

FINAL

BOARD OF SELECTMEN'S MEETING

October 20, 2014

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 Peter Christie. Present were: Peter Christie, Chairman; Athos Rassias, Vice Chairman; Bill Geraghty, Selectman; Nancy Carter, Selectman; and Julia Griffin, Town Manager. Absent: Jay Buckey, Selectman.

1. PUBLIC COMMENT.

Chairman Christie asked for Public Comment. There were no comments from the public.

2. PUBLIC HEARING TO ACCEPT \$6,554.90 IN FUNDS FROM DARTMOUTH COLLEGE AND EMERGENCY MANAGEMENT PLANNING GRANT FOR COMMUNICATIONS BRIDGE BETWEEN HPD'S VHF RADIO COMMUNICATION SYSTEM AND THE COLLEGE'S UHF TRUNKED COMMUNICATIONS SYSTEM.

Chairman Christie opened the public hearing. Ms. Griffin noted that there was also an additional grant for the Board to accept in the amount of \$6,369.00 for emergency generators. Ms. Griffin noted that the Town has experienced power failures in the downtown area which has caused all of the traffic signals to shut down. Lt. Evans was able to get small emergency power generators that would keep the traffic signals going which was an acceptable application for grant funds.

Ms. Griffin reported that the \$6,554.90 for the communications bridge is a combination of funds from Dartmouth College and Homeland Security. This is new technology which would allow Hanover Dispatchers to speak directly to Dartmouth Safety and Security officers in the field. The second grant would be used to purchase emergency generators which would be used to keep traffic lights running in the case of an outage.

Selectman Carter MOVED to Accept the Funds from Dartmouth College and Emergency Management Planning Grant as presented. Vice Chairman Rassias SECONDED the Motion.

THE TOWN OF HANOVER BOARD OF SELECTMEN, IN A MAJORITY VOTE, ACCEPTED THE TERMS OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AS PRESENTED IN THE AMOUNT OF \$3,277.45 FOR THE PURCHASE OF COMMUNICATIONS BRIDGE, EQUIPMENT BETWEEN HPD'S VHF RADIO SYSTEM AND DARTMOUTH'S UHF TRUNKED SYSTEM. FURTHERMORE THE BOARD ACKNOWLEDGES THAT THE TOTAL COST OF THIS PROJECT WILL BE TWICE THAT SUM

IN WHICH THE TOWN WILL BE RESPONSIBLE FOR A 50% MATCH. (\$3,277.45) FOR A TOTAL COST OF \$6,554.90.

Selectman Carter MOVED to Accept the Terms of the Emergency Management Performance Grant As Presented. Vice Chairman Rassias SECONDED the Motion.

THE TOWN OF HANOVER BOARD OF SELECTMEN, IN A MAJORITY VOTE, ACCEPTED THE TERMS OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AS PRESENTED IN THE AMOUNT OF \$6,369 FOR THE PURCHASE OF EMERGENCY GENERATORS TO POWER THE TOWN'S TRAFFIC SIGNALS, FURTHERMORE THE BOARD ACKNOWLEDGES THAT THE TOTAL COST OF THIS PROJECT WILL BE \$12,738 IN WHICH THE TOWN WILL BE RESPONSIBLE FOR A 50% MATCH OF \$6,369.

The Board expressed appreciation to Doug Hackett and Michael Evans for their efforts in acquiring funding for this equipment for the Town.

3. REVIEW OF FIVE YEAR FINANCIAL PROJECTIONS AND DISCUSSION OF FY 2015-16 TAX RATE TARGET.

Ms. McClain was present to speak to the Board.

Chairman Christie asked how many dollars equals 1%. Ms. McClain stated that it would be over \$90,000. Chairman Christie noted that without any changes to the budget, the Town is looking at a 6% increase. Ms. McClain stated that this is primarily due to the one-time withdrawal of \$185,000 from undesignated fund balance in the current budget year to offset the increase in capital reserve fund balance contributions. The other reason for the increase is the possible implementation of the Condrey & Associates Class and Compensation Study recommendations. Chairman Christie clarified that last year they used \$185,000 out of the fund reserves which was not built-in to the tax rate last year.

