

FINAL

BOARD OF SELECTMEN'S MEETING

October 24, 2011

7:30 P.M. – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by Chairman Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice Chairman; Peter Christie, Selectman; Athos Rassias, Selectman; Judy Doherty, Selectman; Julia Griffin, Town Manager and Jessie Levine, Assistant Town Manager/Human Resources Director.

1. PUBLIC COMMENT.

Chairman Walsh welcomed the students that were present in the audience and encouraged them to ask questions if they didn't understand something.

Chairman Walsh asked for any Public Comment. There were no comments from the Public.

2. FISCAL UPDATE AND PRELIMINARY DISCUSSION REGARDING FY 2012-2013 TAX RATE TARGET.

Chairman Walsh provided the audience with a little background and stated that in October and November the Select Board looks at the current budget and sets a tax rate target for Town staff to develop a budget. The department heads and Town staff then develop a budget to be presented to the Board of Selectmen with a recommended budget that meets the tax rate target and a statement of what had to be cut from the budget to reach that target. The Board then considers what should be added into the budget or other areas that could be cut instead to reach the target. This is the beginning of the budget process which ends in May when it is presented to Town Meeting and voted on by the residents.

Chairman Walsh introduced Betsy McClain, Director of Administrative Services, who would be taking the Board of Selectmen through a presentation of budget background and 5-year budget projections for the General Fund and the Fire Fund.

Ms. McClain prepared a PowerPoint presentation for the benefit of the audience as she walked the Board through the fiscal update and tax rate target. Ms. McClain began with the monthly operating statements distributed at the Management Meeting. She noted that the Town is on track in terms of its operations relative to where they were last year at this same point in the fiscal year. The interest income continues to evaporate; the motor vehicle permit revenues are about the same. Ms. McClain stated that on both the revenue and the expense side, the Town is right on track with their year-to-date spending against the operating budget.

Chairman Walsh confirmed with Ms. McClain that with the changes at the State level and the budget adopted at Town Meeting the Town is still "holding water." Ms. McClain confirmed that this was the case.

Ms. McClain stated that the Consumer Price Index (CPI) is now at 4.4% for the New England Urban B/C amount and in the past this number has been the factor to guide the Board in setting its tax rate. Over the past couple of years, the numbers have been 'all over the map' and now the Board takes into account other factors including home sales and the overall economy and recognizing that the CPI represents a market basket of goods that doesn't necessarily map to those goods and services purchased by a municipality.

Ms. McClain reviewed a slide of short-term interest rates over the last several years, and how they have declined. It is a significant number that went from 5% in 2007 down to 0%. In 2008, the Town earned over \$350,000 in interest income annually and it has now been reduced to well under \$100,000. Ms. McClain stated that with this reduction along with everything else that has been thrown at the Town, they have tried to fill the gap either by cutting costs or raising non-tax revenues.

Chairman Walsh stated that the interest income being close to 0 is constrained by the Town's choices as to where they choose to invest. He felt that they should look at a more aggressive approach that is still safe and secure. Ms. McClain stated that the Statute does control very tightly where the treasurer can invest operating funds. Ms. McClain stated that the risk would be being more aggressive about timing their CD deposits and this does not gain the Town a significant benefit in exchange for the risk of not having adequate cash flow.

Chairman Walsh noted that there aren't enough federally insured banks at \$250,000 limit where they can get a larger interest return. Ms. McClain stated the Town is actively participating in the CDARs program and does work with a variety of different financial institutions, but the interest rates are not what they want them to be either.

Selectman Christie asked about the CPI and the average year over year. Ms. McClain stated that the average of the year-to-year published CPI is 3.06 for the last 12 months. Selectman Christie stated that the more relevant number in terms of budgeting would be the 3% number and not the 4.4%. Ms. McClain stated that this was a discussion that the Board had previously. Selectman Rassias confirmed that the most recent CPI data is up to September, 2011.

Ms. McClain noted the tax lien activity and related that the Town of Hanover is extremely fortunate in comparison to many municipalities across the State with a relatively low number of properties that are lienied.

