

**NEW DURHAM BOARD OF SELECTMEN
MINUTES
23 SEPTEMBER 2013**

Non-Public Session

Members Present: Chair Terry Jarvis, Vice-Chair Jeffrey Kratovil, Selectman David Swenson

Excused Absence: Town Administrator Jeremy Bourgeois

Chair Jarvis called the meeting to order at 12:35 pm. **Chair Jarvis made a motion to enter into 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. Selectman Swenson seconded the motion.**

Selectman Kratovil objected to meeting in non-public session as he believed that the topic to be discussed was a public discussion. His reasons were:

1. The discussion relates to the use of sick time and not a specific disease
2. New Durham does not have a union
3. There is no employment contract
4. The town is not required to give sick leave
5. The discussion concerns sick time and a policy matter.

Chair Jarvis disagreed as the Selectmen would be speaking with a specific employee in regards to their use of leave time.

A roll call vote was taken: Jarvis – Aye; Kratovil – No; Swenson – Aye.

The Board entered into non-public session at 12:40 pm.

At 1:00 pm Chair Jarvis made a motion to exit non-public session. Selectman Swenson seconded the motion. The motion was unanimously approved.

While in non-public session the Board discussed use of leave time by an employee. The Board voted not to grant the request.

Public Session

Present: Board members Selectman Terry Jarvis (Chair), Selectman Jeff Kratovil (Vice-Chair), Selectman David Swenson, Recording Secretary Amy Smith.

Others Present: Videographer Jim Ladd, Road Agent Mike Clarke, Highway/Solid Waste Department Office Manager/Town Historian Cathy Orlowicz, Solid Waste Department Foreman Joe Bloskey, Budget Committee member Tony Bonanno, Pete LaChapelle of Waste Management, Peter Farrell of New England Forestry Consultants, resident David Bickford.

Chair Jarvis called the public session to order at 1:01 pm.

Peter Farrell – New England Forestry Consultants, Inc.

Chair Jarvis informed audience members that in 2010 the Town contracted with Forester Peter Farrell who drafted a Forest Management Plan for the Shirley Forest. Chair Jarvis stated it was decided at that time not to do a timber cut because prices for timber were poor. Mr. Farrell stepped forward and submitted handouts for the Board's review. Mr. Farrell stated buyers have been contacting him to purchase logs and this may be a good time to harvest. Mr. Farrell suggested a test market involving harvesting areas shown as K, G, and E on the handout submitted. Mr. Farrell also suggested harvesting areas B and A beginning in the winter. Selectman Swenson questioned if agreeing to the test market obligated the Town to additional harvesting. Mr. Farrell stated no.

Mr. Farrell explained the 'cut to length' system and noted the benefits are a smaller landing area, easier navigation, and the equipment can be driven on Town roads. Mr. Farrell stated the drawback is the brush that is on the ground gets driven over and crushed. Mr. Farrell stated it can be specified that the brush is to be removed from recreational trails.

Chair Jarvis stated the Town of New Durham's purchase policy requires the Request for Proposal to be advertised. Chair Jarvis asked Office Manager Orlowicz for clarification on the RFP advertisement policy. Ms. Orlowicz stated the RFP's need to be published in a newspaper of general circulation at least 14 days prior to public bid opening. Selectman Kratovil asked what is considered a newspaper of general circulation. Ms. Orlowicz stated she typically uses Foster's but sometimes she uses the Union Leader depending on the nature of the RFP. Mr. Farrell asked the Town to bear the cost of the advertisement as that is not part of the normal package he puts out.

Selectman Kratovil asked about the condition of trails and liability. Mr. Farrell stated it can be stipulated that the trails are left in the condition they were in prior to harvesting. Mr. Farrell also noted the loggers will be required to have liability insurance in the event of any accidents.

Town Historian Orlowicz asked about the clearing of approximately 1 acre of land for the Boodey House site. Mr. Farrell stated that could be done at the same time as areas K, G, and E are harvested. Ms. Orlowicz asked if the proceeds of the harvesting will go to the Boodey House or the Town. Chair Jarvis read the Will regarding the Shirley Forest. Ms. Orlowicz noted the site for the Boodey House is part of the estate but it is not part of the Shirley Forest. Chair Jarvis re-read the Will and noted it didn't specify.

Resident David Bickford asked Mr. Farrell some questions regarding forest management and thinning. Mr. Bickford also suggested notifying the Town of Alton regarding the logging

operation. Chair Jarvis asked Mr. Farrell if appropriate notification would be given to the Town of Alton. Mr. Farrell stated it would.

