

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
September 4, 2014, 7:00p.m.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present:

Chairman David Swenson, Board of Selectmen
Selectman David Bickford
Selectman Theresa Jarvis

Also Present:

Jeremy Bourgeois, Town Administrator
Corky Mork, Videographer
Shawn Bernier, Police Chief
Katie Woods, Police Department
Catherine Orlowicz, Town Historian
Rudy Rosiello, Resident
Gregory Anthes, Resident
Tony Bonanno, Resident

Call to Order

Chair Swenson called the meeting to order at 7:01 p.m.

Appointments/Announcements

Welfare Officer – Welfare Liens

Town Administrator Bourgeois requested this discussion be postponed until the next meeting. Chair Swenson stated these would be reviewed at the next meeting in non-public session.

Road Agent Update

Chair Swenson stated two meetings ago there were comments made relative to the Ela Mill Road gully issue and asked for an update regarding that.

Mike Clarke, Road Agent, stated they received a letter from citizen David Bickford through Town Administrator Bourgeois concerning a ditch line in front of 6 Ela Mill Road. He stated this has been an ongoing issue with the prior road agent. Mr. Clarke stated that about a year and a half ago Town Administrator Bourgeois visited the site after some work was done at the resident's request and she informed them that she was very pleased with what was done. He thought the issue was settled. This year a call was received this spring about the ditch line being full of leaves and sand. Mr. Clarke noted the ditch was originally put in 1984. He stated the resident's concerns seem to come from the advice of a local contractor who told her there is no water coming through the ditch

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line and she would like it filled in to the shoulder of the road.

Mr. Clarke stated that after researching it, there is a 29' of right-of-way from the center of the road to the resident's lot. He stated he has maintained the area this year with blowing out the leaves and sand. He stated he feels he has done everything in his control to make the resident happy and doesn't know what more he can do. Mr. Clarke stated he concurs with her concern that when there are heavy rains, there is not a lot of water going through.

Selectman Jarvis asked if this is an area that would benefit from a culvert. Mr. Clarke stated there are already two culverts, one of which was recently extended. At that time, the resident said she was happy with it but she is now saying she is not.

Rudy Rosiello, resident, stated he lives in the area and the culvert plays an important role during snow season as it keeps snow and ice from melting into the roadway.

Selectman Bickford stated the resident contacted him and when a storm came, he took a look at the area. He observed the water running right over the culvert, along side of the pavement. He stated there is quite a bit of water coming down the driveway as well.

Mr. Clarke replied a lot of work was done by the prior road agent to redirect the water, and stated the water is not being dumped on the road. He stated the latest communications with the resident are that she wants the ditch filled in however the level of the culverts dictates the depth of the ditch. Mr. Clarke stated he could do something with the shoulder of the road.

Selectman Jarvis stated that the water running into the road is not creating an icing situation, the gravel has not been washed away over the years, and she would think the current situation seems to be working as far as directing the water down the shoulder of the road. Mr. Clarke replied he agrees with Selectman Bickford, that if the water is running down the side of the pavement and not getting off the shoulder of the road, then the shoulder needs to be changed in some way. He stated the only issue he has seen was during flooding a few years ago at the end of the cul-de-sac but as far as the shoulder in question at the first lot, the Board of Selectmen has not asked him to fill in the ditch line.

Chair Swenson stated that if Mr. Clarke thinks there is something he can do to help the water drainage issue by reshaping the shoulder area, that would be appropriate. Mr. Clarke replied he did visit the resident after work was done last time, along with Town Administrator Bourgeois, and she told them that she was happy with what was done at the time.

Selectman Bickford stated that even though it is Town property, they don't want it messing up peoples' property.

Mr. Clarke stated the other issue is 90 Ridge Road. He stated that particular culvert is on the schedule to be done but upon receiving information from the resident through

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Selectman Bickford, he has scheduled it for September 11. He posted on the Town website that the road will be closed from 9:00am to noon to through traffic. The school and police departments have been notified.

Mr. Clarke stated they are on schedule for the paving and the deadline will be met. The gravel crushing has been completed.

Mr. Clarke stated he would have the information requested regarding the full time study for the next meeting.

Mr. Clarke stated a representative from Fuel Master is coming on September 10 to give the equipment mechanic and himself an overview of how their fuel pump system works. He stated he has notified three companies but has only heard back from this one.

