

**Town of Newport, New Hampshire
Board of Selectmen**

**Minutes for Meeting of March 7, 2016
6:30 pm, Municipal Building**

SELECTMEN PRESENT: Gary Nichols, Chairman; David Hoyt, William Wilmot, Jeff Kessler

STAFF PRESENT: Shane P. O'Keefe, Town Manager; Paul Brown, Finance Director; Larry Wiggins, Director of Public Works

COMMUNITY MEMBERS PRESENT: John Lunn, Beth Cassorla, Ed Karr, Kurt Minick, Bill Walsh, Bert Spaulding, Sr.

CALL TO ORDER: Chairman Nichols called the meeting to order at 6:32 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: add Coverage of Polls under Action Item C. (by Nichols); add non-public session (NPS) **RSA 91-A:3, II(a) Personnel** (by O'Keefe)

MINUTES FROM PREVIOUS MEETING: February 29, 2016

On a motion by Selectman Kessler, seconded by Selectman Wilmot; *the Board voted to approve the minutes of the February 29, 2016 meeting as presented. The motion passed 4-0-0.*

Minutes from Non-Public Session (NPS) #1 of February 29, 2016:

On a motion by Selectman Kessler, seconded by Selectman Wilmot; *the Board approved the minutes of the first NPS of February 29, 2016. The motion passed 4-0-0.*

Minutes from NPS #2 of February 29, 2016:

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board approved the minutes of the second NPS of February 29, 2016. The motion passed 4-0-0.*

Minutes from NPS #3 of February 29, 2016.

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; *the Board voted to approve the minutes of the third NPS of February 29, 2016 as presented. The motion passed 4-0-0.*

Minutes from NPS #4 of February 29, 2016.

On a motion by Selectman Hoyt, seconded by Selectman Kessler; *the Board voted to pass over the minutes of the fourth NPS of February 29, 2016. The motion passed 4-0-0.*

CONSENT AGENDA: On a motion by Selectman Hoyt, seconded by Selectman Kessler; *the Board voted to approve the Consent Agenda for March 7, 2016. The motion passed 4-0-0.*

PUBLIC HEARINGS:

Chairman Nichols noted that public notice had been given for four separate public hearings to address the following issues coming before the Town at the Annual Town Meeting:

1. The 2016-17 budget in accordance with NH RSA 32.
2. The issuance of an estimated \$407,000 bond under RSA 33:8-a for costs related to the engineering, land acquisition and construction of the Oak Street Bridge Project, replacing the steel truss bridge to North Newport.
3. The issuance of estimated \$3,003,100 in bonds under RSA 33:8-a for the costs related to the engineering, land acquisition and construction of the 1st, 2nd, 3rd, 4th, Knoll Street Infrastructure Project.

4. The adoption of a \$5 additional motor vehicle registration fee per NH RSA 261:153 VI for the funding of infrastructure improvements.

After a short discussion it was decided to hear the Public Hearings out of the order in which they had been posted for the convenience of the public in attendance.

Chairman Nichols acknowledged Mr. Spaulding. Mr. Spaulding addressed the Chair and read from RSA 33:8, Procedure for Authorizing Bonds or Notes. He read that a Public Hearing was to be held concerning a bond of \$100,000 or more. He emphasized the timeframe in which a hearing needed to be held. Chairman Nichols stated he believed the timeframe Mr. Spaulding was emphasizing had been changed. The Town would therefore be conducting business within RSA time limits.

Chairman Nichols asked Finance Director Brown for the timeframe under SB2. Finance Director Brown stated that March 15, 2016 was the deadline for Public Hearings for 2016. For clarification, Chairman Nichols asked if the date was set by NH Division of Revenue Administration (DRA). Finance Director Brown stated it was.

Bond Hearing per RSA 33:8-a for Oak Street Bridge Project

The issuance of an estimated \$407,000 Bond under RSA 33:8-a for costs related to the engineering, land acquisition and construction of the Oak Street Bridge Project, replacing the steel truss bridge to North Newport.

Chairman Nichols opened the public hearing and acknowledged Finance Director Brown. Finance Director Brown introduced and gave a synopsis of the proposed money allocations for the Oak Street Bridge Project. He concluded his statements by telling the Board and public that the bottom line Newport was currently responsible for was \$407,000. The BOS had requested a 20-year Bond for the project. Finance Director Brown reviewed the Bond payments which would begin in the 2019-2020 fiscal year. Chairman Nichols addressed the public in attendance and asked if there were questions or comments. There being none, he closed the Public Hearing.