Ms. McClain stated that the New Hampshire Retirement System had announced its employer contribution rates to go into effect July 1, 2015. The Fire Department (Group II-Fire) contributions would go up by 5.1%; 3.2% for Group 1 employees; and 4.3% for police (Group II-Police). Ms. McClain stated that for the last couple of years, they have been considering the increase in NHRS employer contributions as downshifting because the State used to fund 35% of the Retirement System for Group II employees, but they are now relying on the Towns to cover these costs. Ms. Griffin stated that the Retirement System had a good return on their investments last year.

Chairman Christie asked about Union Negotiations. Ms. Griffin stated that they began Union Negotiations last week. Ms. McClain stated that the Class and Comp study will be part of those discussions.

Chairman Christie asked about the CPI (Consumer Price Index). Ms. McClain stated that the August rate for CPI is at 1.2%; the MCI (Municipal Cost Index) was up to 2.26%. Selectman Geraghty clarified that the Union Contracts expire on June 30th.

Ms. McClain there is just over \$18 million in additional taxable valuation in the current year. She advised that they are not aware of anything that will impact the taxable valuation in a good way; therefore, there is a steady \$12 million in growth projected for FY2016-2020.

Ms. McClain stated that when she put the projections together, many of the indicators show that the Town is coming out of a slump. There are increased motor vehicle registrations, real estate transactions and people are becoming more involved in civic activity.

Ms. McClain reported that interest income is still very low. She stated that the Town collects taxes on behalf of the School and the County which then sits in a bank and collects interest. Because the rates have plummeted from ~5.0% several years ago to just barely above 0.0%, this has resulted in a loss of over \$300,000 in non-tax revenues, and it doesn't appear that this will change.

Ms. McClain provided the Board with a year-to-year comparison between the Consumer Price Index and the Municipal Cost Index. She noted that year to year the Municipal Cost Index is at a higher rate indicative of the more volatile goods that a municipal needs to purchase vs. the normal consumer.

Ms. McClain noted that from August of 2013 to August 2014, they are looking at a point-to-point difference of 1.35%.

Ms. McClain noted the contributions from the State to the NH Retirement System which have been downshifted to the Towns. From 2000-2009 the State's contribution towards the Group II NHRS share was at 35%; in 2010 the contribution went down to 30%; in 2011 the contribution was reduced to 25%; and from 2012-to the present the State's contribution has been at zero.

Ms. McClain stated that the counterpoint to municipalities railing under the inequity of this shift is that labor groups will say that the Town had been under contributing for many years. Selectman Carter asked whether the view of the employee would be unsympathetic to this indicating that this is a problem between the Town and the State. Ms. McClain stated that she expects some employees do share this position.

Ms. McClain provided information regarding tax liens in Town. She noted that the Town of Hanover has very few tax liens in comparison to other towns throughout the State.

Ms. McClain noted that for non-tax revenues, a lot of the emphasis is on the cost side but even if costs can be tightly constrained, the tax rate will go up with the loss of non-tax revenues.

Ms. McClain stated that she is pleased to see that the building permit revenue projections are being estimated reasonably. She stated that currently they are basing this on \$12 million in growth year to year. Chairman Christie noted that the FY2015 budget projection is holding up. Ms. Griffin stated that FY16 and FY17 will likely be busy years for the College as there are areas that have planned expansions but she agrees that they need to be more conservative with the projections.

Ms. McClain reported an increase in motor vehicle registration fees; there are more new cars being registered than 2-3 years ago.

Ms. McClain noted the resulting “blended” property tax rate based on the assumptions that she has outlined results in roughly a 6.0% increase in the Town’s Tax Rate. In the out years, there are increases expected at 3%. Ms. McClain reported that salaries were incremented more than normal to model one potential implementation of the Class and Compensation study.

Ms. McClain provided an overview of the Undesignated Fund Balances in the General Fund which is accumulated unrestricted money in the General Fund. Ms. McClain stated that there are a variety of opinions about the level of proper fund balance funding, but currently she anticipates that they will end the fiscal year with just over 11%. She noted that \$185,000 was budgeted as a withdrawal in the current fiscal year to beef up the capital reserves last year.

Ms. McClain stated that some of the reason for the extra funding has to do with having vacant positions or when they under spend what Town Meeting has authorized them to spend. The Finance Committee has had problem with this every year because they don’t like to see the funds sitting in this account, as it is an indication to them that our citizens have been over-taxed.

Chairman Christie asked what the recommended fund balance amounts should be. Ms. McClain stated that the National Government Finance Officers Organization has recommended 5% to 17% and if they are ever going to be floating their own bonds, they would need to have 15% to 17% for the underwriter’s consideration.

