

**New Durham Board of Selectmen
Minutes of Meeting ~ May 21, 2012
Fire Station Community Room**

Members Present: David Bickford, Theresa Jarvis, Jeffrey M. Kratovil

Also Present: Town Administrator (TA) Alison Webb, Police Chief Shawn Bernier, Road Agent Mike Clarke, Equipment Mechanic David Valladares, Recreation Director Kellie Chase, Cathy Orlowicz, Steve Bedard, Ed Andrews, videographer Peter Pijoan

1. Call to Order – Chair David Bickford called the meeting to order at 1:01 p.m. and asked Selectman Jeffrey Kratovil to lead the Pledge of Allegiance.

2. Citizens' Forum – Cathy Orlowicz announced the New Durham Historical Society will hold a public slide show program on early New Durham history on June 14 at 7:00 pm at the New Durham Public Library. She reported that she put out flags at the Shirley Cemetery and in front of Town Hall for Memorial Day.

3. Agenda Review – There were no changes to the agenda.

4. Appointments

Historic Building Assessment Review and Discussion – Chair Bickford brought up water and painting concerns regarding Town Hall. He said Building Inspector/Code Enforcement Officer Arthur Capello pointed out rotten and sopping wet clapboard on the front. He told Steve Bedard that the Board needed details on what to do, since any paint applied would not stick.

Mr. Bedard explained that the problem was the amount of water coming off from the roof, the clock tower, and the entrance overhang. He said the corner that receives all that water doesn't get sunlight so it can't dry. He told the Board that replacement windows there have drain holes in the unit, but he noted that water dropped in the window well drips for a long time. He said there is space above the window trim, installed with the windows in the 1980s, and water drips out of the vents, comes down the side of the building and goes around the plastic window insert. His suggestion was to install a short section of gutter on the overhang above the front entrance on the left side to get that water away. Mr. Bedard advised replacing the cracked and rotted clapboards and ensuring that the sheet rock under them is all right. He suggested more flashing, also.

Mr. Bedard stressed that paint preparation was important. He recommended spruce, quarter sawn clapboards be run through a belt sander, then primed and painted with good quality paint. He advised ensuring there are no gaps on the north side, because so much water runs there. Selectman Terry Jarvis asked if increased drainage would help along the edge of the building where the water collects. Mr. Bedard said he did not think that contributed to the clapboard problem. He said the short section of gutter would mitigate the problem, and opined it was a design flaw in the building.

Ms. Orlowicz asked about birds entering the building. Mr. Bedard said he did not think that was contributing to the problem. He noted some hardware cloth could prevent birds from nesting in there.

Selectman Kratovil said this project started as a simple paint job. Mr. Bedard said the work should be confined simply to the corner and one window and door. Chair Bickford said the lower window on the police station side also seemed to have a problem. He said the plan had been to take care of the north side, as it looked shabby, but underlying work needed to be done. He asked Mr. Bedard to make a list of his recommendations. Town Administrator (TA) Alison Webb said she would email Mr. Bedard with the Board's concerns. Mr. Bedard estimated the cost to be \$3,000 or \$4,000 with prep work. TA Webb said the bid outlined repair and replacement of clapboards.

Regarding the basement, Mr. Bedard said there is a veritable pool in the basement when it rains. He advised piping water to the sump pump would have been a solution, but that was not done; therefore, a well could be cut and the water pumped to the outside. He said regrading might solve the problem, although there would still be seepage due to the lower point in the basement floor. He said water could come in through the drains. Mr. Bedard noted that the right hand side of the jail cells is protected with styrofoam, but there is no such protection in front of the cells. He explained that area of the cells would rust out faster with the contact with the concrete. Ms. Orlowicz said the contractor assured the Town that the cell doors would be able to be opened.

Mr. Bedard's other observations included four unsealed holes in the ceiling and the need of a new steel furnace pipe where it enters chimney as it has some rot. Selectman Kratovil noted the possible need of yearly inspection of the concrete for mold prior to each budget season. Chair Bickford brought up a humidex, recommended by a contractor at the last meeting. Mr. Bedard said some form of dehumidification would be good, as long as it doesn't make things too dry. Chair Bickford asked about the pipe that heads to the police station as a possible cause for water leakage.