Bond Hearing per RSA 33:8-a for 1st, 2nd, 3rd, 4th Knoll Streets Infrastructure Project

The issuance of estimated \$3,003,100 in bonds under RSA 33:8-a for the costs related to the engineering, land acquisition and construction of the 1st, 2nd, 3rd, 4th, Knoll Street Infrastructure Project.

Chairman Nichols opened the Public Hearing and acknowledged Finance Director Brown. Finance Director Brown introduced and gave a synopsis of the proposed money allocations. He stated that the money for the project would come from three separate bonds: General Fund (NH Municipal Bond Bank), Water Fund (State Revolving Loan Program of Water Division DES) and Sewer Fund (State Revolving Loan Program of Wastewater Section of DES). The BOS had requested 20-year bonds for the projects. Finance Director Brown reviewed the bond payments from the three funds. Chairman Nichols then opened the Hearing to the public.

Mr. Ed Karr addressed the Chair and asked if the place to defend the project would be at Deliberative Session. Chairman Nichols stated yes, but encouraged Mr. Karr to speak to the project to inform the Board members of his views on the proposed bond issue. Mr. Karr addressed the BOS and stated that the Knoll Street area was one of the oldest areas developed in Newport and had some of the oldest water and sewer installations in the Town. Some residents needed to go to the Town for filters for their water and individuals rationed water for others on the street. There were at least thirty six (36) homes and three businesses impacted. Mr. Karr stated that this project was way overdue.

Continuing, Mr. Karr stated that the Town employees had been excellent in assisting the residents in the project area. He personally was losing his driveway from water runoff. He had spent \$3,000 to fix the problem. There were drains that were overflowing. Mr. Bill Scanlon had been to the area and his crew had done what they could with "band aid" repairs. Mr. Wiggins had also been to the site. Mr. Karr gave

additional information concerning the project area and stated he wished other residents were in attendance to add to or reiterate his accounts. Mr. Karr concluded by stating he was glad the 1st, 2nd, 3rd, 4th Knoll Streets Infrastructure Project was going to be on the 2016 Town Meeting ballot as it was long overdue.

Mr. Karr asked when construction would start on the project (if the Bond passed). Finance Director Brown stated that the earliest construction would start would be 2018. Due to the possibility of right-of-way complications it might not start until 2019 or 2020. There was a general discussion on the project by the Board, Finance Director Brown and Mr. Wiggins. Chairman Nichols addressed Mr. Wiggins and asked for a tentative year to begin the project. Mr. Wiggins stated he could not give one due to the several major construction projects in Town.

Chairman Nichols addressed the public in attendance and asked if there were any other questions or comments on the project. There being none, Chairman Nichols closed the Public Hearing.

Hearing on Motor Vehicle Registration Fee per RSA 261:153, VI

The adoption of a \$5 additional motor vehicle registration fee per NH RSA 261:153 VI for the funding of infrastructure improvements.

Chairman Nichols opened the Public Hearing. Town Manager O'Keefe addressed the BOS and public and explained that State law allows, if adopted at Town Meeting, to add a five dollar surcharge to any registration of vehicles. It did exempt antique cars, motorcycles and ATVs. All others would be subject to the fee. It was estimated that the Town would raise \$37,500, and all the money was required to go into a Capital Reserve Fund to be used on transportation uses only: bridges and roads. Depending on how the BOS and voters aligned it, the Capital Reserve could be used for other transportation expenses as well, such as engineering and right-of-way costs. Continuing, Town Manager O'Keefe stated he did have proposed language for a Town Warrant for the 2016 Town Meeting for the BOS to review. There would be two hearings on the proposed fee due to the ambiguity of the law. Chairman Nichols opened the Public Hearing to the public.

Mr. Kurt Minick addressed the BOS and asked why there were exemptions on motorcycles and ATVs when the same roads were used by all. Town Manager O'Keefe answered that it was written specifically in the statute; it was the way the Legislature wrote it. Mr. Minick asked if there was a further explanation. Chairman Nichols stated there might have been, it was not available to the Newport BOS or stated in the RSA. Mr. Minick thanked the Chair.