Chairman Christie confirmed that the tax rate has the \$12 million in tax valuation built in. He stated that they have the capacity to come down another percent and this would leave a gap between the tax rate of CPI at 1 to 1.5%; the cost factors are going up one point higher than that.

Ms. McClain has not been scientific about the assumptions used for these projections. She forecasted out that they are going to continue to find innovative ways to purchase energy, etc. but there is no guarantee.

Ms. Griffin noted that the Board typically provides the Department Heads with their tax rate target in November.

Chairman Christie felt that the tax rate target should be around 2.5% range, and they could be aggressive with the reserve balances to bring the Undesignated Fund Balance in the General Fund down to 10%. He stated that even with a tax rate target exceeding the CPI, the Town will be challenged to meet this target with shoring up the current year \$185,000 Undesignated Fund Balance withdrawal and the looming union negotiations.

Vice Chairman Rassias asked what would happen if they take an additional \$185,000 out of the undesignated fund balance in this budget with regard to the anticipated future increases. Ms. McClain stated that this would shift the increases in the tax rate to the out years. Chairman Christie noted that this would avoid 2 points which would need to be made up at some point if they want to continue to fund the reserves.

Selectman Carter stated that optimistically they could have an increase in building permit revenues in the future which would mitigate the bump. Chairman Christie noted that Dartmouth could have more building permits and there could be an increase in interest income but these are the unknown factors.

Selectman Carter asked what kind of pressure there is to issue our own bonds. Ms. McClain stated that there is no pressure, and the Town has been fairly debt-averse. The Community Center bond and the Parking Fund bond for the parking facility are the only bonds remaining.

The Board decided to set the tax rate target at the next meeting on November 3rd. Ms. Griffin noted that the September CPI will be released tomorrow.

Selectman Carter asked whether a tax rate target of 2.5% would be reasonable for the Union negotiations. Ms. Griffin felt that this was reasonable. The Fire Chief and Police Chief are looking at significant changes with the upcoming budget, some that may cost money and some that may save money.

4. RECOMMENDATION TO AUTHORIZE TOWN MANAGER TO NEGOTIATE AND EXECUTE LEASE FOR TOWN TELEPHONE SYSTEM.

Ms. Griffin reported that Doug Hackett has done a great job of negotiating this new lease. She noted that the money has been budgeted and the Town will see a savings in the out years.

Vice Chairman Rassias MOVED to Authorize the Town Manager to Negotiate and Execute the Lease for the Town Telephone System. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO AUTHORIZE THE TOWN MANAGER TO NEGOTIATE AND EXECUTE THE LEASE FOR THE TOWN TELEPHONE SYSTEM.

5. RECOMMENDATION TO SET A PUBLIC HEARING FOR NOVEMBER 3, 2014 TO ACCEPT E-911 MAPS AS DEVELOPED BY THE STATE OF NEW HAMPSHIRE.

Ms. Griffin stated that the mapping consultant for the Department of Safety spoke with the Board last year and now the Board needs to have a public hearing and to officially accept the E-911 maps. She noted that streets that have like-sounding names needed to be changed as well as some house numbers to meet the regulations. She noted that Doug Hackett is hoping to have this done by the end of the calendar year.

Selectman Geraghty MOVED to Set a Public Hearing for November 3, 2014 to Accept E-911 Maps as Developed by the State of New Hampshire. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET A PUBLIC HEARING FOR NOVEMBER 3, 2014 TO ACCEPT E-911 MAPS AS DEVELOPED BY THE STATE OF NEW HAMPSHIRE.

6. RECOMMENDATION TO SET POLLING HOURS FOR TUESDAY, NOVEMBER 4, 2014.

Vice Chairman Rassias MOVED to Set Polling Hours from 7 a.m. to 7 p.m. on Tuesday, November 4, 2014. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET POLLING HOURS FROM 7 A.M. TO 7 P.M. ON TUESDAY, NOVEMBER 4, 2014.

7. APPOINTMENT OF ELECTION WORKERS.

Ms. Griffin provided a list of volunteer ballot clerks – election workers for the Election on November 4, 2014.