Public Input

Rudy Rosiello, resident, stated at the last Board of Selectmen meeting, he recommended the Board of Selectmen set up a framework for interpretation of RSAs. He stated that as seen in the lawsuit against the Town, resulting from then Chairman Bickford's understanding of them, error was made resulting in failure to resolve the issue under Selectman Bickford's leadership.

Mr. Rosiello stated Selectman Bickford's response to his statement also included inaccurate information. He stated matters were discussed at a recent Board of Selectmen meeting that should have been discussed in private meetings between the individual and the Board of Selectmen. He recommended the Board of Selectmen set up a mentoring program for Selectman Bickford so they can avoid future lawsuits against the Town. He stated it is also his understanding that there was at one point a department to handle interpretation of RSAs.

Shawn Bernier, Police Chief, responded he was the employee referred to as being discussed in the last public meeting, and asked why he was never contacted regarding Selectman Bickford's allegations of crime.

Chair Swenson replied he does not have a response except that it was not on the agenda at that meeting and stated he cannot speak for the rest of the Board of Selectmen or Town Administrator Bourgeois.

Police Chief Bernier asked why Selectman Bickford discussed a personnel issue without his permission. Selectman Bickford replied they do all the time. Selectman Jarvis and Chair Swenson disagreed.

Chair Swenson reiterated that he was not aware of what was going to be said at that time, nor did Selectman Jarvis. He stated there is a fine line under RSA 91:A and there are things that need to be done should there be further discussion and stated it was initially brought up under a social media discussion. Chair Swenson stated there were no actions by the Board of Selectmen but in fact members of the Board of Selectmen put out

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cautions because there was not enough information to backup the allegations about a misdemeanor. He stated Town Administrator Bourgeois was asked to begin the process of responding to the formal complaint brought by Selectman Bickford.

Police Chief Bernier replied the meeting minutes reflect Selectman Bickford alleged Police Chief Bernier committed a crime. Selectman Bickford stated he can't help that but if the ethics policy was violated, then the RSA was also violated so now it is a matter of finding out whether he did so or not. Police Chief Bernier replied it is not the same, one is civil and one is criminal, and stated Selectman Bickford is in error by speaking about and making an allegation of a crime in public session without notifying Police Chief Bernier.

Chair Swenson stated that when the discussion started, he immediately indicated it was inappropriate however Selectman Bickford did formally request that a complaint be noted and Town Administrator Bourgeois was asked to start the process to investigate further.

Selectman Jarvis stated the Board of Selectmen have not made any complaint. It was an individual, who happens to be a member of the Board of Selectmen. As a Board, no action has not been taken. She stated she has asked the complaint to be put in writing by the individual making the allegation and she has not yet seen any written allegation by a citizen. She stated she is very concerned about the potential liability to the Town of New Durham.

Katie Woods, Police Department, asked if Selectman Jarvis or Chair Swenson have ever commented to Selectman Bickford about making these types of statements in public. Chair Swenson replied he was not aware of what was going to be discussed at that meeting relative to the topic. Once the comment was made publically, he indicated it was not appropriate to make those type of allegations and Selectman Bickford then made a formal complaint.

Ms. Woods stated Selectman Bickford should not be allowed to sit on any of the budget committee meetings because he makes it obvious he is against the Police Department.

Gregory Anthes, resident, stated on August 27, 2014 he attended the summary judgment for the Fire Chief lawsuit at the Strafford County Court House. Chair Swenson asked Mr. Anthes to use caution relative to any comments as this is a pending lawsuit. Chair Swenson stated they have been advised by legal counsel to not have any discussions on this until the Court has made it's decision. Mr. Anthes he stated he is making these statements as an individual.

Mr. Anthes outlined his opinions after listening to the attorneys' presentations at the judgment session.

Selectman Jarvis, speaking as a citizen, stated that in today's *Granite State News*, it was announced Peter Pijoan of Wolfeboro Community T.V. is retiring. She stated he has been a great friend to the Town of New Durham and has brought the ability to for them to live-stream meetings on channel 25 and online. She thanked Mr. Pijoan for all his efforts on

behalf of the Town and noted Mr. Pijoan is being replaced by Ryan Newman.

Agenda Review

Selectman Jarvis would like to add under Old Business: assessing coverage; New Business: coverage of the election polls; and asked that the Old Business item Social Media/Ethics Complaint, that if it is a continuation in any way, shape or manner from the last meeting, that it be moved to non-public.