Selectman Doherty asked if the chart was reflecting all commercial and residential properties. Ms. McClain stated that it includes all properties. She asked if they could break the chart down further to show commercial vs. residential. Ms. Griffin estimated that the chart reflects 95% residential.

Chairman Walsh asked how many residential units are in town. Ms. McClain stated that it was around 3,400. Chairman Walsh noted that the number of properties lienied represented roughly 1.0% of all properties.

Selectman Doherty asked if other communities are seeing similar increases in this area. Ms. McClain stated that in comparison with other communities, others have seen an increase in foreclosures which Hanover is not experiencing.

Ms. McClain stated that the unknowns have to do with what will happen at the State level. State aid is shrinking and the Town still has the Rooms & Meals Tax distribution and Highway Block Grants, but these items are vulnerable to reductions. Ms. McClain stated that they have had discussions about modeling the budget reflecting the partial decrease of these funds. There are also other State budget decisions that affect the Town: items that impact the County budget that will be reflected in this portion of the local property tax, and school funding are of chief concern.

Ms. McClain stated that the NH Retirement System (NHRS) is in rebuild mode and they have a big unfunded liability problem to fix. This year the NHRS looked to the employees to contribute more and the Town has been told by NHRS to expect "significant" increases in future employer contribution rates. Ms. Griffin stated that every 2 years the Towns can expect those increases. Ms. McClain stated that the Town will see the next increase in FY 2014.

Ms. McClain stated that with Health Care Reform there are a lot of unknowns but one change with employees being able to keep dependents on their insurance up to age 26, the Town has added several of these dependents to its roster of insured participants.

Ms. McClain reported that another unknown is the cost of energy; how aggressively the Town can switch from petroleum based fuels to something new. Ms. McClain also stated that some of the technology changes might create opportunities to change the way that governmental services are delivered in the future.

Ms. McClain moved on to the 5 year Tax Rate Projections. She noted that the underlying premise is that Town services would continue to be provided at the current levels with current staffing.

Ms. McClain stated that the Town is in the first year of the three year union agreements so the FY2013 and 2014 salaries are projected based on those negotiations; the out years will remain incremented at 2.0%.

Ms. McClain stated that the Town has projected a more modest increase, 5.0%, in the health insurance rates for the upcoming fiscal year; however, the Town has not received its guaranteed maximum rate number yet. A 10.0% increase has been budgeted for in the out years.

Ms. McClain stated that they reviewed the New Hampshire Retirement System and the biennial increases; in 2013 the budget in general will need to increase because the salaries will go up and they are using the rates that the NHRS will charge next year. Ms. McClain stated that they are forecasting 15% rate increases for 2014 and 2016 which are the start of the next two NHRS biennial periods.

Vice Chairman Connolly asked about the Retirement System and whether the assumption is that the State will be removing its 35% obligation. Ms. McClain stated that the State share of the

employer contribution for Group 2 members (fire and police) has been eliminated; the projected 15% increase comes from the NHRS indicating that employers should expect significant rate increases in the future and she is assuming that “significant” could mean 15 to 20%.

Selectman Rassias asked what the 15% increase would look like in terms of dollars. Ms. McClain stated that this information wasn’t readily available as the projected numbers also include increases in salary but she will try to find that number for future discussions. Chairman Walsh wanted to make sure that this chart included projected Total Compensation figures.

Vice Chairman Connolly wanted to clarify whether there would be an additional 2% imbedded into the system. Ms. Griffin confirmed that Vice Chairman Connolly was referring to Cost of Living Adjustments. Ms. McClain stated that the increases include the known Cost of Living Adjustments which are 1.50% for the upcoming year and 2.0% for 2014 plus employees would be eligible for step increases. Ms. McClain noted that 25%-35% of the employees are at the top of their grade so these amounts are blended. In the out years, salaries are incremented by 2.0%; this increase is intended to cover both step increases and any Cost of Living Adjustment.

