

**NEW DURHAM BOARD ON SELECTMEN
MINUTES
15 JULY 2013**

Present: Board members Selectman Terry Jarvis (Chair), Selectman David Swenson, Selectman Jeff Kratovil; Town Administrator Jeremy Bourgeois, recording secretary Amy Smith.

Others Present: Road Agent Mike Clarke, Police Chief Shawn Bernier, Highway Department Office Manger/Town Historian Cathy Orłowicz, Building Inspector Arthur Capello, Solid Waste Department Foreman Joe Bloskey, videographer Jim Ladd, Waste Management Account Manager Pete Lachapelle, Baysider Reporter and resident Liz Cantrall, residents Robert Meader, Paul Gibbs, Mr. Sullivan, Jim Meighan, Dick Fuller.

Call to Order/Pledge of Allegiance

Chair Jarvis called the meeting to order at 1:05 pm. There was no American Flag in the room so the Pledge of Allegiance was not said. Chair Jarvis asked Town Administrator Bourgeois to find out what happened to the American Flag, clock, and chairs that used to be in the meeting room.

Continued Public Hearing from 1 July 2013 re: Changing Fees

Chair Jarvis opened the public hearing on proposed fee increases regarding paper copies, which was recessed from 1 July 2013. Chair Jarvis stated she had received information from 21 area communities on what they charge for paper copies. Chair Jarvis stated four charge \$1.00; eight charge \$0.50; seven charge \$0.25, and one charges \$0.40 with a certain number free for citizens. Chair Jarvis stated she received an e-mail from Marc Behr which referred to RSA 91-A:4 IV which states 'the person requesting the copy may be charged the actual cost of providing the copy'. Chair Jarvis stated at the last public hearing audience member Rudy Rosiello asked when the fees were last increased. Chair Jarvis stated she spoke with the Welfare Administrator, Laura Zuzgo, who stated the fees have not changed since she had started with the Town, which Chair Jarvis believed to be 2006.

Chair Jarvis asked if any members of the public had comments or input on the proposed fee increase for paper copies. There was no public comment. Selectman Swenson asked what the actual cost of copies is. Chair Jarvis stated the estimated cost is \$.05 to \$.06 per copy not including staff time. Selectman Kratovil stated he spoke with Lita at the Health Facility Administration who confirmed what Chair Jarvis had stated at the 1 July 2013 public hearing regarding the cost of copies at the State Department of Health and Human Services. Discussion followed regarding several different possibilities such as the first five copies free for residents, \$.50 for the first two copies and then \$.20 after that, and leaving the cost as is.

At 1:20 pm Chair Jarvis closed the public hearing. **Selectman Kratovil made a motion to charge residents \$.50 per copy for the first two copies and \$.20 for all additional copies. Chair Jarvis seconded the motion.**

Recording Secretary Smith asked for clarification regarding whether Selectman Kratovil's motion would apply only for residents as this is how it was worded.

Chair Jarvis withdrew her second as she thought having different prices for residents and non-residents would unnecessarily complicate things. Selectman Swenson questioned the "additional copies" part and asked if someone came in for copies and then several hours later came back for more copies is that at the \$.20 additional copy rate or is that the \$.50 rate. Chair Jarvis stated she would consider that a new purchase and therefore the person would need to pay \$.50 for the first two copies of their current request. Selectmen Kratovil agreed.

Chair Jarvis made a motion to amend Selectmen Kratovil's motion by deleting the word 'residents' from the motion. Selectman Kratovil seconded the motion. The motion passed with two affirmative votes (Kratovil, Jarvis) and one negative vote (Swenson).

The amended motion reads 'to charge \$.50 per copy for the first two copies and \$.20 for all additional copies'. The amended motion passed with two affirmative votes (Kratovil, Jarvis) and one negative vote (Swenson).

Public Forum

Resident Liz Cantrall stated at the Selectmen's meeting of 1 July 2013, Chief Bernier came before the Board requesting permission to apply for a grant for a canine unit. Ms. Cantrall stated, in her opinion, she did not think the cost presented by Chief Bernier for a canine unit is an issue as she thinks the canine unit could be paid out of funds the Town already has.

Agenda Review

Selectman Kratovil stated he wished to add 'Meeting House' to "Old Business". Chair Jarvis stated she wished to add 'Warrant for Unlicensed Dogs', 'Letter from ZBA Chair', and '91-A Request' to "New Business" and 'Unpaid Fees at Transfer Station' under "Old Business".

