetings televised with the warrant article that passed and it is the Board's duty to either uphold that or change it. Chairman Tom Clow noted that the warrant article indicated Boards and Commissions, not necessarily Committees and Subcommittees. He noted that the Finance Committee did not always have a quorum so their meetings would not be considered official meetings. Selectman Wendy Clark said that televising meetings might make it so that people in the community see what is going on and then want to join.

Chairman Tom Clow suggested having a resolution to encourage that meetings are televised. Encouraging meetings be televised would leave leeway for those that are scheduled at the same time. Selectman Joseph Fiala suggested having Boards and Commissions televise every meeting with the recommendation that other Committees and Subcommittees also do so. Selectman Wendy Clark said that she would also emphasize Committees that have an impact on the budget, such as CIP. Selectman Fiala said that seemed reasonable. Richard Butt noted that the Warrant Article said that the Boards and Commission should make every effort to televise their meetings, so it was not a mandate. Selectman Joseph Fiala suggested creating a list of Boards, Commissions, and Committees that should be televised with a hierarchy of importance. Chairman Tom Clow asked about the Library Trustees. Town Administrator Fred Ventresco said that the Library Trustees would need to decide on their own if they wanted to televise their meetings, but could do so from the library. Selectman Wendy Clark suggested including groups that create ordinances as well.

Selectman Wendy Clark asked about the Center Planning Committee. Chairman Tom Clow noted that they go through the Planning Committee so their work is not done in secret.

Chairman Tom Clow said that it would be useful to encourage Committees and Subcommittees to televise their meetings with special emphasis on those with financial impact. Selectman Joseph Fiala asked Town Administrator Fred Ventresco to draft a list of groups with a hierarchy of importance including the top as Boards and Commissions, second as groups with financial impact, third as Committees, and fourth as Subcommittees. Town Administrator Fred Ventresco said that he would do so, but the ranking would depend on what the name is since there is no state law that distinguishes the difference between Boards, Commissions, and Committees. Selectman Joseph Fiala said that once the Board accepts the list a memo could be sent out to Chairs encouraging them to televise their meetings.

Selectman Wendy Clark asked about the status of the August 6, 2007 meeting minutes. Town Administrator Fred Ventresco said that they were revised and should have been posted on the web today. He noted that there are often a lot of tasks that need to be prioritized for him to do.

Selectman Wendy Clark asked if it would be possible to add another employee to the Benefit Review Committee since one employee has expressed interest in joining. Selectman Joseph Fiala said that the membership for the group is set and the number of employees is two. There are already two employees on the Committee so it is full. Town Administrator Fred Ventresco said that is a need for citizens to join the Committee. Chairman Tom Clow noted that he served as the appointed person with Naomi Wilton and John Osborne as the employee representatives.

Town Administrator Fred Ventresco said that they had looked into the beginning of the Committee to determine how the membership was decided upon, but was not able to find that information, yet. He said that if it was a Board decision they could chose to change the proportions, but if it were voted on they could not.

Selectman Joseph Fiala said that he would be concerned to have too many employees on the Committee since it is making decisions directly related to employee benefits. Selectman Wendy Clark said that there are people who serve on both the Zoning and Planning Boards and they may benefit from the decisions of those Boards. Selectman Joseph Fiala said that he would be concerned that, with a quorum of employees, they could write what they wanted for benefits. Selectman Wendy Clark said that she felt that other Boards and Commissions had the same problem so she did not see a difference with this committee. Selectman Joseph Fiala said that members of other Boards and Commissions recuse themselves if a decision would benefit them financially. He said that the purpose of the Benefits Review Committee is directly related to the employees' benefits. Selectman Donna Osborne noted that the employees bring ideas and information back from the meetings. Selectman Joseph Fiala said that he would not want too many employees on the Committee and since there is only a certain number allowed and it is already at that number then new employees cannot join. Selectman Wendy Clark asked about alternates. Chairman Tom Clow said that the Committee is not full. He said that the meetings are usually him and the two employees. He said that he does not really see the comparison to other Boards because they do not participate on items that directly benefit themselves while the employees on the Employee Benefit Review Committee do. Selectman Donna Osborne noted that members of the Planning Board do recuse themselves when they could benefit financially from decisions. Selectman Wendy Clark noted that some people sit on the ZBA, the Planning Board and the Center Advisory Committee. Chairman Tom Clow said that Committees and Subcommittees might be made up from members of the Board so they would sit on more than one. Selectman Joseph Fiala noted that in small towns some people may hold more than one position, but it is determined by law which positions cannot be combined.

Town Administrator Fred Ventresco said that he would look deeper into the origins of the Employee Benefit Review Committee to see how the proportions were determined. Chairman Tom Clow said that it would be useful to know where the membership is spelled out. Selectman Wendy Clark noted that it is a very important committee. Chairman Tom Clow noted that the Committee is currently functioning so that there is a discussion and then Naomi Wilton goes back and makes changes and then brings the information back to the group for comment and more discussion. He noted that the membership had been limited but increased recently.

Selectman Wendy Clark noted that she contacted the Department of Environmental Services and left a message related to Horace Lake/Chase Park, but had not yet heard back.

Selectman Donna Osborne asked about the four proposals from the Assessing companies. She said that it would be a good idea to review the proposals and come to the meeting in two weeks with comments and ideas. Chairman Tom Clow noted that some of the information was difficult to compare since they were based on different numbers. Town Administrator Fred Ventresco said that it would be helpful to have information on the major terms such as upkeep and assessment numbers. He said that he could talk to the state to see if there is standardized terminology. Selectman Donna Osborne suggested checking the companies with the Better Business Bureau. If they had any complaints it would eliminate them from the process.

Selectman Joseph Fiala said that at 6:30 PM on September 18, the final meeting for input on the Bolton Field Master Plan would be held. Individuals from GeoInsight would be present and input is encouraged.

Selectman Joseph Fiala said that an ad looking for bidders on re-roofing the Town Hall would be sent out. Specs would be available at the Town Office for anyone interested in bidding.

Chairman Tom Clow asked if there had been any movement in the Parks and Recreation Coordinator position. Selectman Joseph Fiala said that it was so late in the season that they decided to look in the spring. He said that there was one applicant who would be encouraged to reapply in the spring. He noted that members have been stretched thin while covering for the Coordinator.

*Nonpublic*

**Chairman Tom Clow moved and Selectman Donna Osborne seconded to go into non-public session under RSA 91A:3 II (d) at 7:58 PM. A roll call vote was taken. Selectman Wendy Clark, yes; Selectman Donna Osborne, yes; Selectman Joseph Fiala, yes; Selectman Tom Clow, yes.**

Jennifer Dutch, Recording Secretary