Ms. McClain outlined the assumptions made for the other operating costs in the General Fund for the 5 year scenarios. For Version 1, Ms. McClain incremented the Road Maintenance line-item by the average municipal cost index increase for items related to road maintenance and construction, with other costs being incremented a flat 3.0% across the board. In version 2, non-comp operating costs were held at the same level (i.e., incremented by 0%) for all future years. Ms. McClain did want to bring the Board’s attention to non-comp operating costs being reduced from FY2012 to FY2013; she explained this was due to \$700k being added as Outside Project Expenses and Revenues in FY2012 to authorize the receipt and expenditure of outside funds for the undergrounding of utilities on Lebanon Street. In FY2013, this \$700k appropriation of expense goes away. Ms. Griffin stated that the work going on right now on Lebanon Street is the underground work being discussed.

Ms. McClain stated that the assumptions made for the debt service is taken from the current schedule of outstanding debt. The bond for the 2002 Dispatch Center renovations and equipment is paid off in the current fiscal year; the 2003 RW Black Community Center bond will be paid off in FY2023 and the Dresden School District note will be paid off in 2024.

Chairman Walsh confirmed that they do not have any upcoming projects that would require bonding. Ms. Griffin stated that there isn’t anything currently on the schedule that they would consider bonding.

Ms. McClain reported that the transfers to Capital Reserve Funds are projected based on schedules that were presented during last year’s budget hearings.

Ms. McClain stated that the assumptions regarding the State of NH revenue and State aid are being held constant. The motor vehicle registration fees have been adjusted to reflect what the actual experience has been. When the “cash for clunkers” program came out, projections were based upon a temporary uptick in motor vehicle registrations that needed to be adjusted downward.

Ms. McClain reported that with regard to Building Permit and Related Fees there were several large construction projects which has helped in the past but there is not planned significant activity so they are projecting a modest 1.0% increase in 2014. This projection will be refined further during the budget development process as the Planning & Zoning Department might know of upcoming projects.

Ms. McClain reported that there is a new item labeled Payment from the Water Utility Fund and this payment comes in from the Water Fund, raised by water ratepayers which allows the property tax owners to be held harmless for the Municipalization of the Water Company.

Ms. McClain stated that Other Revenues is an area where they aggressively look for ways to increase non-tax revenue and it is projected at 1.0% for FY2013-2017.

Ms. McClain stated that the Net Assessed Valuation assumes \$20mm growth for FY2013-2017.

Ms. McClain stated that the other fund that appears on the Property Tax bill is the Fire Fund. For purposes of these initial projections, they have assumed that the hydrant system costs will be removed from the Fire Fund and switched to be recovered by water ratepayers through their quarterly water bills. This work is still in the beginning stages but they are hoping to put this into this year's budget cycle.

Ms. McClain stated that there is a 10 year lease on the ladder truck to be paid off in FY2016. In the first year projected without the lease, the lease amount is transferred into capital reserve in anticipation of replacing the ladder truck in the future.

Chairman Walsh suggested looking at the life of the last ladder truck and they should be looking at how many ladder trucks are available in the Upper Valley and how to make this an asset to be spread over a number of towns. This is a \$1 million vehicle and should be looked at differently as part of their rolling stock. Ms. Griffin stated that they bought a demo and they saved around \$100,000.

Ms. McClain stated that they project a withdrawal of \$200K in FY2013 to spend down the accumulated balance to the current level stipulated by policy. In 2014, there is a bump in the tax rate because that relief has gone away.

Ms. McClain stated that the tax bills will be mailed tomorrow. Ms. McClain showed a summary of year to year increases of the tax rates overseen by the Selectmen which reflect the projections for the next 5 years. Ms. Griffin stated that there will be a big hit to the taxpayers in FY2013 from the County for the jail.

Selectman Christie pointed out that if all of the projections listed in Version 1 are true and no changes were made, the Board is looking at a 5.75% increase in the General Fund Tax Rate. Ms. McClain confirmed that this was true.