Selectman Swenson asked Mr. Farrell if he anticipated the timber prices to be higher than they were in 2010 and 2011. Mr. Farrell stated he couldn't say for sure but noted the demand for timber is greater now than it was in the past few years. Selectman Swenson suggested establishing a minimum amount in the RFP to ensure it is worthwhile to harvest timber and also that the RFP is worded so that the Town has the right to reject any and all bids. Chair Jarvis asked Mr. Farrell if he has prepared municipal bid packages before. Mr. Farrell stated he has and stated he will work with the Town Administrator to ensure the language is worded to the Board's satisfaction.

Board members discussed the imposing of timber tax. Mr. Farrell noted timber taxes are filed with the State but are retained by the Town. Discussion followed as to whether the Selectmen should impose the timber tax. Mr. Bickford suggested checking with the State Department of Revenue Administration.

Mr. Farrell discussed long term timber management by encouraging the growth of young trees to ensure a healthy forest.

Selectman Swenson made a motion to have Peter Farrell of New England Forestry Consultants, Inc. prepare the RFP for harvesting timber on the Shirley Forest based on the presentation given by him today. Mr. Kratovil seconded the motion. The motion was unanimously approved.

Public Input

Road Agent Clarke stepped forward and stated he would like to clarify his comment made at the 5 August 2013 meeting when he suggested the Selectmen end their contract with Municipal Resources Inc. and hire their own Town Administrator. Road Agent Clarke stated his comment had nothing to do with the performance of Town Administrator Jeremy Bourgeois. Road Agent Clarke noted he has also sent an e-mail to Don Jutton of MRI to this effect.

Agenda Review

Chair Jarvis asked if Selectmen Swenson or Kratovil had anything to add to the agenda. They did not. Chair Jarvis stated she would like to add 'Welfare Guidelines' and 'Selectman Behavior' to New Business.

Solid Waste Department – Municipal Solid Waste-RFP

Chair Jarvis gave audience members a re-cap of the discussion at the 9 September 2013 meeting regarding the bids for municipal solid waste. Chair Jarvis stated Selectman Swenson requested

postponing a decision until he could analyze the figures factoring in the Consumer Price Index (CPI). Selectman Swenson passed out cost comparison charts for the two most competitive bidders, Waste Management and Casella, for 3, 5, and 7 year contracts. Board members reviewed the information. Selectman Swenson noted Waste Management has a lower price for hauling fees and removal of construction debris but not for removal of municipal solid waste. Selectman Swenson noted Casella has the overall lowest price for 3, 5, and 7 year contracts. Selectman Swenson also noted he is in favor of a shorter contract term. Solid Waste Department Office Manager Orlowicz agreed and noted the market is currently very volatile and stated, she felt, a shorter contract term would be better. Solid Waste Department Foreman Joe Bloskey agreed with Selectman Swenson and Ms. Orlowicz. **Chair Jarvis made a motion the Town of New Durham award the contract for hauling and disposal of municipal solid waste and construction debris, as specified in the bid that has previously gone out, to Casella for a 5 year period. Selectman Kratovil seconded the motion.**

Selectman Kratovil made a motion to amend the time period to a 3 year contract. Selectman Swenson seconded the amendment. The amendment was approved with two affirmative votes (Swenson, Kratovil) and one negative vote (Jarvis).

The amended motion was unanimously approved.

Solid Waste Department - Quonset Hut

Chair Jarvis asked Solid Waste Foreman Joe Bloskey about the issue with the Quonset Hut. Mr. Bloskey informed the Board that he had altered the layout of the foundation and as a result only two bins would be under cover instead of the original plan of three. Chair Jarvis asked for Mr. Bloskey's rationale. Mr. Bloskey explained his reasoning which involved a wall that was previously damaged. Road Agent Clarke drew a sketch on the white board to try and illustrate the issue Mr. Bloskey was trying to address.

Chair Jarvis asked when the damaged wall was repaired. Solid Waste Department Office Manager Orlowicz stated about one year ago. Selectman Swenson noted the Quonset Hut was approved at the March Town Meeting so there has been over six months to deal with this issue. Chair Jarvis questioned how this issue was not discovered earlier. Discussion followed with various options suggested. Ms. Orlowicz noted the Quonset hut is scheduled for delivery tomorrow and if the Town requests a delay there is a penalty of \$500.00 for each day of delay. More discussion followed. Selectman Swenson suggested having the Quonset Hut delivered as scheduled. Board members agreed.