Selectman Kessler stated for additional information that the Town was looking to pass the RSA at the maximum amount (\$5) allowed. Chairman Nichols and Town Manager O'Keefe concurred with his statement. Selectman Wilmot asked when the additional fee would begin being enforced. Town Manager O'Keefe stated it would begin July 1, 2016 if it passed at Town Meeting.

Chairman Nichols acknowledged Mr. Spaulding. Mr. Spaulding stated that the handout with the statute explaining the proposed fee was an abbreviated one, not the entire statute. He reviewed additional caveats in his personal copy of the statute. Addressing one, he stated that he would not want the Town to lose companies with fleets of vehicles to another town that did not charge the registration fee.

Chairman Nichols addressed Finance Director Brown and asked what the revenue would be if the fee was not imposed. Finance Director Brown explained that \$37,500 would be accrued with the fee. He stated that if the Warrant Article failed there would be a tax impact of \$.08. For clarification he reiterated the information to Mr. Spaulding.

There was a discussion between the Board, Finance Director Brown, Mr. Minick and Mr. Spaulding concerning the Warrant Article being free standing without an impact to the budget versus being included in the budget.

Finance Director Brown addressed the BOS and stated the fee would include an additional group of people who would be affected with the motor vehicle registration fee: renters. Explaining further, he stated that the fee would not be exclusive to property owners; some of the largest property owners did not own vehicles.

Mr. Minick addressed Finance Director Brown and asked for a ballpark figure concerning the number of projects in Newport that had been covered under road improvements. He would hate to see the additional tax money get "lost". Selectman Kessler addressed Mr. Minick and stated it was true the Town had not kept up with maintenance. The 1st, 2nd, 3rd, 4th, Knoll Streets Project was a prime example of that. It had needed to be done for ten to twenty years. Mr. Minick asked if the Town had been negligent in not asking for money to repair the road ten years ago. Selectman Kessler explained his view on the present and past Boards being fiscally responsible. They had had to weigh the needs versus the ability of the taxpayers to pay for projects. He gave a short discourse on how the fee would be a positive mechanism for Newport's needs.

Mr. Minick addressed Selectman Kessler and stated that he would hate to see the Town fall behind like the school had with Capital Reserve Funding. He therefore would like to see the Board create and continue to increase monies into a Capital Reserve Fund as was being discussed.

There was a brief exchange between Mr. Spaulding and the BOS on potentially submitting the MRV fee as an item separate from the budget. He asked that the BOS rewrite it as a separate Warrant Article in order that the voters chose whether they would like the tax. Chairman Nichols, Board members, Town Manager O'Keefe and Finance Director Brown discussed ways in which Mr. Spaulding's request could be done. Finance Director Brown stated that the next Public Hearing would be in April of 2016.

Mr. Spaulding asked Finance Director Brown if it was possible to take the potential \$37,500 out of the revenue bottom line. Then the voters would know there was an \$.08 impact. This option was discussed among the Board and Finance Director Brown. Mr. Minick addressed the Chair and asked for clarification what the Town Manager would be checking. Town Manager O'Keefe stated he would check to see if the Town needed to have two public hearings concerning this fee. Chairman Nichols explained it further.

Chairman Nichols addressed the public in attendance and asked if there were any other questions or comments on the project. There being none, Chairman Nichols closed the Public Hearing.

Budget Hearing per RSA 32:5

The 2016-17 budget in accordance with NH RSA 32.

Chairman Nichols opened the public hearing and acknowledged Finance Director Brown. Finance Director Brown handed out the 2016-2017 Budget Summary as preliminarily proposed by the BOS. He listed the seven special articles and stated they were not included in the operating budget. Selectman Kessler asked if they had neglected a petition article. Finance Director Brown stated there would be adjustments to the Warrant Articles. One petition article was still out. He stated that there was an inaccuracy of the bottom line budget due to his miscalculation and explained. Chairman Nichols opened the Hearing to the public.

Mr. John Lunn asked about the snowplowing, sand and salt line items in the budget. He asked what the difference was between what had been allocated and what had been spent. Finance Director

Brown stated he did not have the exact number, but that the Town was “in the black”. Mr. Lunn asked what the average expenditure for a year was. Mr. Wiggins and Mr. Lunn discussed average figures.

Finance Director Brown addressed the BOS and stated that one item yet to be brought before the BOS for inclusion in the budget was \$93,312 for the Police Special Detail Special Revenue Fund. He explained that at the 2015 Town Meeting there had been a special revenue fund set up for such details. The \$93,312 was the amount of revenue that was projected to run through the fund in 2016-17. Important to note was that due to the fund there would be no tax impact.