Chair Swenson stated the Social Media topic should be in public but agreed the ethics complaint should be in non-public.

Chair Swenson stated he would like to add an update on the Municipal Resources, Inc. Finance Officer timing under Town Administrator Bourgeois' report.

Department Repots/Issues

E911 Data Capture for the Town of New Durham

Chair Swenson stated this is in follow-up to prior discussion where the Police Department presented information on the E-911 mapping system. The Board of Selectmen had some questions at the time and responses have been received. There is no cost to the Town of New Durham for the updates, and the information on the maps is available to Town citizens and residents but the cautionary point is that no copies are to be made by the public but it is accessible for viewing within the Town or Police Department offices. Ms. Woods noted she has already asked for three copies to distribute to the departments. Selectman Jarvis stated she has looked at the large copies and stated she would like a copy to go to the Emergency Management Department. Chair Swenson asked Ms. Woods to see what the cost would be for a fourth copy.

Selectman Jarvis made a motion that the Board of Selectmen sign the E-911 Data Capture Acceptance Letter, the Acknowledgement of Non-Standard Addresses document, the Data Release Agreement, for E-911 within the Town of New Durham. Chair Swenson seconded the motion.

Selectman Jarvis made an amendment to the motion, that in regards to the Data Release Agreement, the Board of Selectmen grant permission to DES to release the data to the specific agencies that dispatch for the Town, should they request it in the future. Chair Swenson seconded the amendment. Amendment passed, 3-0. Amended Motion passed, 3-0.

Police Department – Justification for Part Time Officers

Chair Swenson summarized previous discussion where Police Chief Bernier was asked to present a proposal on how to increase the part time pool for the New Durham Police Department. He stated they were looking for factors other than pay that would be important in enlarging the pool, as well as provide differentiation between part time and full time certified officers.

Police Chief Bernier presented a sheet showing justification for part time officers.

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1. The need for part time officers is to support full time officers in various duties in patrol and investigations;
2. To fill in on a per diem basis so full time officers can take vacation and sick time, training and still have coverage for safety calls in the Town;
3. In some cases, work with full time officers when there is a need for more than one officer on shift: i.e. summer, holidays, road races, DWI details, etc.
4. Help on search warrants for security purposes and evidence recovery;
5. Work on safety grants for the Town when full time officers are not available;
6. Keep an officer on shift for the majority of a 24-hour day.

Selectman Jarvis asked how many part time officers Police Chief Bernier would like to have in the pool. Police Chief Bernier replied he currently has one but is looking to have at least two additional positions filled for a total of three.

Chair Swenson stated this is a good start with showing how part time officers will be utilized but he doesn't feel it provides good justification and wants additional information. He stated he wants to see the hourly coverage that is needed; the pay scale for X, Y and Z; and an overview of how the part time positions fit into the department's service requirements.

Selectman Jarvis stated she would also be interested in seeing the costs of hiring a part time officer who is part time versus full time certified; training and outfitting; FTO time; and equipment. She stated she wants to see the costs divided between hiring a part time certified, full time certified and how much training would cost to have a part time officer full time certified.

Chair Swenson asked if it would be cost-effective to the Town to see about trying to fill more part time positions and eliminating the need for a fifth full time position. Police Chief Bernier stated he has already justified that position and suggested it would be counterproductive to do so.

Selectman Bickford stated that wasn't justification but it was excuses. Selectman Jarvis replied she disagrees.

Selectman Jarvis asked about the costs for renewals for officers because if there are five part timers filling what was a full time, slot, there may be more costs annually along with continuing training.

Chair Swenson stated all of this needs to be looked at by Police Chief Bernier and suggested he use the resources available including Board of Selectmen members and those who have already researched these issues.

Tony Bonanno, resident, stated the Town's population doubles in the summer. There are five full time officers and suggested they could go to three or four in the winter with a good part time pool to be used during the summer months.

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Mr. Clarke stated he has been trying to fill both a part time and full time position for three years, and Police Chief Bernier has been trying to fill some part time positions but he doesn't understand why the Board of Selectmen can fill the Building Inspector position within three days. Chair Swenson replied the Building Inspector was a fully budgeted position while these others are not. Mr. Clarke replied the Board of Selectmen asks the department heads for justification of positions but it is never enough.