Warrant for Unlicensed Dogs

Chair Jarvis stated she had received a warrant from the Town Clerk with a list of unlicensed dogs. Chair Jarvis asked Chief Bernier what the Police Department's role is regarding unlicensed dogs. Chief Bernier explained the process. Chair Jarvis stated there are approximately 90 dogs on the list. Chief Bernier stated once notices are served most people resolve the issue, and only about four go to Court. The Selectmen signed the warrant for the Town Clerk.

Appointment with the Building Inspector re: Town Hall Renovations

Chair Jarvis handed out a sketch showing a proposed floor plan for the first floor Town Hall renovations. Building Inspector Arthur Capello recommended replacing the external door to save on heat and also recommended the renovations be done before budget season begins. Chair Jarvis explained the sketch and answered questions from fellow Board members. Chair Jarvis noted one, possibly two, lateral files will need to be purchased. Building Inspector Capello suggested putting up a non-permanent wall in the conference room to maximize office space.

Selectman Swenson asked for clarification as to what was meant by a non-permanent wall. Building Inspector Capello stated a non-load bearing, sheet rocked, studded wall. Chair Jarvis noted the cost of the plumbing and electrical work was included in the 2012 budget. Town Historian Cathy Orlowicz stated she likes the plan presented as it is not harming the original structure or materials and gives the Board time until they can come up with a better idea. Chair Jarvis stated the help of the Highway Department would be needed to move file cabinets, desks, etc. Building Inspector Capello reminded the Selectmen that internet and phone providers would need to be contacted. Selectman Swenson asked what the timeframe for completion would be for this plan. Building Inspector Capello stated, without talking to electricians and plumbers, his best estimate would be 6-8 weeks from the date of approval. Chair Jarvis stated she would like to have 1 October 2013 as the target date for completion. Selectman Kratovil stated he would like to look at the room to get better orientated with the way things currently are and what is depicted on the proposed sketch. Selectman Swenson indicated this plan seems to be the most economical and the Town Historian has agreed it is the least intrusive plan but he is still concerned that no firm numbers have been given for the proposal. Chair Jarvis stated if the Board agrees to go forward with this plan, then the Building Inspector can put together information and get firm numbers. **Selectman Swenson made a motion to have the Building Inspector go forward and get estimates for full construction and renovation on the discussed design, including moving, and other necessary steps to make the design useful. Chair Jarvis seconded the motion.** Chair Jarvis asked for clarification from Selectman Swenson as to whether his motion included the cost of additional lateral filing cabinets. Selectman Swenson stated it did not and he would prefer to keep the filing cabinets separate. Chair Jarvis agreed but stated she did not want the cabinets to be forgotten. **The motion was approved with two affirmative votes (Jarvis, Swenson) and one abstention (Kratovil).** Selectman Kratovil stated he abstained as he was denied the chance to cross-reference the sketch with a quick walkthrough of the Town Hall.

Milfoil & Invasive Aquatic Plant Committee Appointment-Wayne Glidden

Chair Jarvis stated that at the 1 July 2013 meeting, Mr. Glidden was nominated to serve on the Milfoil & Invasive Aquatic Plant Committee. Chair Jarvis noted the two week vetting process has been completed. **Chair Jarvis made a motion to appoint Wayne Glidden to the Milfoil & Invasive Aquatic Plant Committee. Selectman Swenson seconded the motion. The motion was unanimously approved.**

New Hampshire Road Scholar

Chair Jarvis informed Board members that Highway Department Foreman Don Vachon had achieved level 3 of a four level Road Scholars Program. Chair Jarvis stated Mr. Vachon is now a Senior Road Level Scholar and only one level away from Master Road Scholar. Chair Jarvis noted the Town's Road Agent, Mike Clarke, is a Master Road Scholar. Board members asked Town Administrator Jeremy Bourgeois to forward a letter of congratulations to Mr. Vachon. Chair Jarvis asked Road Agent Clarke if he would relay to Mr. Vachon the Board's appreciation of his hard work and dedication. Road Agent Clarke stated he would.

Department Reports

Chair Jarvis suggested incorporating all the business relating to a Department that is listed on various areas of the agenda, be discussed under the respective Department Head Reports.