Finance Director Brown then reviewed highlights of the budget. Items discussed were:

- How surplus funds were allocated into the next fiscal year.
- Projections for revenue and expenditures.

Mr. Minick addressed the BOS and stated it was interesting that the Town Board had cut \$318,000 from its original budget and to the School Board had increased its budget by \$318,000. It was an interesting coincidence

General Fund Revenue Highlighted:

- Housing for the Elderly
- Orion House

Mr. Spaulding requested copies of the pages indicating their revenue. Finance Director Brown stated he would comply with the request.

Other expenditure line items discussed were:

- Motor vehicle registrations.
- Computer Maintenance-online mapping.
- ECON and its properties.

Revenue and expenses of the rented Town properties:

- Superior Court, Courthouse Restaurant, Town Common and Bus barn.
- Finance Director Brown explained the expenses he could and could not provide.

Mr. Spaulding asked for the following as a Right to Know (RSA 91-A) Request:

“Revenues and expenses for all facilities that we lease, rent (whatever words you want to use) for the Common, whatever it is.”

Additional line items reviewed were:

- Upper Valley Lake Sunapee Planning Commission.
- Contingency fund.
- Public Works ECON Project.

Mr. Spaulding asked why there wasn't a separate line item for vehicle fuel in the Recreation Budget, why had it been combined with vehicle maintenance? Finance Director Brown explained it to him. He pointed out other inconsistencies and stated they had never been changed. Mr. Spaulding reiterated his question of why they were not separated and added that heating fuel for the Center did not have a separate line item.

The inconsistencies of bottom line items between Mr. Spaulding's figures and the official Town Budget

Finance Director Brown stated items had been put back into the budget: crossing guard, meals on wheels, police training. The BOS had changed the Fire Department Budget by returning the \$2 call firefighters pay increase, Capital Outlay had had the bridge project added to it. The BOS had removed the \$388,000 road reconstruction project.

Mr. Lunn addressed the BOS and asked about the Welfare Assistance line item. He asked if they thought the need would decrease by the proposed \$47,000. Finance Director Brown explained the reason for the decrease. Mr. Lunn asked what would happen if welfare assistance went over the allotted amount. Finance Director Brown stated that Newport would legally be obligated to pay the assistance. They had a short discussion on funding the line item.

Chairman Nichols addressed the public in attendance and asked if there were any other questions or comments on the budget. There being none, Chairman Nichols closed the Public Hearing on the Budget at 8:04 p.m.

OPEN FORUM: John Lunn addressed the Board members and public in attendance and stated he was before the BOS as the Chairman of the Library Board of Trustees (BOT). He explained that the BOT was writing its five to ten year long-range plan. Mr. Lunn was visiting organizations and groups and asking if they had questions about the library or its services. The BOT were focusing on different aspects of the library: the building, technology and services. He explained that present-day libraries differ from those of the past in services offered and mechanisms to obtain information. Mr. Lunn stated that the Richard's Free Library was looking to the future and requested input on how to better serve its patrons and the community. There was a general discussion between the BOS members and Mr. Lunn concerning the library and its resources. Board members asked Mr. Lunn questions regarding present-day matters that concerned the library. Mr. Lunn answered all questions. The Board thanked Mr. Lunn for attending and speaking at the meeting.

Mr. Kurt Minick addressed the Board and stated he would like to speak on a safety issue. He stated that the sidewalk plow was housed at the Town shed and had to travel down Route 10 to get into the downtown. He stated there weren't any shoulders on the highway and stressed that while the sidewalk plow was on the highway it was a danger to vehicles, its driver and the machine. The Board members discussed the issue with Mr. Minick, assured him that they were aware of the problem and were in the process of finding a suitable area in downtown Newport to house the machine.

COMMUNICATIONS:

Selectman Wilmot had nothing to share at this time.

Selectman Kessler stated the Budget Advisory Committee had met Thursday, March 3, 2016 concerning the Budget. They would be meeting again on Wednesday, March 9, 2016 at 6 p.m. in the BOS Room.

Selectman Hoyt had nothing to share at this time.

Chairman Nichols reminded the public that there would be voting on the School Budget on Tuesday, March 8, 2016 from 8 a.m. to 7 p.m. He encouraged all to vote. He repeated instructions concerning the need for picture identification and proof of Newport residency for those registering to vote for the first time.