Chairman Walsh stated that he was fascinated by the fact that if you look at the out years, the rate gets better and generally speaking it usually gets worse the further out you get. Ms. McClain stated that this has to do with the out-of-contract 2.0% proposed compensation increase if this comes to pass in addition to other factors.

Ms. McClain stated that Version 2 of the General Fund showed all of the non-compensation line items being level funded so the 5.75% municipal tax rate increase turns into 4.25%. Ms. Griffin restated that this is the difference between Version 1 and Version 2. Selectman Christie clarified that level funding means no increases. Ms. McClain stated that the Board will see that what this means is that this would start to erode the level of commitment to the highway program, as materials increases would have to be absorbed within a fixed amount.

Chairman Walsh stated that the Town essentially has two highway programs; they have the program that keeps the roads from deteriorating and then there are the improvements at different areas in town. He feels that they should look at these as two separate pieces. Ms. Griffin stated that some of the larger, targeted projects could be put on hold until the outlook improved.

Selectman Christie stated that with regard to the 5.75% rate, the only projected assumption with regard to State funding is the employer retirement funding. Ms. McClain stated that she has not factored anything that the legislature could do to the Town into the 5.75% rate. The Retirement System is a separate Board and she budgeted 15% in 2014 and in 2016.

Ms. Griffin stated that she thinks it's safe to assume that in this upcoming 2nd year of the legislative biennium the State is not likely to do much more to the towns on the fiscal side. The time that they need to be concerned again is by January 2013, when the next biennial legislature is in session. If the economic downturn continues, it is likely that they could see State aid to cities and towns jeopardized. Chairman Walsh stated that it would be interesting to look at these 5-year projected tax rates if they had the historic "normal" State revenues added back in.

Ms. McClain stated that for the Fire Fund, the net cost of what was taken out of the Fire Fund decreased the property taxes for property owners in Fire District #1 by a significant number. The taxpayers and some non-taxpayers who have access to the fire hydrant system will see the recovery of this fire protection amount in their utility bill.

Selectman Christie looked at the Fire District #1 2013 rate and was curious as to why it would be reduced significantly. Ms. McClain explained that this would happen because the hydrant system costs are eliminated from the amount of tax levy raised in Fire District #1. The only distinction between Fire District #1 and District #2 is the hydrant system. Ms. Griffin stated that this is tied to the staff recommendation to back the hydrant expense out of the Fire Fund and put it into the Water Fund so that the water customers would pay for the hydrants through their water rates rather than residents in Fire District #1 paying for hydrants through a property tax.

Ms. McClain stated that they have several non-taxable property owners that currently pay a private hydrant fee. That private hydrant fee would go away, and these costs would be part of the fire protection costs recovered through the water rates.

Board of Selectmen
October 24, 2011

Ms. Griffin stated that this is a preview of coming attractions that will be before the Board in November. Ms. Griffin stated that there are people who pay both a hydrant surcharge in their property tax and a private hydrant rental fee which doesn't make any sense. Ms. Griffin stated that residents won't be paying for it through their total valuation but through their water utilization.

Chairman Walsh feels that the Board has received the message that they need to do some serious work in the General Fund to be at a place that is reasonable and 5.75% is not a likely tax rate target. He stated that there is a lot of conversation and explanation needed in advance relative to the Fire Districts and the Fire Hydrant fees. Chairman Walsh wanted to factor in a significant amount of time to explain and have public conversations on this.

Selectman Christie stated that another message here is that the Town's ability to bring tax rates in at the 0 to 3% level is not likely. If you level fund everything else beside non-compensation items, the number would still come out at higher than 4%. If you assume a 3% inflation rate and level fund, you are going back 3%. Ms. Griffin stated that you can get to the number by downsizing. She would want to get the number down to 3% but where do they find 2.75% reductions in expense or increased efficiency?

Chairman Walsh stated that there was another CPI indicator which was an increase in social security at 3.6% after a few years of 0%. Some of the taxpayers will see this as another benchmark. Ms. Griffin stated that the thing that she worries about with the tax rates that they are implementing and the residents' ability to pay. As the recession continues, the uptick in liens is one indicator that people are feeling more strain.