Police Department

Chief Bernier stepped forward with follow-up information regarding applying for a grant for a canine unit which was discussed at the 1 July 2013 meeting. Chief Bernier stated the \$500.00 membership fee for the Working Dog Foundation could be paid out of the 'Training Account Line'. Chief Bernier stated the Board had questioned what an hourly employee would need to be compensated for care of a canine unit. Chief Bernier stated by Labor Laws the employee would need to be compensated ½ hour per day for care of a canine. Chief Bernier stated his Officers have 10 hour shifts. Therefore they could work 9 ½ hours, be paid for 10, with the additional ½ hour being for care of the canine. Chief Bernier noted nothing would need to be bought for the cruiser to handle a canine. Chief Bernier also noted the \$500.00 per year which is estimated for dog food could be purchased with pistol permit money. Chief Bernier cited RSA 159:6 which states pistol permit money is to be used by the law enforcement department in the Town which grants the permit. Chief Bernier noted in 2012 \$820.00 was collected in pistol permit money and for 2013 \$760.00 has been collected to date. Chief Bernier stated currently pistol permit money has been put into the General Fund. Chief Bernier also stated other possible sources of revenue to fund the canine unit is drug forfeiture money. Chief Bernier noted 70% of that money is supposed to come back to law enforcement for drug issues. Chief Bernier also stated there is currently \$251.00 in the evidence room, which once cleared by the Court, could be used for the canine unit. Chair Jarvis stated she is in favor of re-instating the canine unit in New Durham. Selectman Kratovil stated he is concerned with the recent break-ins in Town but felt that taking on a canine unit comes with certain liabilities and emotional issues. Selectman Kratovil stated he is not against the idea but felt he needed more information. Selectman Kratovil suggested having Alan Gould from MRI meet with the Board to discuss options. Discussion followed. Selectman Swenson stated he has heard from several Townspeople on the issue and the people he has spoken with are a 50/50 split in favor of and opposed to the canine unit. Selectman Swenson stated the amount of time a canine unit is actually used is the main reason people who are not in favor of reinstating the canine unit cited. Chief Bernier stated a canine unit is a tool to be used in certain applications just as other tools, such as tasers, which are not used everyday but when needed. Chair Jarvis asked how many years the Town of New Durham had a canine unit. Chief Bernier stated 16 years and in those years none of the canines had an issue with hip dysplasia. Selectman Swenson asked when the last time the Town had a canine unit was. Chief Bernier stated 2007. Selectman Swenson stated Chief Bernier had addressed the major issue, cost, which was brought up at the 1 July 2013 meeting.

Chair Jarvis asked audience members if they had any comments on reinstating the canine unit. Audience member Paul Gibbs stated he believes a canine unit would be a benefit to the Town and noted the cost of the dog's food would be covered by pistol permit money which has to go back to the Police Department anyway. Selectman Swenson reminded Board members that audience member Liz Cantrall spoke in favor of the canine unit earlier in the meeting. **Chair Jarvis made a motion to authorize the re-establishment of a canine unit in the New Durham Police Department and have Chief Bernier apply for a grant from the Working**

Dog Foundation for a canine. Costs for the program for 2013 and 2014 will be absorbed by the current budget or by monies dedicated to use by law enforcement. Selectman Swenson seconded the motion.

Selectman Swenson made a motion to amend the motion by deleting ‘2013 and 2014’ from the original motion. The motion was approved with two affirmative votes (Jarvis, Swenson) and one negative vote (Kratovil). Further discussion followed regarding the amended motion. A vote was taken on the amended motion. **The motion as amended was unanimously approved.**

Selectman Kratovil gave Board members information on Community Watch Programs and suggested the Board look into the creation of one.

Board members next discussed Outside Detail rates which were brought up by Chief Bernier at the 1 July 2013 meeting. Chair Jarvis gave audience members and the Board a brief re-cap of what was discussed at the last meeting. Selectman Kratovil and Selectman Swenson questioned how the \$18.00 per hour for the administrative fee was generated. Town Administrator Bourgeois was not sure. Board members agreed to table the issue until they could get clarification from the Financial Officer as to where the \$18.00 per hour came from.