Town Manager O'Keefe addressed the BOS with information concerning the DRA reevaluation in the Town. He stated that statute required that a reevaluation needed to be done every five years. Abatement applications had been received and given to Mr. Hildum. They would be done annually.

INFORMATIONAL:

2016 Town Meeting Warrant

Town Manager O'Keefe went over the first draft of the Town Meeting Warrant Articles. He asked if the Board wanted to have separate articles for Town officers or combine them into one. He reviewed and explained each article.

He explained the Community Alliance petition article. It had been denied administratively due to legal deficiency. Town Manager O'Keefe stated that it would set a negative precedent if the Town had accepted it as it had originally been presented. There was a brief discussion concerning the petition article and when the deadline was for the BOS to add it if necessary. Finance Director Brown stated it could be added by the BOS up to March 28, 2016.

Town Manager O'Keefe then discussed the Recreation Facilities Capital Reserve Fund. He stated that it contained money but had never properly been established. The Warrant Article would thus legally establish it. There was a short discussion concerning wording of the warrant article and how the money from the original fund would be incorporated into it.

Selectman Kessler made one recommendation-that the "recommended by the BAC or by BOS" not automatically be put on Warrant Articles until they actually recommend the Warrant Article. O'Keefe agreed to the recommendation.

Chairman Nichols addressed Finance Director Brown and asked if the Warrant Articles would be finalized on March 21, 2016. Finance Director Brown stated that they would.

Finance Director Brown stated there were three additional Warrant Articles with money to be withdrawn from Capital Reserve Funds.

Selectman Kessler addressed Town Manager O'Keefe and stated that in past years petition articles had been listed at the end, after the warrant articles. There was a brief discussion on placement of petition articles.

Selectman Wilnot asked for the deadline for petition articles. Chairman Nichols informed him and the public that it was March 8, 2016. Finance Director Brown said that they had to be in by 5 p.m.

Selectman Wilnot asked what the requirements were. He was told:

1. It needed to be detailed and state specifically what the petitioner wanted the article to say.
2. It had to have twenty-five (25) legible signatures and addresses from registered voters of the Town of Newport.
3. If there was more than one sheet with signatures, the actual petition had to be on each sheet.

ACTION ITEM:

2017 Budget review and discussion

Chairman Nichols stated that some of the Board members had requested information from the Town Manager. Town Manager O'Keefe wanted to therefore share the information equally among the Board members. Chairman Nichols stated he needed to have a motion that any item requested by a member of the Board the request be fulfilled and provided to all members equally. On a motion by Selectman Wilnot, seconded by Selectman Kessler; ***the Board voted that for any item requested by a member of the Board the request be fulfilled and provided to all members equally.***

Selectman Hoyt inquired if it meant everything. Town Manager O'Keefe stated that he had received a request from a Board member that would take a significant amount of work both by him and his staff. He estimated 30-40 hours of staff time for the single request. Town Manager O'Keefe wanted to be sure that if he was asked to undertake such a task that the information be disseminated to the whole Board equally.

Explaining further, he stated that other administrative business would not be done to accommodate the task. It went beyond a RSA 91-A request. There was a short discussion on the matter.

The motion was reiterated:

To have the Town Manager provide information when requested by one Board member to the entire Board for information for the Board members to do due diligence.

Mr. Spaulding was acknowledged by the Chair. Mr. Spaulding stated the Town Manager had the right to provide information without using the Right to Know. He explained his viewpoint.

Chairman Nichols explained that the motion was to ensure that all Board members receive the information, not a select few. Mr. Spaulding thanked him.

Town Manager O'Keefe addressed Mr. Spaulding and stated that he wanted the entire Board to be aware of work that was being requested of him and his staff. Every Board member should be aware what the additional efforts were. There was a short discussion on the subject.

Selectman Hoyt addressed Chairman Nichols and asked if the request could still be made of Town Manager O'Keefe. The Chair stated that was correct. For clarification, he stated that the information would be given to all Board members. The Chair stated that was correct. There was a short discussion on the subject. Town Manager O'Keefe elucidated that the Board members were stating that they were not subject to 91-A in the specific area of information needed to have to do the duties of a BOS member.