Volunteer Ballot Clerks – Election Workers:

Ron Hiser	Bob Maue	Leslie Henderson	Jerry Mitchell
Dennis Goodman	Laura-Beth	Robin Nuse	Ruth Harvey
Jan Chapman	Goodman	Bob Riessen	Michael Tischbein
Katharine Christie	Janice Fischel	Sharon Weaver	Joan Collison
Joyce Noll	Maris Noble		

Selectman Carter MOVED to Appoint the List of Volunteer Ballot Clerks – Election Workers for a Two-Year Term effective November 4, 2014 with Gratitude. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPOINT THE LIST OF VOLUNTEER BALLOT CLERKS – ELECTION WORKERS FOR A TWO-YEAR TERM EFFECTIVE NOVEMBER 4, 2014.

- 8. APPOINTMENTS:**
- Advance Transit
 - Conservation Commission
 - Planning Board
 - Recreation Board
 - Sustainable Hanover
 - Zoning Board

Ms. Griffin noted the following appointments for the Board's consideration:

Advance Transit - Bill Baschnagel (through December of 2017)
Conservation Commission – John Trummel, Michael Mayor and Jim Kennedy
Parks and Recreation Board – Roberta Hitchcock
Planning Board – Michael Mayor
Sustainable Hanover Committee – MaryAnn Cadwallader and Yolanda Baumgartner
Zoning Board of Adjustment – Gert Assmus (from Alternate to Full Member)

Selectman Carter MOVED to Accept the List of Volunteers with Gratitude. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ACCEPT THE LIST OF VOLUNTEERS WITH GRATITUDE.

- 9. APPROVAL OF MINUTES:**
- September 22, 2014

Vice Chairman Rassias MOVED to Accept the Minutes of September 22, 2014. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ACCEPT THE MINUTES OF SEPTEMBER 22, 2014.

10. ADMINISTRATIVE REPORTS.

Ms. Griffin thanked Vice Chairman Rassias and Selectman Carter for joining the Joigny delegation for dinner at the Norwich Inn. Ms. Griffin reported that she hosted a City Council member from Joigny and it was a terrific week. Selectman Carter noted that the gifts that the Town received are beautiful. Ms. Griffin stated that these will be placed in the Boardroom in the future.

Ms. Griffin reported that Solarize Hanover will launch an event this Thursday, 6:30 p.m. to 8:00 p.m. at Hanover High. She noted that they are hoping for a good turnout. She

reported that Energy Emporium from Enfield NH will be there to give an overview. Ms. Griffin invited the public to come to this informational meeting. She stated that Solarize Upper Valley provided the average cost for a roof installation of 18 to 20 panels is about \$11,000 for a house after the \$3,500 rebate and the additional tax breaks.

Ms. Griffin reported that ground mounted systems are more expensive unless someone is looking at a possible roof replacement. She noted that if people can't make the meeting, they can still schedule a site visit. She also reported that they have 5 tiers of pricing and the more people that are involved, the less it will cost.

Ms. Griffin reported stated that when the Parking Study was done a couple of years ago, one recommendation was to implement a better Rideshare Program. Ms. Griffin has been working with the Route 120 Corridor Committee which was convened by the City of Lebanon and includes Dartmouth Hitchcock, Dartmouth College, Upper Valley Lake Sunapee Regional Planning Commission, Hypertherm and Advance Transit. Hanover budgeted \$10,000 through the Parking Fund toward this effort and they are about to implement the program which will be administered through Advance Transit.

Ms. Griffin reported that the Chamber of Commerce Leadership Dinner will be held on November 6th and the keynote speaker is the President of the WNBA.

Ms. Griffin reported that Town staff has finished constructing the Pine Park Bridge. It was fabricated in-house and The Pine Park Association is committed to pay the Town back (\$25,000). Ms. Griffin reported that Todd Bragg did all of the welding work and two other staff members helped with construction and it is up for final inspection; they would like to build a second bridge near the brook. Selectmen Geraghty noted that he was impressed when he walked on the bridge.

Ms. Griffin reported that Dartmouth is working on hole 13 to repair the significantly deep canyon which resulted from drainage from the golf course and the public safety building.

Ms. Griffin reported that the ChaD Hero Half Marathon is scheduled for this Sunday. Ms. Griffin stated that she was at the bonfire on Friday night noting that it was a good event and a very good Homecoming Weekend for Dartmouth.

11. SELECTMEN'S REPORTS.

Nancy Carter

Selectman Carter reported that the Howe Library had 150 people attend their Annual Meeting. She noted that they have new Board members and Board of Trustee members.

Selectman Carter reported that the Planning Board held a couple of meetings with the most significant work consisting of site visits and discussions with the Dresden School District planning Phase 2 of the Ray School Project. She noted that this includes outdoor

rearrangements of parking lots; bus drop offs; drainage and storm water management. She noted that they also had planning discussions around climate change.