Solid Waste Department

Board members reviewed the Invitation to Bid for the hauling and disposal of solid waste. Chair Jarvis noted the current contract expires 31 December 2013. Selectman Kratovil questioned the dates on the document. Office Manager Orlowicz stated everything that is highlighted in the document will be changed to reflect the proper dates once she receives approval from the Board. **Chair Jarvis made a motion to have the latest version of the Invitation to Bid sent out by the Solid Waste Department and to process it in accordance with the Town’s purchase policy. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Chair Jarvis stated at a previous meeting it was brought to the Board’s attention that an individual had an unpaid balance at the transfer station. Chair Jarvis stated the Town Administrator sent the individual a certified letter which was returned to the Town unclaimed. Chair Jarvis suggested having the Police Department hand deliver the letter to the individual or leave the letter at their abode. Selectman Kratovil questioned if Chair Jarvis was suggesting having the Officer collect the outstanding balance or just deliver the letter. Chair Jarvis stated the Officer would deliver the letter. **Chair Jarvis made a motion to have the Police Department hand deliver to the individual or leave at their abode a notice of payment due for unpaid balances at the Transfer Station. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Solid Waste Department Foreman Joe Bloskey informed the Board that the new baler had arrived and the new employee has started at the transfer station. Foreman Bloskey noted the new employee is a good worker.

Highway Department

Road Agent Clarke stated in deference to the other audience members he would allow them to go first.

Lions Camp Pride Way

Merrymeeting Lake Eastern Shore Association members Mr. Gibbs, Mr. Meighan, and Mr. Sullivan thanked Road Agent Clarke. Chair Jarvis stated at the 1 July 2013 meeting they reviewed some information regarding Lions Camp Pride Way and had asked Land Use Clerk Amy Smith to formulate a timeline listing Planning and Zoning Board decisions. Chair Jarvis passed out copies of the timeline to the Association members. Selectman Swenson stated he reviewed the timeline prepared by the Land Use Clerk and had prepared some questions of his own which he felt should be researched. Highway Department Office Manager Orlowicz asked if the Land Use Clerk could e-mail her copies of both the time-line she created and the document prepared by Selectman Swenson. Road Agent Clarke noted Lions Camp Pride Way is a private road and not a Class VI Road. Selectman Swenson suggested the Association review the information. Chair Jarvis suggested that if any Town action is required it should be done by the Code Enforcement Officer and not the Board of Selectmen. Selectman Swenson noted some of the Association's issues may be civil issues and the Town cannot enforce deed restrictions. Association members thanked the Board for their time.

Dick Fuller –Agenda 21

Resident Dick Fuller stepped forward and submitted a booklet to Board members regarding Agenda 21. Mr. Fuller stated Agenda 21 is an attempt by the UN to take over the country, town by town and county by county. Selectman Kratovil asked if the booklet is in favor of or debunking of Agenda 21. Mr. Fuller stated debunking of Agenda 21. Mr. Fuller suggested Board members review the information. Mr. Fuller thanked Board members for their time and Road Agent Clarke for allowing him to speak before the Highway Department agenda items.

Highway Department

Road Agent Clarke passed out the results of the crack sealing bids. Road Agent Clarke requested the Selectmen award the bid to Bedford Sealcoating as it is a New Hampshire company and there is less than a \$100.00 difference from the low bidder. Brief discussion followed. **Selectman Kratovil made a motion to award the RSMS Crack Sealing Bid to Bedford Sealcoating of Merrimack, NH for the amount of \$28,340.00 subject to proof of insurance and worker's compensation. Selectman Swenson seconded the motion.**

Chair Jarvis made a motion to amend the motion to also include receipt of a performance bond. Selectman Swenson seconded the motion. The motion was unanimously approved.

Chair Jarvis read the results of the bid aloud: Sealcoating Inc. of Braintree, MA – no total cost for project given; Bedford Sealcoating of Merrimack, NH - \$28,340.00; Annseal of Johnson City, NY - \$28,242.00.