Highway Department – RFP - Highway Expansion Project

Road Agent Clarke stated at the 9 September 2013 meeting the Board voted to award the Highway Expansion Project, specification number 2, to Broad View Construction Corporation

for the amount not to exceed \$93,400.00. Road Agent Clarke stated Broad View Construction did not follow the RFP as the re-roofing of the entire building was not included in that price. Selectman Swenson questioned whether the contractor was obligated to do the work for the price quoted, if the RFP was properly written. Road Agent Clarke noted a contract was never signed. Discussion followed. **Selectman Kratovil made a motion to rescind the motion of 9 September 2013 awarding the bid for the Highway Expansion Project to Broad View Construction Corporation for the amount not to exceed \$93,400.00 as they did not meet the RFP, specifically re-roofing of the existing building. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Selectman Kratovil made a motion to award the contract for the Highway Expansion Project, specification number 2, to E. Guimond Construction, LLC in the amount not to exceed \$115,442.00. Selectman Swenson seconded the motion. The motion passed with two affirmative votes (Swenson, Kratovil) and one negative vote (Jarvis).

Chair Jarvis noted she voted against the motion as she felt it made more sense to do the entire project, specification one, now considering the difference in cost between specifications one and two.

Selectman Swenson asked if the project would still be completed before the cold weather comes. Road Agent Clarke stated the contract has a completion date of 31 December 2013. Board members signed Purchase Order number 0202.

Davis Crossing Road Culvert

Road Agent Clarke updated Board members on the issue with the Davis Crossing culvert. Chair Jarvis informed audience members the Davis Crossing Road culvert project was a large project done in 2009. Board members reviewed documentation and photographs showing movement of wing walls on the inlet side of the culverts submitted by Road Agent Clarke. Road Agent Clarke noted he was not involved with the beginning part of the engineering of the project but he was told a peat bog is located in the inlet area of the culvert.

Board members reviewed a letter from CMA Engineering, who engineered the project in 2009. CMA Engineering recommended the installation of a bituminous curb along the length of the guard rail on both sides of the road to mitigate future erosion. Road Agent Clarke stated he took it upon himself to have the curbing installed. Road Agent Clarke also stated he would like to have the Board's permission to contact the original contractor who did the work, Earth Construction, to see if they are interested in doing the work for repair option number two as suggested by CMA Engineering. Road Agent Clarke stated work would not be done until he discussed it with the Board but he would like permission to get a price.

Mr. Bickford stated he remembered the project and felt the Board should explore going back to the engineering company as, he felt, the engineering wasn't done properly. Mr. Bickford also stated that CMA Engineering indicated that if movement occurred they would be back to fix it. Selectman Swenson asked when the project took place. Chair Jarvis stated, she believes, it was Fall 2009. Road Agent Clarke stated he would research this.

Road Agent Clarke explained what repair option two entailed. Selectman Swenson asked what Road Agent Clarke needed from the Board. Road Agent Clarke stated he would like to have the Board's permission to contact Earth Construction to get a price on repair option two. Selectman Swenson stated he had no objection to that provided Road Agent Clarke followed up on any recourse the Town may have involving CMA Engineering.

Highway Miscellaneous

Road Agent Clarke informed Board members Birch Hill Road has been reclaimed and paved. Road Agent Clarke also stated Davis Crossing is being paved today and Copple Crown Road will be paved today or tomorrow. Mr. Clarke noted all the paving will be done by the end of the week except the shoulder work which should be done next week. Selectman Swenson asked who the paving company is. Road Agent Clarke stated R & D Paving.

Road Agent Clarke also informed Board members that a family emergency has come up and he will not be in tomorrow. Chair Jarvis asked if Highway Foreman Vachon will be in. Road Agent Clarke stated he would.

Project System Update – Equipment Mechanic (listed as ‘Computer System Update’ on Agenda)

Board members discussed the current inventory tracking of parts usage, how it fits into the maintenance schedule of the various pieces of equipment and vehicles and how decisions are made on repair vs. replacement. Office Manager Orlowicz stated the Equipment Manager questioned the level of detail required and whether tracking of every nut and bolt is worth the time involved.

Selectman Swenson stated the Board is looking for input from the Equipment Mechanic relative to the current system being used, what level of detail he thinks is necessary, and how the information is used for overall equipment maintenance, emergency repair, and replacement.