Chairman Walsh moved on to the Undesignated Fund Balance (UFB). Ms. Griffin stated that she and Selectman Christie raised the issue about keeping UFB closer to 10% in anticipation of possible emergency repairs. This year they could decide whether to apply more of the General Fund balance toward this end which is one way to handle the 5.75% projected increase. Vice Chairman Connolly noted that the last time the fund went down was due to a storm which resulted in a reduction of \$400,000 and the Town received no assistance whatsoever so the experience is there.

Selectman Christie stated that they can change the policy based upon the kind of assurance you want and then the policy can drive the decisions. Ms. McClain stated that there were specific guidelines from the Government Finance Officer Association best practices which recommended having 2 months of the operating budget for the Undesignated Fund Balance or about 17%. Ms. Griffin stated that this information is meant to get the Board prepared for the next meeting in November to get some direction toward the tax rate target.

Chairman Walsh felt that it would help for the discussion to move the four pieces about compensation into a total compensation number.

The Board thanked Betsy McClain for her presentation.

3. BOARD & COMMITTEE APPOINTMENTS:
- Fence Viewer

Chairman Walsh MOVED to nominate Rob Grabill to fill the Robert Morris' term as Fence Viewer. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO APPOINT ROB GRABILL TO FILL ROBERT MORRIS' TERM AS FENCE VIEWER.

4. APPROVAL OF MINUTES:
- October 3, 2011

Chairman Walsh had one change for the Minutes of October 3, 2011.

Vice Chairman Connolly MOVED to approve the Minutes of October 3, 2011 as amended. Selectman Rassias SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED AND 1 ABSTAINED TO APPROVE THE MINUTES OF OCTOBER 3, 2011. (Selectman Doherty abstained from the vote).

5. ADMINISTRATIVE REPORTS.

Ms. Griffin stated that January 10th is now the New Hampshire Primary date. Ms. McClain stated that this could still change but this is the date that is set for now. Ms. Griffin stated that the frustrating part is that dates have been thrown around and this creates a lot of work and organization for the Town.

Ms. Griffin reported that the underground utility project on Lebanon Street has recently gone on through the night. Right now they are running conduits underground but then they will be relying on FairPoint and others to move their lines. The poles will continue to be up for some time. Ms. Griffin reported that there is great progress on the Visual Arts Building. Ms. Griffin stated that the work on South Park Street is done for this year and next year they will begin the improvements on North Park Street. Ultimately there will be a sidewalk segment in front of Leverone and safer lanes for bicycles.

Ms. Griffin reported that the Town will receive \$3,900 in FEMA funds for Hurricane Irene. There may be funds available to help with the Great Hollow historic bridge. There is confusion as to who actually owns the bridge; whether it is the Town or the State. The State maintains the road.

6. SELECTMEN'S REPORTS.

Peter Christie

Selectman Christie reported that the Finance Committee continues to focus on the school budget. There have been some early rough drafts of their budget and if you take away special education

Board of Selectmen
October 24, 2011

funding, tuitions and the larger numbers driven by outside forces, they are looking at an expense increase of 4%. The focus is on expense increases which eventually turn into a tax rate increase.

Kate Connolly

Vice Chairman Connolly reported that the Planning Board met earlier this month and considered some of the reconditioning of the exterior of Kendal and the drainage plan that's associated with it. The drainage plan has been approved by Peter Kulbacki.

Vice Chairman Connolly reported that St. Denis has acquired 14 Hovey Lane which is now before the Planning Board because they intend to use it partially for a residence but mostly for meetings and office space. The property is located within the Institutional Zone.

Vice Chairman Connolly stated that the Planning Board took a tour of the Biological Sciences building which is a magnificent building and they have done a terrific job of producing something which will teach the biological sciences beautifully for years.

Judy Doherty

Selectman Doherty reported that the Howe Library Corporation held its Annual Meeting at the Howe Library on October 13th at 3:30 p.m. It was a great meeting with new officers being elected.