Chairman Nichols called for a vote. ***The motion passed 4-0-0.***

Returning to the 2017 Budget review and discussion, Chairman Nichols asked the Board what they would like to do about Mr. Spaulding's concerns on the \$37,500 in question. Chairman Nichols listed the options the Board could take. On a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the Board voted to take \$37,500 out of the anticipated revenue and eliminate it.***

The impact on the tax rate would be \$.088 (\$.09). Chairman Nichols stated that the bottom line of the budget would be changed, Finance Director Brown clarified that the bottom line of the revenues would be changed; expenses would not be changed.

Chairman Nichols called for a vote. ***The motion passed 4-0-0.***

Selectman Kessler asked if there was a suggested way to collect the \$37,500 in lost revenues. Finance Director Brown spoke concerning the \$37,500 and explained how it would affect the budget.

Chairman Nichols asked if there was anyone that would like to make additional changes to the budget. There were none. Finance Director Brown addressed the Chair and stated that the BOS would have to add the Police Department Special Detail Fund to the budget on March 21, 2016.

Adoption of Hazardous Mitigation Plan – 2016 Update

Town Manager O'Keefe explained the plan and update. He informed the BOS that they had received assistance from the Upper Valley Lake Sunapee Regional Planning Commission and complimented them on their work. He gave a synopsis of the work done by the Town. The Board was being asked to adopt and sign off on a resolution for it. Finance Director Brown added that reauthorizing the Hazardous Mitigation Plan kept Newport eligible for hazardous mitigation money from the federal government should they need it. Selectman Kessler commented on Planning and Zoning regulation timeframes stipulated in the plan. His concern was that some timeframes were too generous. There was a general discussion on his concerns. Finance Director Brown informed the Chair that the recommendation was to

stretch out the timeframes; if the Town could achieve the item earlier that was good. It was recommended that the Town not "box itself in".

Chairman Nichols requested a motion. On a motion by Selectman Hoyt, seconded by Selectman Kessler; ***the Board voted to approve the Hazardous Mitigation Plan-2016 Update as presented and to execute the resolution. The motion passed 4-0-0.***

Coverage of the Polls (School Voting)

The BOS members held a general discussion and were appointed coverage times at the polls for Tuesday, March 8, 2016.

APPOINTMENTS: none

NON-PUBLIC SESSION(S):

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the Board voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A:3, II(a), Personnel Matters. The motion passed 5-0-0.***

The BOS entered NPS at 9:00 pm. Present were the Board members Gary Nichols, Todd Fratzel, William Wilmot, Jeffrey Kessler and David Hoyt, and Town Manager Shane O'Keefe.

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***the Board voted to leave non- public session and return to public session. The motion passed 5-0-0. The non-public session ended at 9:05 p.m.***

The Board did not vote to seal the minutes.


The Board discussed how best to recommend changes to minutes of non-public meetings without divulging protected information. It was agreed that Board members should send recommended changes to the Town Manager.

ADJOURNMENT:

There being no further business in the public meeting, on a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted to adjourn at 9:06 pm.***

The next meeting of the Board of Selectmen is scheduled for Monday, March 21, 2016 at 6:30 p.m.

Respectfully submitted,


Maura Stetson
Scribe

Approved on: March 21, 2016

Town of Newport, New Hampshire
Board of Selectmen

Non-Public Meeting Minutes #1 – March 7, 2016

On a motion by Selectman Wilmot, seconded by Selectman Hoyt; ***the Board of Selectmen voted by roll call to enter into non-public session (NPS) pursuant to RSA 91-A:3, II(a), Personnel Matters. The motion passed 5-0-0.***


The BOS entered NPS at 9:00 pm. Present were the Board members Gary Nichols, Todd Fratzel, William Wilmot, Jeffrey Kessler and David Hoyt, and Town Manager Shane O'Keefe.

Selectman Hoyt proposed changes to the minutes of the fourth non-public meeting session from February 29, 2016, which took place at 9:16 p.m. and concerned a personnel matter. It was agreed that the recommended changes would be included in a new draft of the minutes, that O'Keefe would confirm the changes with Selectman Hoyt, and that the minutes would be considered for approval at the next meeting of the Selectboard.

On a motion by Selectman Fratzel, seconded by Selectman Kessler; ***the Board voted to leave non-public session and return to public session. The motion passed 5-0-0. The non-public session ended at 9:05 p.m.***

The Board did not vote to seal the minutes.

Respectfully Submitted,


Shane O'Keefe
Town Manager

Approved on April 4, 2016.