Mr. Bedard said he believed the original clapboards were spruce. Ms. Orlowicz noted that the report indicates clear spruce clapboards. Mr. Bedard suggested a copper gutter. Chair Bickford asked about redesigning the front. Mr. Bedard said a gutter would alleviate some problems. He said it would be costly to return to the original plan of the building. He said he suspected the roofing system in the hood area rotted out, and the replacement called for what is there now. He indicated that was why all the water is shooting to the left hand corner. He told the Board there are a couple of solutions, including a longer gutter carrying water to the right. Mr. Bedard said it might cost approximately \$2,500 for a copper gutter, which would look more of an age.

Selectman Jarvis said she preferred the original entryway. She asked if Chair Bickford and BI/CEO Capello could remove the clapboards. Mr. Bedard said the upper gutter makes the most sense. He advised having a carpenter make all the preparations, which will be difficult to bid on because you can't tell what you'll be getting into. Chair Bickford said he thought the painting should be put off until all

the other problems are corrected. Mr. Bedard said touch up painting for the celebration would be fine, if the other work couldn't be done before that date.

Selectman Jarvis said the cost of board replacement is important, because under a certain amount, the solicitations don't have to be advertised in the paper. Mr. Bedard said to just get some cheap clapboards, paint them, and put them up to make the building look good for the celebration. Then, after the celebration, have someone come in and do the project correctly. Mr. Bedard recommended Sherwin-Williams Duration paint, which is self-priming, on the new clapboards and to top off the whole front.

Ms. Orlowicz said the bad areas could be covered up with bunting for the celebration. Selectman Jarvis suggested seeing if it would be feasible to get the work done before the celebration. Selectman Kratovil suggested getting an estimate from contractors before preparing a bid. TA Webb and Mr. Bedard said they did not think it was feasible to get all the work done properly before July 27, 2012. Mr. Bedard suggested using the fire department's ladder to do the touch-up work, so staging would not be necessary.

The Board summarized Mr. Bedard's recommendations as fix the clapboards, check for rot, install a gutter with the downspout on the parking lot side, and prime before painting. Ms. Orlowicz suggested contacting some resources and asking for a budgetary quote to get a ballpark figure for the cost.

Mr. Bedard agreed that the report was a roadmap for what needed to be done. He said he'd get his recommendations in to the Board. He added that he did not know why the contractors poured the basement floor as high as they did.

Barn Dance Fundraiser Authorization – Recreation Director Kellie Chase came before the Board regarding a fundraiser barn dance for Celebrate New Durham Day. She said the event, originally planned to be a bring your own beverage event, will now be non-alcoholic. She said Police Chief Shawn Bernier had not signed off on the application for the special event license yet on it being alcohol free, since that was a change. She told the Board the event, if held, would be at Patty Luckern's barn on Ridge Road. She added there was plenty of parking.

Motion by Selectman Jarvis to approve the special event license application for a barn dance at the Luckern barn, tentatively scheduled for June 30, 2012 at 7:00 p.m., pending police chief approval; second by Chair Bickford. Ms. Chase told Chief Bernier she expected about 50-60 people to attend. She said the Ron Jones Band would be playing. Chair Bickford said neighbors should be alerted. **3-0.**

The board signed the permit.

Ms. Chase said she needed to hire a beach attendant for 10 hours a week, which was in the budget. She said rates starts at \$8.00 per hour.

Motion by Selectman Jarvis that the Parks and Recreation Department begin advertising for summer positions, with rates starting at \$8.00 per hour; second by Chair Bickford. 3-0.

5. Department Reports

Police - Chief Bernier provided the Board with the paperwork for a grant from the Department of Homeland Security/FEMA to replace two portable radios, covering

the cost completely. He explained the current ones are obsolete. He told the Board money should start being budgeted to replace the cruiser radios. He said radios are going smaller and more powerful than what the Town has. Chief Bernier said the southern channel for Strafford County is being changed, as the frequency was similar to a Maine county and it was difficult to hear dispatch. He said technicians would reprogram the radios at no cost to the Town.

Motion by Selectman Jarvis to accept the Department of Homeland Security/FEMA via the New Hampshire Department of Safety radio grant money in the amount of \$7,169.50 and to authorize the chair to sign any paperwork required; second by Chair Bickford. Chief Bernier said any money not spent on the radios would stay in the account for future upgrades. **3-0.**

Chief Bernier said he would attempt to get all the radios replaced by Homeland Security, and would see if the companies will take these radios in trade.