Highway Safety Grant

Police Chief Bernier explained an officer does two three-hour shifts, one day a month, with the State of New Hampshire to patrol Route 11. It was clarified this money comes from the State to the Town of New Durham to cover salaries, etc. There is no expense to the Town and goes directly to the Police Department.

Selectman Jarvis made a motion to authorize the Chair of the Board of Selectmen sign the contractual agreement for the Highway Safety Project Grant for the time period of October 1, 2014 through September 30, 2015 for the total amount of \$4,399.20. Chair Swenson seconded the motion. Motion passed, 2-1. Selectman Bickford opposed.

Discussion: Selectman Bickford stated they do not know how much active and reactive time they have, how many officers are needed. Chair Swenson asked how this is relevant to the grant. Selectman Jarvis replied this is work done on the officers' time off. Selectman Bickford stated with the overtime he has seen, they don't need extra hours. Police Chief Bernier stated if any of the shifts are not filled, the money goes back to the State.

Town Administrator Report
IT RFP

Town Administrator Bourgeois stated the RFP went out last Monday to a variety of IT companies in the area. It was also posted on the Town website, in *Foster's Daily Democrat* and on the NHMA's website. He stated he has received a few questions and bids are due Monday, September 8.

Town Administrator Bourgeois stated the Municipal Resources, Inc. Finance Officer spent one day this week with Judith and he will be checking in tomorrow to wrap things up but he believes they are pretty much complete with her services at this point. Chair Swenson asked if Vickie Blackden is still available. Town Administrator Bourgeois replied no, as there were some unfavorable comments made about her at the last public meeting.

Old Business

Town Hall Security

Selectman Jarvis stated she, along with Police Chief Bernier, Town Administrator Bourgeois, met with Burns Security of Dover and issues at Town Hall were discussed. The company will be putting together a proposal. They will be meeting with Seacoast Security tomorrow to get additional information. Selectman Jarvis stated one of the things suggested was to link a camera system to the Police Station. Police Chief Bernier

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looked into that and the bottom line is it would be cheaper to put in their own system. Selectman Jarvis stated the individual they met with from Burns had a long list of suggestions and there were several concerns regarding the front doors. She has asked the Town Historian to research what types of doors were original. The pros and cons of keys versus button entries and swipe card access as well as costs were discussed.

Selectman Jarvis stated her recommendations made previously were basically no-cost items and staff are aware of them, but with no action from the Board of Selectmen, they can't officially implement them. She suggested making that decision tonight.

Chair Swenson stated at the last meeting it was agreed to develop a cost and implementation for the full proposal and suggested they get that as soon as possible.

Selectman Jarvis stated the biggest problem they are having is getting people to come back with cost factors. She stated that as far as keeping doors locked, it is a no-cost item. Chair Swenson replied the Town Administrator Bourgeois should be able to take care of that issue without action from the Board of Selectmen.

Selectman Jarvis stated she is still gathering information but if they do move forward with it, a possible source of funding is the Town building capital reserve funds or expendable trust fund. She suggested the same company should do all the Town property monitoring systems and they have asked the companies provide that information.

Selectman Jarvis stated they received disappointing news regarding what can be done for the Town Clerk/Tax Collector office. They can certainly put bulletproof glass on the upper portions, however to do anything with the lower portions would be extremely expensive and what she considers damaging to the historic nature of the building. Selectman Jarvis stated she has received estimates for the bulletproof glass.

Catherine Orlowicz, Town Historian, stated she was not aware of what Selectman Jarvis was looking for and asked what information is specifically being looked for. Selectman Jarvis replied there are currently two double doors which all agreed were not original, and if these were to be replaced, would it be with one or two. She asked what the building looked like in 1907 and asked for a picture if possible. Ms. Orlowicz stated she could provide that. Chair Swenson clarified the purpose is to enhance the security of the Town Hall. Ms. Orlowicz stated depending on how much bulletproof glass is being put in, the wall may not be able to support the weight. Ms. Orlowicz stated she would like to be included in any process should there be any alternations happen to the building to avoid having anything of historical significance removed.

IT Policy

Chair Swenson stated the requested legal responses have been received and reviewed and he had some additional comments regarding the policy. Selectman Jarvis stated she went through the document version 1.D dated September 4, 2014 and compared it to the comments received previously from Town Counsel. Edits were reviewed and discussed.