Selectman Doherty stated that an announcement was made for the Howel Classic which was a mini golf extravaganza that they held last year. The dates have been set for March 24th & 25th 2012. The group worked very hard to look at dates that won't compete with other activities including the weather.

Selectman Doherty reported that Mary White, Library Director, has submitted the Howe Library as a contender for the "Best Small Library in America."

Selectman Doherty reported that the Hanover Affordable Housing Commission met on October 20th where they welcomed the Hanover High School Civics Class and they took the time to explain what they do. The bulk of the meeting was spent setting a framework to provide feedback for the Planning Board's Residential Policy Draft. The Affordable Housing Commission has been developing framework for a response for not only this project but any other proposals that come before their Commission.

Athos Rassias

Selectman Rassias reported that the Bike & Pedestrian Committee met recently and will be coming to the next Select Board meeting. Most of the discussion included optimizing pedestrian pathways near Hanover High and the Howe Library.

Brian Walsh

Chairman Walsh reported that the Hanover Sustainability Committee met last Wednesday and he was not present for the meeting but he did review the Minutes.

Chairman Walsh reported that he also missed the Yard Sale that the Recreation Center held. Ms. Griffin reported that they made over \$3,000 and half was to go to the Haven for Hurricane Irene relief and the other half was going to go toward the Thompson Terrace playground.

Ms. Griffin reported that the Chamber of Commerce also met recently and they spent a lot of time looking at the upcoming dues schedule for Chamber membership. There were discussions surrounding the fact that they haven't raised membership dues in 4 years but were sensitive to the state of the economy.

7. OTHER BUSINESS.

Chairman Walsh read the following letter:

“To the Town of Hanover; Select Board Members; Julia Griffin, Town Manager; Town Citizens and Employees:

When I ran for the Board last May, I told a number of people that I would serve until my wife, Linda Patchett, retired. I had fully expected that change was a few years off. Surprising us, in August, DHMC announced a Voluntary Retirement Program for which Linda qualified given her 26 years in numerous positions at DHMC. On October 14th, she retired.

Over the past few weeks, I have talked with the Select Board members and Town Manager and let them know of my desire to step down from the Board. Tonight we start that process.

I will serve until the Board appoints someone to take my seat. The expectation is that this will be completed by the end of the year, so that whoever replaces me will have time to come up to speed before the Selectmen begin the cycle of putting together a budget to present to Town Meeting next May.

Julia will outline the next steps in the process in a few minutes.

I write this note with mixed emotions. I am excited by the freedom to play, to travel and to explore new opportunities. And I will miss my deep involvement in Town affairs.

It has been an honor to serve on the Select Board for the past 15+ years and previously on the Planning Board. Public service to Hanover has been terrific. I have made many friends and learned much from the experience.

I especially want to recognize and thank my current Board colleagues: Kate Connolly, Peter Christie, Athos Rassias and Judy Doherty. I also want to thank Willy Black, Jack Nelson,

Board of Selectmen
October 24, 2011

Bill Baschnagel, John Manchester, Jay Pierson and Allegra Lubrano. They all have been wonderful partners.

It has been a joy and pleasure to work closely with Julia Griffin our Town Manager. Her patience, commitment and professional skills have served the Town extraordinarily well, and in the process made the roll of Selectman a pleasure.

Our Town is served by an extraordinary management team and work force. We are fortunate, and I thank all of our employees, past and current, for their dedication, good humor and hard work.

I have had the opportunity to work with two extraordinary Dartmouth Presidents; Jim Wright and Jim Kim. They and their leadership teams have been strong partners in making Hanover the special place we all enjoy. Thank you to Dartmouth for our many good works together.

At its core, Hanover is led by the volunteers who serve on our numerous Boards, Commissions, Committees and working groups. The countless volunteer hours of hundreds of individuals make this Town tick. We all owe them each an individual Thank You for their service.