Highway Department – Crushing Gravel - Road Agent Mike Clarke went over the two gravel bids: \$3.50 per ton from Merrill Construction Inc. and \$3.35 per ton from Custom Crushing Company.

Motion by Chair Bickford to award the bid to Custom Crushing Company for crushing 8,000 tons of one inch minus gravel; second by Selectman Kratovil. 3-0.

Paving Bid – RA Clarke said seven companies responded, but only three bid on what was actually quoted. He noted that last year the Town had an issue with one of the bidders. He recommended going with R & D Paving, Inc. as the bid was for the designated 1,600 tons. He said the original project included a cul de sac on South Shore, but that was removed. He stated all contractors were told that. TA Webb affirmed that the bids were to different specifications.

R & D representative Ed Andrews spoke briefly about how his company bid. RA Clarke said R & D is the low bidder going unit prices per square foot. He said he was comfortable with the way the project was bid. He said the addendum to the project was conveyed to all the contractors. TA Webb pointed out that the basement work had an addendum.

Motion by Selectman Jarvis to award the 2012 paving project to R & D Paving, Inc. in an amount not to exceed 203.-22.37; second by Chair Bickford. 3-0.

Selectman Jarvis asked if it was common to compare bids as apples to oranges. RA Clarke said it happens frequently, usually as a lump sum.

Flagpole – RA Clarke indicated he would like the three flags (American, state and POW) on one straight line so the flagpole does not look like the mast of a ship. TA Webb said the American flag cannot be lowered much now, as the other two can't be lowered. She said they could be lowered if all of them were on same line.

Motion by Chair Bickford that the road agent make appropriate changes to the Town Hall flagpole; second by Selectman Jarvis. 3-0.

TA Webb reported that the bulletin boards came in on Saturday.

Purchase Order – The Board agreed to sign the chip seal state bid purchase order.

Motion by Selectman Jarvis to approve Purchase Order #0173 to All States Asphalt, Inc., which is the state bid, in the amount of \$69,726.80; second by Chair Bickford. 3-0.

Town Hall – Chair Bickford asked RA Clarke if the highway department could do exterior maintenance work at Town Hall. RA Clarke said his department could do reseeding in the fall, but not the pruning. He said a licensed arborist from Arbortech called him recently, so he would have the company contact TA Webb. Discussion ensued regarding removal of the large spruce tree in front of Town Hall. Chair Bickford said he agreed with RA Clarke about removing it. Selectman Jarvis said the Conservation Commission wanted to plant a tree for Celebrate New Durham Day, so there would be space if the tree were cut down.

RA Clarke said Cameron's was going to plant purple maples at the cemetery. Selectman Jarvis suggested speaking to the current cemetery trustees about acidity from the pine trees there now, as they might want to work with Cameron's. RA Clarke said Section C of the cemetery has roots in it. He said he would have Arbortech connect with TA Webb before taking down the spruce or cemetery trees, and pruning trees around Town Hall.

Equipment Mechanic – Equipment Mechanic David Valladares reported his department is right on target concerning the budget, although there is only seven and one half per cent left in the overtime line. He assumed there would be little overtime used until the fall, and he will watch the line carefully. He added that he has yet to take any comp time. He said he'd been called out more frequently this year than ever before, and it was good that the department heads were calling him first to make decisions.

Mr. Valladares told the Board that the Transfer Station loader has been down and he is waiting for the necessary part to arrive. Also, the bulldozer has been down for more than a month; some work on it has been done. The hydraulic system has been sent out to New Hampshire Hydraulics to be fixed, but it is difficult to find the necessary parts. Mr. Valladares said they are expected to come in, and it's cheaper to fix than to buy new.

He discussed the lawnmowers with the Board. One is down currently. Chair Bickford wondered about trading in and getting a more efficient model. Mr. Valladares said the new laptop is working well.

Transfer Station – Transfer Station Joe Bloskey said adjustments have been made regarding tires, as the Town was renting a container for \$650 which was never filled in the space of a year. He said the company charged \$400 to remove the container.