Selectman Jarvis stated that after reviewing recent Supreme Court cases, she believes they have a very narrow line with regards to the social media policy, and wanted to note they do not have the freedom and ability to control employees in the way private businesses do.

Selectman Jarvis made a motion to approve Information Technology Policy and Procedures for the Town of New Durham dated September 4, 2014, version 2014.07.28.1D. Selectman Bickford seconded the motion. Motion passed, 3-0.

Recreation Department Director Interviews

Town Administrator Bourgeois stated he is waiting on the availability of the Board of Selectmen to meet to make recommendations. Dates were discussed and a date will be set for the week of September 15.

Drug and Alcohol Policy

Town Administrator Bourgeois stated he researched what the Town currently has for a policy on this. He stated that currently the personnel policy indicates the only individuals that would be drug tested are those in the highway department as required for their CDL licenses. He stated the policy allows them to ask the employee to take a drug test if there suspicion and reasonable cause. Town Administrator Bourgeois stated other than that, the Town does not drug test employees.

Selectman Jarvis stated the Joint Loss Management Committee guidelines also address drug and alcohol testing but it is fairly similar to what is in the personnel policy. She stated when there are certain types of accidents with Town vehicles, it is automatic; if the police officer on scene has any suspicions, they are authorized to order it.

Selectman Jarvis stated she finds it interesting that fire department personnel who have CDLs are exempt from the federal drug testing requirements and by State law, are exempt from biannual physical exams. She stated valid points were made by individuals at the last meeting and she wants to go through this particularly in light of the article from NHMA in regards to the private sector having more ability to control things than the public sector.

Chair Swenson stated it would be appropriate if the Town wanted to establish a drug and alcohol policy, and if there was consensus, start the process immediately. Selectman Jarvis stated she would like to see it as part of the pre-employment physical for all new employees. Town Administrator Bourgeois agreed that would avoid singling anyone out. Chair Swenson concurred. Town Administrator Bourgeois noted that currently it is about \$91 for a physical exam along with drug testing. Selectman Jarvis suggested if they were to do the drug testing, they need to find out what the federal CDL requirements are and use the same drug screens.

Chair Swenson stated this would be added to the agenda to develop a draft policy. Selectman Jarvis stated she would work on this with Town Administrator Bourgeois and have it ready for October. It was noted minor changes would need to be made to the

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personnel manual and it was confirmed they are currently in compliance.

Impact Fees

A document outlining the collected impact fees, sorted by date, was distributed and reviewed. Selectman Jarvis stated last year a little over \$26,000 of the impact fees was used and they are looking at doing the same this year, using the oldest first. It was noted these funds are available as soon as the Certificate of Occupancy is issued and must be used within six years. The balances were reviewed and discussed. Chair Swenson asked Town Administrator Bourgeois to add to the spreadsheet showing the total available fees from 2013; used impact fees in 2013; balance remaining from 2013 and total available currently.

Fund Balance Guideline

Town Administrator Bourgeois stated a comment was received from Town Counsel and this was reviewed and discussed. It was agreed to add the suggested statement by Town Counsel to the policy.

Selectman Jarvis made a motion to revise the approved August 18, 2014 Fund Balance Guideline to add under section #1 Non-spendable Fundable Balance, after prepaid items “and tax deeded property subject to resale.” Selectman Bickford seconded the motion. Motion passed, 3-0.

Appointment Policy

Town Administrator Bourgeois stated NHMA did not have any recommended policies but the attorney did say it makes sense to have an application filled out by both the incumbents and new applicants. Chair Swenson suggested it may be worthwhile to develop a policy on this.

Hiring/Promotional & Transfer Policies

Town Administrator Bourgeois stated these were finalized and signed last night.

Tax Deeded Property

Chair Swenson stated the inputs from both the Planning Board and Conservation Commission have been received. One suggestion by the Planning Board was it may be appropriate to sell parcels to abutters to increase the conformity of lots to the zoning ordinances of the lots. However, the Board of Selectmen were informed they could not selectively offer the lots in this way. The Conservation Commission recommended that a 54-acre parcel of Shaw's Pond be retained and Selectman Jarvis stated she concurs completely with that. It is property she feels should be put into a conservation easement. Chair Swenson suggested the Board of Selectmen postpone further discussion until they have had time to review the comments and suggestions.