The motion was unanimously approved as amended. The Selectmen signed Purchase Order number 0199. **Chair Jarvis made a motion to authorize the Town Administrator to sign the contract for RSMS crack sealing once the stipulations have been met. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Board members next reviewed the Invitation to Bid for the Highway Facility Expansion. Office Manager Orlowicz noted page four of the document lists the four different options discussed at the 1 July 2013 meeting. Ms. Orlowicz also noted the dates in the document will be changed accordingly. Selectman Swenson stated he had some concerns with wording. Office Manager Orlowicz stated she would work with Selectman Swenson to address his concerns regarding wording of the document. Board members reviewed the document and a handout from Chair Jarvis which itemized issues gathered from various Joint Loss Management Committee meetings. Road Agent Clarke stated the roof leaks when it rains and bookcases and the copy machine need to be covered in plastic. Road Agent Clarke noted the roof has been repaired before and it is at the point that it is beyond repair and needs to be replaced. Selectman Swenson asked how old the roof is. Road Agent Clarke stated it is from 1972 or 1973. Discussion followed. Chair Jarvis suggested adding the issue to next month's agenda. Office Manager Orlowicz stated if the only issue is wording of the RFP she requested the Selectmen make a decision today instead of putting the decision off again and she would be happy to work with Selectman Swenson to clarify wording of the document. **Chair Jarvis made a motion to authorize the issuance of an RFP for work on the Highway Garage subject to final approval by Selectman Swenson. There was no second to the motion.** Selectman Swenson stated his concern is that he wants the document to be clear to bidders, so he would like to see modifications made to the existing document so that the specification listing correlates to the bid sheet. **Chair Jarvis made a motion to authorize the issuance of an RFP for work on the Highway Garage subject to modification of the document so the specifications correlate with the bid sheet. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Road Agent Clarke informed Board members the new loader is in and also the culverts on Birch Hill Road have been replaced. Road Agent Clarke thanked Selectman Swenson for his help on Birch Hill Road. Road Agent Clarke also wanted to publicly thank the road crew and Office Manager Orlowicz.

Road Agent Clarke asked the Board to consider waiving the two week vetting policy for the seasonal employee position. Road Agent Clarke stated the first person that was offered the job did not take it as he had been offered another job. Chair Jarvis stated she knew the second person and stated he is a hard worker. Chair Jarvis stated they are still waiting for the criminal record check. Chair Jarvis stated this is something the Board should look into as Departments are waiting 4 – 6 weeks for record checks to come back. **Chair Jarvis made a motion to waive the vetting policy for candidate number two. Selectman Swenson seconded the motion.** Selectman Kratovil stated he did not feel comfortable waiving the vetting policy without the criminal records check. Selectman Swenson stated the Board is not waiving the criminal records check only the vetting policy. **The motion was approved with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).** Road Agent Clarke asked if the candidate has authorization to take a physical. Chair Jarvis stated yes.

Letter from the ZBA Chair – re: Straight

Board members reviewed the letter from Larry Prelli, Chair of the Zoning Board of Adjustment regarding Mr. & Mrs. Straight. Chair Jarvis stated she did not want to ignore Mr. Prelli's letter but she was not sure how the Board should respond. Chair Jarvis suggested the Board seek

advice from MRI or the Local Government Center. Board members agreed. Chair Jarvis asked Town Administrator Bourgeois to follow up. Selectman Swenson asked Land Use Clerk Amy Smith to e-mail him the Straight's ZBA decision.

91-A Requests

Chair Jarvis stated she received a 91-A request to her personal e-mail. Chair Jarvis stated she felt 91-A requests should be going through the Town Administrator and not coming to an individual Selectman via their home address or personal e-mail address. Board members agreed, that should they receive any 91-A requests personally they would forward them to the Town Administrator.

Health Trust

Chair Jarvis reminded Board members that the decision regarding the Health Trust is due 16 August 2013. Chair Jarvis stated the Board needs to decide whether they would like a check or a contribution holiday. Chair Jarvis stated she spoke with the Financial Officer and was told either the check or contribution holiday does not make a difference as far as the Department of Revenue Administration is concerned, either way the money is classified as 'unanticipated revenue'. Selectman Swenson stated for tracking purposes he believes a check would be better. Selectman Kratovil asked if employees, both current or past, would be due a reimbursement. Chair Jarvis asked the Town Administrator to check with the Financial Officer. Chair Jarvis again reminded Board members that a decision must be made at the next Board meeting in order to meet the deadline.

Involuntary Merger – Map 108 Lot 048 – Austin Kovacs

Chair Jarvis stated at the 1 July 2013 meeting Board members reviewed a letter regarding an involuntary merger regarding lots owned by Austin Kovacs. Chair Jarvis reviewed a memo prepared by Land Use Clerk Smith regarding research she had done on the property. Selectman Kratovil suggested checking with legal counsel. Chair Jarvis stated that had already been done and the Land Use Clerk's research was a result of the reply. Chair Jarvis read a memo from the Local Government Center and RSA 674:39aa. **Selectman Swenson made a motion to unmerge the lots formerly known as lots 42 & 43 based on the facts provided. Chair Jarvis seconded the motion. The motion was unanimously approved.**

Assessing and Tax Collecting Software Update

Board members reviewed a memo from the Financial Officer listing Avitar Associates' municipal software clients. Discussion followed. Board members felt more information was necessary prior to making a decision.