Ms. Orlowicz said the change occurred because the department never recovered what it cost to dispose of the tires, and it was seeking a solution. She said NRRRA suggested ways to reduce the expense, such as getting rid of the rental container. She said the Transfer Station found a resource that will load and remove a minimum of 50 tires. She said the tires are being stored in a container that was not being used. She said the Town will realize a savings, even when the equipment mechanic will need to replace six grader tires.

She said the department has a proposal to reduce tire fees for residents. Chair Bickford suggested not moving on that immediately. Selectman Jarvis noted

that the proposed changes would be inconvenient with the coupons, since no cash is handled at the Transfer Station, so it might be best to round up the proposed fees.

Selectman Kratovil said one issue is that the Transfer Station is short on the tire collections. Mr. Bloskey said tires are often left all over. He said the container will be by the recycling so it can be monitored. Selectman Kratovil suggested the Town not give the Powder Mill Snowmobile Club the privilege of bringing in tires from the trails for free. He said if prices were raised, people would drop tires more. Selectman Jarvis said the proposed change was a reduction. She said she didn't realize how many tires the snowmobile club would bring in. Ms. Orlowicz said the club indicated it would bring in around five. Her memo reported that the club brought in 50 tires. She said tires disposed of in the right of way are picked up by the Town, but if a tire is on a homeowner's property, the police are often called in.

The Board decided to keep the fees as they are now; but agreed it might revisit the proposal if another public hearing is needed. That way the advertising cost could be split.

Motion by Selectman Kratovil to revoke the previous decision to waive fees for tires brought in by the Powder Mill Snowmobile Club; second by Chair Bickford. Selectman Jarvis said she would like to talk to the club principals before revoking. Chair Bickford removed his second.

Mr. Bloskey asked permission to accept donation of flowers to be planted at the Transfer Station. Selectman Jarvis asked about maintenance involved concerning the flowers. Mr. Bloskey indicated the area where the day lillies would go. He said the roof project is being done one section at a time. He reported that the Transfer Station would be closed on Memorial Day.

6. Old Business

Town Hall Painting – Selectman Jarvis said the Town can accept the bids and notify contractors that there will be prep work. Peter Pijoan said bids expire in 30 days. Selectman Jarvis said the bid was advertised in the paper, so the Town cannot contact the contractors as it does not know who is preparing bids. TA Webb said she would call LGC about rescinding the bids and how to inform contractors the work is not to be done. TA Webb said she received one bid and knows of another.

Primex Multi-Year Agreement – TA Webb said the proposed discount came last week and the Town can save additional money if it signs up for four years. Primex is able to give greater discounts when the commitment covers a longer span. She noted that the LGC gives towns the opportunity to renew each year, even if they are in a multi-year agreement. She said the Town will start with Primex in July, so half has been paid to the LGC so far.

Chair Bickford said he preferred not going with the Primex offer as he'd rather not be locked in. TA Webb calculated the savings at five per cent to be \$3,200 per year.

Motion by Selectman Kratovil to sign the Contribution Assurance Program (CAP) with Primex, locking in the Town for four years with a five per cent discount each year; second by Selectman Jarvis. TA Webb said the CAP

guarantees that the Town's annual contribution through 2016 would not exceed eight per cent of the prior year's contribution. Chair Bickford said the Town could not go shopping if it is locked in for four years. Selectman Jarvis said the Town has dealt with Primex almost exclusively. Chair Bickford said this commitment locks in two Boards, removing their options to make their own decisions. He pointed out that the LGC could offer lower rates in the future that the Town would then lose out on. TA Webb said the greatest the Town could pay next year was \$70,062 if it does not lock in and there was the maximum increase of 8 per cent, compared to \$69,190 if it did. She noted it was not that much of a difference. Selectman Jarvis said she would like a year's experience with the company before locking in the Town. **Bickford – nay, Kratovil – aye, Jarvis – nay. The motion failed.**

7. Approval of Minutes

Motion by Selectman Jarvis to approve the minutes of the work session of May 7, 2012, as amended; second by Selectman Kratovil. 3-0.

8. Any Other Business

Chair Bickford brought up doing summer windows. The Board discussed replacing the bulkhead door. Selectman Jarvis suggested the Town Hall clapboard replacement project could include the windows. The Board asked TA Webb to get some recommendations.

Regarding the tower deck, Selectman Jarvis asked about new surface material to shift water to the outside vent. Chair Bickford said there is excellent coverage up there. Selectman Jarvis suggested asking Mr. Bedard about the situation. TA Webb asked for the Board's notes on Town Hall to include material she will send to Mr. Bedard for him to generate his checklist. Chair Bickford said the list should be prioritized, as there might not be enough money to do everything.