Office Manger Orlowicz noted that she should have begun by stating the Equipment Mechanic went home early today as he was not feeling well and he sends his apologies for not being present for the meeting.

Chair Jarvis agreed that it is not cost effective for the Town to pay \$1.00 worth of personnel time to track a \$.50 part. Selectman Swenson noted some items are simply considered supplies and he

would like the Equipment Mechanic to establish an amount for parts that would be worth tracking as opposed to a part that is considered part of the general supplies. Office Manager Orlowicz explained the current procedure that is followed which does entail keeping track of nuts and bolts. Mr. Bickford, who was a Selectman at the time this procedure was implemented, explained the rationale behind it. Mr. Bickford stated it was not to get the cost of individual nuts and bolts but for budgeting purposes and to find out what it is costing for equipment.

Office Manager Orlowicz stated further discussion on the subject should be discussed when the Equipment Management can be present. Chair Jarvis suggested 21 October 2013 to meet with the Equipment Manager.

Department Head Evaluations

Chair Jarvis stated the Board has the final draft copies of the evaluations. Chair Jarvis stated she would print out the Department Head evaluations for Selectman Kratovil, as well as, the combined evaluation for the Town Administrator.

Chair Jarvis noted the Board will need to set a date to meet with the Department Heads regarding their evaluations. Chair Jarvis suggested 27 September 2013 from 9 am – 11:30 am. Selectman Kratovil stated he would get back to her to confirm. Chair Jarvis asked him to let her know as soon as possible. Chair Jarvis asked the other Selectmen to submit any final edits to her by Wednesday.

Assessing Software

Selectman Swenson stated he has not yet met with the Finance Officer to review the issues with the current assessing software due to a combination of his and the Finance Officer's schedule.

Assessing - RFP

Chair Jarvis informed Board members that the Assessor had sent an e-mail stating he is concerned that the RFP has not yet gone out. Selectman Swenson stated since the Assessor will be retiring in January 2015, he would prefer to handle the Assessing RFP after that date because it is important the Assessor is accountable for the results and if the Assessor is a different person it may cause a problem with any issues that are found. Chair Jarvis stated the Town Assessor does not have a lot to do with the revaluation process, revaluation is handled by a firm contracted by the Town. Chair Jarvis also stated, she believes, if a tax payer has an issue with the revaluation they contact the company first. Mr. Bickford stated Chair Jarvis was correct. Chair Jarvis also stated Towns are mandated by the State to do periodic revaluations and New Durham's must be completed by September 2015. Discussion followed. Mr. Bickford suggested contacting the State Department of Revenue Administration for assistance. Selectman Swenson agreed to contact the DRA.

Town Hall Renovations - RFP

Chair Jarvis stated the Town Hall RFP was sent out for final review. Chair Jarvis asked if Selectman Swenson's question regarding the dumb waiter has been answered. Selectman Swenson stated it has been determined that the dumb waiter was not part of the original structure and will be blocked off. **Chair Jarvis made a motion to authorize the Building Inspector to send out the request for proposal (RFP) for renovations to the Town Hall. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Town Forester

Chair Jarvis informed Board members that approximately a half dozen letters were sent out to area Foresters to see if any were interested in serving as New Durham's Town Forester. Chair Jarvis stated the Town Administrator received only one response and that was from Peter Farrell. Chair Jarvis stated there was some concern that this could be a conflict of interest. Selectman Swenson suggested postponing the hiring of a Town Forester and conducting a broader search using the collaborative approach with qualified UNH personnel.

Selling of Town Property Taken for Taxes

Board members reviewed information from the Local Government Center regarding the sale of properties received by Tax Collector's deed. Chair Jarvis noted the 1994 Town Meeting, Warrant Article 8, did authorize the Selectmen to sell properties that have been taken for tax lien. Chair Jarvis asked Board members if they were interested in selling Town owned properties to get them back on the tax roll. Board members agreed they were.

Selectman Kratovil questioned that if the properties are eligible to be sold that means the lots are buildable lots. Chair Jarvis stated no, it simply means the lots are eligible to be sold, whether they are buildable or not is a different issue. Chair Jarvis suggested setting a minimum to cover all the Town's costs for the specific property. Chair Jarvis stated the Board will need to decide whether they would like to do it themselves or contract with a company. Selectman Swenson stated he would like to review the list again and have pertinent information regarding the property. Chair Jarvis stated she would ask the Town Administrator to list the properties, amount owed to date, date of acquisition, and mortgage status.