Selectman Carter reported that the Planning Board had a very successful community and neighborhood meeting for Valley Road and that area. Selectman Carter noted that this neighborhood includes Dartmouth properties and someone from Dartmouth Real Estate spoke with the group in addition to one of the local landlords.

Peter Christie

Chairman Christie reported that the Conservation Commission met and worked on the finalization of plans for Wilson's Landing to make it more attractive and friendlier. He noted that the neighbors will be invited to participate in the finals rounds of discussion in the near future. Chairman Christie reported that last year the Commission received a modest sum to work on trails and other projects which will be used toward this effort.

Athos Rassias

Vice Chairman Rassias reported that the Hanover Bike & Pedestrian Committee has been active in trying to address bicycling on sidewalks in town. He noted that they are working on signage and getting the word out to the Dartmouth community.

Chairman Christie asked for an update on the Valley Road lane sharing experiment. Vice Chairman Rassias stated that the Committee has received a lot of positive feedback and felt that the experiment has been successful. Ms. Griffin noted that the goal was to try this out on Valley Road. She felt that Rip Road would be more challenging.

Selectman Carter noted that the neighborhood meeting was near Valley Road and many residents complimented the Town on the experiment. The Valley Road neighbors would be happy to talk to the residents on Rip Road. Selectman Carter stated that the difficulty with two lanes on Valley Road surrounded the Dartmouth events where out-of-towners would park on both sides of the road.

Bill Geraghty

Selectman Geraghty reported that the Hanover Improvement Society (although not part of the Town of Hanover) is responsible to manage Storrs Pond, Champion Rink and the Nugget Theater as well as some rental units. He reported that there is a transition in the General Manager position after Matt Marshall decided to take an early retirement; Jeff Graham will be starting as the General Manager in November. Selectman Geraghty noted that Mr. Graham has been active in many events and served on the Park and Recreation Board.

Chairman Christie noted that Storrs Pond and Champion Ice Rink are not funded by the Town of Hanover but are handled by the Hanover Improvement Society.

12. OTHER BUSINESS.

No Other Business was reported.

13. ADJOURNMENT.

Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 8:50 P.M.

Respectfully Submitted,

Nancy A. Carter, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

- 1. Selectman Carter MOVED to Accept the Funds from Dartmouth College and Emergency Management Planning Grant as presented. Vice Chairman Rassias SECONDED the Motion.**

THE TOWN OF HANOVER BOARD OF SELECTMEN, IN A MAJORITY VOTE, ACCEPTED THE TERMS OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AS PRESENTED IN THE AMOUNT OF \$3,277.45 FOR THE PURCHASE OF COMMUNICATIONS BRIDGE, EQUIPMENT BETWEEN HPD'S VHF RADIO SYSTEM AND DARTMOUTH'S UHF TRUNKED SYSTEM. FURTHERMORE THE BOARD ACKNOWLEDGES THAT THE TOTAL COST OF THIS PROJECT WILL BE TWICE THAT SUM IN WHICH THE TOWN WILL BE RESPONSIBLE FOR A 50% MATCH. (\$3,277.45) FOR A TOTAL COST OF \$6,554.90.

- 2. Selectman Carter MOVED to Accept the Terms of the Emergency Management Performance Grant As Presented. Vice Chairman Rassias SECONDED the Motion.**

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FURTHERMORE THE BOARD ACKNOWLEDGES THAT THE TOTAL COST OF THIS PROJECT WILL BE \$12,738 IN WHICH THE TOWN WILL BE RESPONSIBLE FOR A 50% MATCH OF \$6,369.

3. **Vice Chairman Rassias MOVED to Authorize the Town Manager to Negotiate and Execute the Lease for the Town Telephone System. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO AUTHORIZE THE TOWN MANAGER TO NEGOTIATE AND EXECUTE THE LEASE FO THE TOWN TELEPHONE SYSTEM.

4. **Selectman Geraghty MOVED to Set a Public Hearing for November 3, 2014 to Accept E-911 Maps as Developed by the State of New Hampshire. Vice Chairman Rassias SECONDED the Motion.**

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8. **Vice Chairman Rassias MOVED to Accept the Minutes of September 22, 2014. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ACCEPT THE MINUTES OF SEPTEMBER 22, 2014.

- 9. Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 8:50 P.M.