Acceptance of Advisory Committee Minutes

Selectman Kratovil noted that at the last meeting the Board discussed accepting minutes of the 26 June 2013 non-public session as opposed to approving them as only one of the three Selectmen was present for the meeting. Selectman Kratovil stated he spoke with Don Jutton of MRI about the issue. Selectman Kratovil stated Mr. Jutton's advice was that the Board vote to receive them but not to approve them. Discussion followed. **Chair Jarvis made a motion to**

accept the minutes of the Fire Chief Advisory Interview Panel of 26 June 2013. Selectman Swenson seconded the motion. The motion was approved with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).

Meeting House

Selectman Kratovil stated he is concerned with the amount of money, \$300,000.00, needed to renovate the meeting house. Selectman Kratovil stated with the amount of renovations necessary very little of the original building would be left. Selectman Kratovil stated he thinks it is important to find out how important the project is to residents before a lot of money is expended. Chair Jarvis suggested putting the issue on the 2014 Warrant and ask people what they want to do with the structure. Chair Jarvis also suggested reviewing the Meeting House Charter at the next meeting. Chair Jarvis stated the charter is supposed to be reviewed every year. Chair Jarvis continued to state it has not been reviewed since she has been a member of the Board of Selectmen. Selectman Kratovil stated he is also concerned about membership of the Meeting House Committee and stated some residents feel that it is exclusive. Chair Jarvis stated membership can be looked at when the charter is reviewed. Board members agreed to discuss the Meeting House Charter at the next meeting.

Town Forester

Selectman Kratovil asked Town Administrator Bourgeois if the Department of Revenue Administration provides inspection of timber cuts. Chair Jarvis stated to her knowledge the State does not do an inspection but the Town Administrator could confirm this. Board members further discussed what credentials a Town Forester needed.

Budget

Selectman Swenson suggested the Board periodically review the budget. Selectman Swenson asked the Town Administrator to request that the Financial Officer transfer the amount appropriated for employee raises, which were effective 1 April 2013, be transferred from the 'Personnel Administration' line and into the budgets of the appropriate departments for the 31 July 2013 Budget Committee meeting.

Minutes

Board members reviewed the minutes of 1 July 2013. Selectman Kratovil suggested grammatical changes to pages 1 and 3. Selectman Kratovil also suggested on Page 10 under 'Non-Public Session' third paragraph, adding " requesting a summary of the Joint Loss Management Committee's decision regarding the 15 April 2013 accident at the Fire Department." to the last sentence. Selectman Swenson suggested referring to people by their titles for future minutes. **Chair Jarvis made a motion to approve the public minutes of 1 July 2013 as amended. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Board members reviewed the non-public minutes of 1 July 2013. **Chair Jarvis made a motion to approve the non-sealed minutes of the non-public meeting of 1 July 2013 as printed. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Board members reviewed the minutes of 8 July 2013. Chair Jarvis submitted a document listing suggested changes. **Selectman Swenson made a motion to approve the minutes of the 8 July 2013 public meeting as amended. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

At 5:28 pm Chair Jarvis made a motion to enter non-public session pursuant to RSA 91-A:3 II (c) – to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person other than a member of this Board. Selectman Swenson seconded the motion. A roll call vote was taken: Kratovil – Aye; Swenson – Aye; Jarvis – Aye.

Board members moved the meeting to the Town Hall and reconvened at 5:35 pm.

Board members reviewed the sealed non-public minutes of 8 July 2013. **Selectman Swenson made a motion to approve the sealed non-public minutes of 8 July 2013 as amended. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

While in non-public session the Board discussed some personnel matters and reviewed sealed non-public minutes.

At 6:00 pm Chair Jarvis made a motion to exit non-public session. Selectman Swenson seconded the motion. The motion was unanimously approved.

At 6:02 pm Chair Jarvis made a motion to adjourn. Selectman Swenson seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Amy Smith
Recording Secretary