Mr. Bickford suggested looking into whether having a house built on one of the vacant lots would actually be a detriment. Mr. Bickford noted that while the property may be bringing in tax revenue, it may be costing the Town more in services that it is bringing in. Discussion followed. Chair Jarvis noted a few of the properties already have a building on them.

Recreation Commission Meeting Location

Selectman Kratovil stated he went to attend the Recreation Commission meeting at the school last Monday and the doors were locked. Selectman Kratovil also stated he knows there is a sign to press the buzzer during school hours. Selectman Kratovil noted he spoke with Paul Sanderson of the Local Government Center who suggested moving the meeting to another location so there is not an issue. Chair Jarvis stated years ago that was an issue and she thought it had been resolved by having the other set of doors, not the buzzer system doors, left unlocked.

Mr. Bickford stated he was told by a school custodian that the school's policy is to have the doors locked and a person looking to enter would need to call one of the custodians to let them in. Ms. Orlowicz stated this is a new policy that began with the beginning of the school year. Chair Jarvis stated she did not believe this complied with requirements for public meetings and would have the Town Administrator look into it.

Highway Expansion Project Contract

Highway Department Office Manager Orlowicz stated the Road Agent would like authorization to sign the contract for the Highway Expansion project that the Board awarded earlier in the meeting as the Town Administrator will be out until Thursday. Ms. Orlowicz stated the Road Agent would like to get things going as quickly as possible due to the approaching winter months. Selectman Swenson noted one of the Board members could also sign if so authorized. Chair Jarvis asked Ms. Orlowicz if the paperwork would be ready tomorrow. Ms. Orlowicz stated she could have the paperwork ready by 9:30 am. **Selectman Kratovil made a motion to authorize the Chair to sign the awarded contract, and any and all associated paperwork, with E. Guimond Construction, LLC. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Property Liability/Workers' Compensation

Finance Officer Vickie Blackden joined the meeting in case the Board had any questions for her. Board members reviewed information from Primex and a spreadsheet prepared by Ms. Blackden. Chair Jarvis stated based on the information the Town can lock in the rate for 3 years with a maximum increase of 7%. Selectman Kratovil asked if there was any information from other vendors. Chair Jarvis stated the Board used to contract with LGC but Primex offered substantial savings in worker's compensation and some savings in property liability. Selectman Swenson questioned when a decision needed to be made regarding the lock-in. Chair Jarvis stated by 1 October 2013. Selectman Kratovil noted the property & liability maximum increase is 7% but the Workers' Compensation is 8%. Discussion followed. **Selectman Kratovil made a motion to award the contract to Primex to lock-in workers' compensation with a maximum increase**

of 8% and award the contract to Primex to lock-in property and liability with a maximum increase of 7%. Selectman Swenson seconded the motion.

Selectman Swenson made a motion to amend the motion to refer to the information contained in the letters from Primex dated 6 September 2013 for property and liability and 31 July 2013 for worker's compensation as opposed to percentages. Chair Jarvis seconded the motion. The amendment was unanimously approved.

The motion as amended was unanimously approved.

Welfare Guidelines

Chair Jarvis stated Board members should have copies of the draft Welfare Guidelines. Chair Jarvis stated the guidelines have been drafted based on the latest draft guidelines produced by LGC and the New Hampshire Welfare Officers Association. Board members agreed to review the document and make any edits. Chair Jarvis suggested having the Welfare Assistant make any proposed changes the Board has and then reviewing the revised document with the edits. Chair Jarvis suggested getting the edits to the Town Administrator by 21 October 2013.

Selectman Conduct

Chair Jarvis stated it has recently come to her attention that someone identifying themselves as a Selectman from New Durham went to the Alton Police Department to ask about regionalizing police departments. Chair Jarvis stated there had been some discussion regarding regionalizing fire departments but not police departments and wondered if anyone knew anything about it. Selectman Kratovil stated he had gone to the Alton Police Department. Selectman Swenson stated there is a difference between a citizen going somewhere and seeking information and someone stating their official Town position, without authorization, and asking for information. Chair Jarvis agreed. Selectman Kratovil stated he did identify himself as a Selectman but he never said he was speaking on behalf of the Board. Discussion followed.

Selectman Swenson stated it was important to clarify that contacting the Alton Police Department regarding regionalization of police departments was not an official act of the New Durham Board of Selectmen. Selectman Kratovil stated he did not believe he misled anyone. More discussion followed.