The Board discussed storm windows. According to Selectman Jarvis, the glass under the fire escape needs to be fixed and the fire escape is not up to code. Chair Bickford pointed out that Mr. Bedard said the fire escape is grandfathered in. Jarvis said the glass would be, too, then.

Selectman Jarvis mentioned the second floor egress. She said money was put in for this specifically, but there are also monies in the building maintenance fund that could be used. She said the Town is on notice that Town Hall is not ADA compliant, and said she wanted to have the first floor be compliant, rather than face a federal law suit. Chair Bickford said the rot situation also needed to be brought under control and the ADA work could be done in the winter. Selectman Jarvis said each Board member could make up a prioritized list. She said a lot could be corrected as we go along, and that she would make up a list.

9. Future Meetings

The Board scheduled its next meeting for June 2, 2012 at 7:00 p.m. at Town Hall.

10. Work Session

1772 Meetinghouse Restoration Committee Charter – Chair Bickford suggested putting off discussion of this matter until after the 250th Celebration because he

wasn't sure what to do regarding keeping the committee. He added that some minutes were missing and asked how to handle that. TA Webb said the Board requested the committee give dates and times of meetings with missing minutes. She said she offered to help. She said the missing minutes could be recreated based on what members recall. She said the chairperson will get them in.

Chair Bickford said the committee wanted to do something for the celebration and he didn't want to throw water on its plans. Chair Jarvis said she wanted to see past minutes before the committee met again. Chair Bickford pointed out that the committee might need to meet to pull together the information the Board was requesting.

Selectman Kratovil asked if any health concerns regarding the interior of the building were discussed at the CIP committee meeting. Ms. Orlowicz said there is a vapor barrier and the interior condition is good. She said it is stabilized and there are no safety issues. Selectman Jarvis and TA Webb also said it was dry. Selectman Jarvis said the only issue for use of the building is that there is no certificate of occupancy or fire safety inspection. She said open houses are held in the building.

Ms. Orlowicz said there is a cracked timber that has been looked into. Chair Bickford said he spoke to Mr. Bedard, who advised not effecting any repairs to the timber until the roof is done. The Board discussed the possibility of a shifting roof. TA Webb suggested waiting on discussion of the charter until the committee brought forth the missing minutes if some members of the Board weren't comfortable with moving forward.

Selectman Jarvis said the make-up of the committee seemed restrictive. She said the building was historical and the Town's treasure, yet there was no role outlined for the Town Historian or the Historical Society as far as membership is concerned. She said there were things the Board could do with the charter. Chair Bickford asked what the Board wanted. He said the Board needed to decide that and then tell the committee, so the committee could help with the Board's decisions. He said now there is no understanding as to who is to do what. He categorized it as a disconnect in communication or duties, so the duties of the committee needed to be spelled out. Selectman Jarvis said the Board should start revising the charter. She said the Board should specify the long term maintenance plan the charter speaks of.

Selectman Kratovil said the Board discussed this issue on April 16, 2012 and he spoke with Christine Fillmore regarding suspending the committee's activities, but the Board decided to see if the committee could produce the minutes. He said suspending activities was a reprimand against the committee. He advised doing it sooner or later. Selectman Jarvis said some members are aware of the Board's concerns. She suggested requesting agendas and notes, and giving a deadline. She said the minutes issue is separate from the committee's charge.

Chair Bickford asked if the Board wanted a committee and if so, why. He said the Board should determine what it needed the committee to do. TA Webb said the Town had a group of people who care a lot about this building and noted there aren't a lot of people banging on the door to serve the Town. She said taking away the committee from a group that is working would be counterproductive. She said if communication was a problem, perhaps the Board should lay out to the committee

what it expects and let them fulfill those obligations and reignite the communication it feels is missing.

Chair Bickford said he did not feel it was necessary to have a committee. He said people can just come to the Board and indicate what they want. TA Webb said people take pride in the committees they care about. Selectman Jarvis said a committee formalizes that the Board values the task it has set out for a committee. Peter Pijoan suggested having a selectman's representative on the committee. Selectman Jarvis said the Board could work with them and ask why they feel they need a committee and ask where we should head. She said there was no evidence of a gameplan other than the Historic Structure Report. Chair Bickford said an issue was lack of money. He noted something was being done about the parking situation.