Social Media Policy

In review of the policies discussed, Selectman Jarvis stated the social media policy that was passed tonight is not retroactive to any previous activity. She stated they need to be careful they are not stepping on anyone's constitutional rights although what they do on

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the clock, is completely different. Chair Swenson stated they would need to seek legal advice should any issues arise to make sure they are in alignment with federal guidelines. Selectman Jarvis stated this policy affects all Town employees and a copy needs to be distributed to all employees, committees, boards, etc. and she asked that all new employee or commission members come on, it is part of their packet.

Chair Swenson thanked the IT Committee for the framework they provided in developing the policy.

Town Administrator Bourgeois stated he has also received commendation from some vendors regarding the policy.

Assessing

Selectman Jarvis stated Laura Zuzgo emailed the Board of Selectmen regarding things that have fallen through the cracks including cartographics, the GIS site has not been updated; working with Vision for revaluation; and updating of tax maps were the responsibility of the assessing clerk but ended up being done by the Welfare Officer and Town Clerk.

Selectman Jarvis stated the Board of Selectmen needs to make a decision as to which individual the assessing duties are going to be moved to within Town Hall. She suggested this might need to be discussed in non-public. Chair Swenson agreed this needs to be discussed in non-public and it will be scheduled for the next meeting.

New Business

Assessing RFP

Town Administrator Bourgeois stated this was previously discussed and he contacted other communities. He stated it is common for small communities to contract with assessing services to have somebody serve as an assessor from the company along with doing a cyclical reevaluation process. A portion of the properties are done each year rather than hiring the company to do an update or complete reevaluation every five years.

Selectman Jarvis stated she is interested in going through the process of having 20% of the properties reevaluated every year. Town Administrator Bourgeois stated it looks like the Town could save a significant amount of money with this process. The options with this process were discussed. It was agreed to have responses and proposals from the companies and individuals by October 15.

Well Invoice

Chair Swenson stated this is for the replacement of the Town well pump. Town Administrator Bourgeois stated he needs to know where the funds are to come from. Selectman Jarvis suggested it come from the expendable trust fund for repairs. She asked Town Administrator Bourgeois to contact Gilford Well regarding their comment that the existing tank is undersized.

Selectman Jarvis made a motion to pay Invoice #34662 to Gilford Well Company of

Gilford, NH in the amount of \$4,396.97 and pay Invoice #2014-6764 to Santoro Plumbing and Hearing in the amount of \$1,200.87, with such monies to come from the Expendable Trust Fund for building maintenance and that both of these be in accordance with the Purchase Policy for emergency expenditures. Selectman Bickford seconded the motion. Motion passed, 3-0.

Poll Coverage

Selectman Jarvis stated that previously, the Town was cited by the Secretary of State for a violation of the State Constitution because there was no selectman on-site during the polling of certain races. She stated there is polling on Tuesday from 8:00a.m. to 8:00p.m. and asked who is going to be covering that. Chair Swenson replied no one has been informed by the Town Clerk requesting coverage. Selectman Jarvis stated she could do coverage from 2:00p.m. to 8:00p.m. and asked if someone else could do the remaining hours. She stated she inquired with NHMA as to whether an individual running in the election could also fill this duty but she has not received a response. It was agreed that if it is ok, Selectman Bickford would cover the time from 8:00a.m. to 2:00p.m.

Ethics Complaint

This will be added to the next meeting for non-public discussion.

Public Input

Rudy Rosiello, resident, stated that as a former member of the IT Committee, there were members of the committee who worked in the private sector and citizens who were IT professionals that worked for the State of NH. The committee took into consideration that the Town is different from the private sector and advised the Board of Selectmen to have legal counsel to review the policies developed. Mr. Rosiello recommended the Board of Selectmen consider the suggestions made at the last meeting in order to take a more long-term approach.

Approval of Minutes

Meeting of July 3, 2014 – Public Meeting: Edits were made. **Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Meeting of August 18, 2014 – Public Meeting: Edits were made. **Selectman Jarvis made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 3-0.**

Meetings of July 30 & August 1, 2014 – Non-Public Meeting: **Selectman Jarvis made a motion to approved the sealed, non-public meeting minutes of Wednesday, July 30 and Friday, August 1, 2014 as presented. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Adjourn

Selectman Jarvis made a motion to adjourn the meeting. Selectman Bickford seconded the motion. Motion passed 3-0. The meeting was adjourned at 10:00p.m.

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Respectfully Submitted,

Jennifer Riel, Minute Taker