Chair Jarvis next referred to a letter in the 12 September 2013 Baysider written by Selectman Kratovil. Chair Jarvis stated she felt he had breached confidentiality by mentioning confidential information that was discussed during a non-public session. Chair Jarvis also stated she felt Selectman Kratovil had violated his oath of office and RSA 42:1 A on more than one occasion. Chair Jarvis read RSA 42:1 A. Selectman Kratovil stated he did not feel the information he wrote in the newspaper was a violation. Lengthy discussion followed. Chair Jarvis stated that by

signing the letter in the newspaper as Vice-Chairman of the New Durham Board of Selectmen, it gives the appearance that the content of the letter is the opinion of the Board. Selectman Swenson pointed out, for clarification, the 12 September 2013 letter was not the opinion of the Board of Selectmen. More discussion followed.

Chair Jarvis made a motion that the New Durham Board of Selectmen vote to not have a Vice-Chair of the Board of Selectmen. Selectman Swenson seconded the motion. Selectman Kratovil stated he did not feel this is in the Board's best interest and also stated he has no problem explaining his actions to members of the public. **The motion passed with two affirmative votes (Swenson, Jarvis) and one negative vote (Kratovil).**

Fire Chief Position

Selectman Kratovil made a motion to rescind his previous motion of turning the Fire Chief position into a salaried position and turn it back into an hourly position, deducting \$1.00 per hour to revert the rate back to the previous rate. Selectman Swenson seconded the motion. The motion passed with two affirmative votes (Swenson, Kratovil) and one negative vote (Jarvis).

Selectman Kratovil stated he felt that the Town should still look into an objective study being done on the Fire Chief position but in the absence of a study he is not in favor of pursuing new applicants for the position.

Future Meetings

Chair Jarvis stated the Board will meet on 11 October 2013 at 9 am in the Fire Station Community Room and on 21 October 2013 at 1 pm in the Fire Station Community Room for regular business meetings. Chair Jarvis noted the Board would also meet on 21 October 2013 at 6 pm at the Town Hall for budget review and hold a non-public meeting on 27 September 2013 from 9 am – 11:30 am to discuss Department Head evaluations.

Review of Minutes

Board members reviewed the public minutes of 9 September 2013. Some changes were made. **Selectman Swenson made a motion to approve the minutes of 9 September 2013 as amended. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Board members reviewed the first session of non-public minutes of 9 September 2013. **Chair Jarvis made a motion to approve the session #1 non-public minutes of 9 September 2013 as printed. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Board members reviewed the second session of non-public minutes of 9 September 2013. **Chair Jarvis made a motion to approve the session #2 non-public minutes of 9 September 2013 as printed. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Board members reviewed the third session of non-public minutes of 9 September 2013. An addition was made. **Selectman Kratovil made a motion to approve the session #3 non-public minutes of 9 September 2013 as amended. Chair Jarvis seconded the motion. The motion was approved with two affirmative votes (Kratovil, Jarvis) and one negative vote (Swenson).**

Board members reviewed the non-public minutes of 12 September 2013. **Selectman Swenson made a motion to approve the minutes of 12 September 2013 as printed. Selectman Kratovil seconded the motion. The motion was unanimously approved.**

Board members reviewed the minutes of the 16 September 2013 Joint Board of Selectmen/Budget Committee meeting. **Chair Jarvis made a motion to approve the minutes of 16 September 2013 as printed. Selectman Swenson seconded the motion. The motion was unanimously approved.**

Public Input

Mr. Bickford stated he wanted to comment on the Quonset Hut and stated he would recommend the use of professionals, like architects, to avoid issues like this in the future.

Non-Public Session

At 5:12 pm Chair Jarvis made a motion to enter non-public session pursuant to RSA 91-A: 3 II (a)-The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, (b) – the hiring of any person as an employee & (c) to discuss matters, which if discussed in public, would likely adversely affect the reputation of another person.

Selectman Kratovil asked for the nature of the items. Chair Jarvis stated she received the results of the background review and there is an evaluation to complete.

Selectman Kratovil seconded the motion. A roll call vote was taken: Swenson – Aye; Jarvis – Aye, Kratovil-Aye.

At 6:28 pm Chair Jarvis made a motion to exit non-public session. Selectman Swenson seconded the motion. The motion was unanimously approved.

While in non-public session the Board voted to rescind their offer of Conditional Employment, discussed employee evaluations and discussed a personnel issue.

At 6:31 pm Chair Jarvis made a motion to adjourn. Selectman Swenson seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Amy Smith
Recording Secretary