Chair Bickford said the committee needs to follow the law. TA Webb advised remembering that the members are citizens. Selectman Jarvis suggested TA Webb going over legal responsibilities when a new committee is formed. Ms. Orlowicz mentioned the recent training session for boards and commissions, which she called very informative. She said some sort of training packet might be a good idea, because people are unaware of things they must follow.

Selectman Jarvis said she would like to put together a power point presentation regarding the ethics policy and committee training for new committee members. TA Webb informed the Board that the town clerk has been working on getting paperwork for new committee members.

Selectman Jarvis suggested setting a deadline of June 30, 2012 for the 1772 Meetinghouse Restoration Committee to submit the minutes. Selectman Kratovil suggested suspending the committee's activities if the deadline were not met. He asked if there was more to this than the issue of missing minutes, and asked if, after the celebration, the Board should call a halt to the committees' activities. He asked if there was a lack of interest. Chair Bickford said the chair said at the last meeting that she couldn't imagine why there wasn't interest.

He said if there were no formal committee, the people who are on it now could talk to each other without having to call a meeting. TA Webb said a work session with the committee might be beneficial. Selectman Jarvis indicated the Board needs to know where it is coming from first. Ms. Orlowicz pointed out that many people who were actively involved in the 1772 Meetinghouse have since passed away. She noted that some bridges had been burned due to the way some things were handled. She stated she has been working hard to put hands across the scars and get things working again.

Motion by Selectman Kratovil that, as of this date, the 1772 Meetinghouse Restoration Committee has been given 30 days notice to produce some body of information regarding minutes and any money expenditures, and if not, all committee activities will be suspended as of August 1, 2012. Chair Bickford said Selectman Jarvis had suggested a deadline of June 30. He said the important thing was that there be minutes. Selectman Kratovil said he would revise his motion.

Motion by Selectman Kratovil that 30 days out from this day, the 1772 Meetinghouse Restoration Committee will have submitted any minutes to the

Board of Selectmen, and, if not, all committee activities will be suspended as of August 1, 2012. Chair Bickford said suspension of activities would mean there would be no more meetings. Selectman Jarvis added that the motion should include that all keys to the building would have to be turned in. **Second by Chair Bickford. 3-0.**

Selectman Jarvis asked if the Board wanted to meet with the committee to see if there should be a committee and if so, what should its charge be. Chair Bickford said the Board had to decide what to do with the 1772 Meetinghouse. He said taxpayers are putting money into a Capital Reserve Fund.

Employee Hiring Policy - Chair Bickford said he was seeking the Board's feedback on his proposal. Selectman Jarvis said she wrote a document last year with a combined hiring and promotional policy; it was decided to separate them. TA Webb said Chair Bickford's proposal was essentially a reordering of the current policy. Selectman Jarvis suggested some edits. The Board worked on reordering the process regarding vetting and interviewing a candidate. Selectman Jarvis said she would rework things.

Regarding promotions, Selectman Kratovil asked if the discussed changes would make the Board's input more legitimate determining whether or not the police hire from within or go outside. TA Webb suggested checking with the RSAs and the police chief. She said she would write up all the revisions and send it out to the Board. The Board could then revise it again or review it at the next meeting. Chair Bickford said voting on the pay needed to be on the checklist.

Selectman Jarvis said the Hiring Policy is in the personnel manual. She pointed out that the manual can't say one thing and the policy, something else.

The Board discussed when it should review the dog ordinance. Chair Bickford suggested repealing the ordinance until another one is put in place. He said the Animal Control Officer is using the state ordinance, and the current one should not be left on the books if it is not enforced. Selectman Jarvis said she wanted the dog ordinance revisions finished. The Board noted it also needed to discuss the purchase policy. Selectmen are to provide TA Webb with their availability and she will coordinate when the Board will discuss those matters. The Board then set a meeting date for June 13, 2012 at 9:00 p.m.

11. Adjournment

Motion by Selectman Jarvis at 5:53 pm. to adjourn; second by Chair Bickford. 3-0.

Respectfully submitted,

Cathy L. Allyn

A video recording of this meeting is on file with the Office of Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-A:4, or for a minimum of 24 months.