Hanover is blessed with a tradition of vigorous civil discussion shaped by a common desire to do the best for the Town. Throughout the nearly quarter of a century that I have been in public office, I have sought to find balance: balance between the legacy of the past and the possibilities of the future, and between the hopes and needs of numerous often competing interests.

The current Town management leadership has never been stronger. The Select Board members are seasoned and work well together. I feel confident that the Town can carry on the fine traditions of public service, civil discourse and balance decision making. Lou Bressett, Jim Campion, Sharon Nordgren, Bob Kirk, and Willy Black established a culture which will serve us well into the future.

It has been a fun ride. Thanks to you, citizens of Hanover, for the opportunity to serve.”

The Board thanked Chairman Walsh for his years of service.

Ms. Griffin passed out a sample of a display ad that could be run in the Valley News to attempt to find someone to fill Chairman Walsh’s position on the Board for the next six months in the hopes that they might run for his remaining term in the spring.

The Board discussed the proposed display ad and made suggestions to the wording.

Chairman Walsh MOVED to follow the request for a non-public session to discuss items pursuant to RSA 91-a: 3, II (a), (c), (e). Vice Chairman Connolly SECONDED the motion.

Board of Selectmen
October 24, 2011

THE BOARD VOTED UNANIMOUSLY TO CLOSE THE PUBLIC MEETING AND ENTER INTO THE NON-PUBLIC SESSION TO DISCUSS ITEMS PURSUANT TO RSA 91-a: 3, II (a), (c), (e) at 8:55 p.m.

Selectman Doherty MOVED to exit the non-public session. Selectman Christie SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF EXITING THE NON-PUBLIC SESSION AT 9:50 P.M.

Chairman Walsh MOVED to adjust the Town Manager's salary for 2011-2012 by 3.5% retroactive to July 1, 2011 to match the increase received by other Town employees on July 1, 2011. Selectman Christie SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF ADJUSTING THE TOWN MANAGER'S SALARY FOR FY2011-2012 BY 3.5% RETROACTIVE TO JULY 1, 2011 TO MATCH THE INCREASE RECEIVED BY OTHER TOWN EMPLOYEES ON JULY 1, 2011.

8. ADJOURNMENT.

Selectman Doherty MOVED to adjourn the meeting. Selectman Christie SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:55 P.M.

Respectfully Submitted,

Judith A. Doherty, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

1. **Chairman Walsh MOVED to nominate Rob Grabill to fill the Robert Morris' term as Fence Viewer. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO APPOINT ROB GRABILL TO FILL ROBERT MORRIS' TERM AS FENCE VIEWER.

2. **Vice Chairman Connolly MOVED to approve the Minutes of October 3, 2011 as amended. Selectman Rassias SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED AND 1 ABSTAINED TO APPROVE THE MINUTES OF OCTOBER 3, 2011. (Selectman Doherty abstained from the vote).

3. **Chairman Walsh MOVED to follow the request for a non-public session to discuss items pursuant to RSA 91-a: 3, II (a), (c), (e). Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO CLOSE THE PUBLIC MEETING AND ENTER INTO THE NON-PUBLIC SESSION TO DISCUSS ITEMS PURSUANT TO RSA 91-a: 3, II (a), (c), (e) at 8:55 p.m.

4. **Selectman Doherty MOVED to exit the non-public session. Selectman Christie SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF EXITING THE NON-PUBLIC SESSION AT 9:50 P.M.

5. **Chairman Walsh MOVED to adjust the Town Manager's salary for 2011-2012 by 3.5% retroactive to July 1, 2011 to match the increase received by other Town employees on July 1, 2011. Selectman Christie SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY IN FAVOR OF ADJUSTING THE TOWN MANAGER'S SALARY FOR FY2011-2012 BY 3.5% RETROACTIVE TO JULY 1, 2011 TO MATCH THE INCREASE RECEIVED BY OTHER TOWN EMPLOYEES ON JULY 1, 2011.

6. **Selectman Doherty MOVED to adjourn the meeting. Selectman Christie SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:55 P.M.