

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

**Minutes for Meeting of August 15, 2016  
6:30 pm, Municipal Building**

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**SELECTMEN PRESENT:** Jeff Kessler, Chairman; Todd Fratzel, Vice Chairman; David Hoyt, William Wilmot, John Hooper II

**STAFF PRESENT:** Shane P. O’Keefe, Town Manager; Paul Brown, Finance Director; James Burroughs, Police Chief, Kristal Rowe, PD; Craig Richardson PD; Ernest Rowe, PD; Jeremy Proper, PWD; Lisa Morse, Tammy Flewelling, Sr. Deputy Tax Collector; Amy Spreadbury, Water and Sewer Department

**COMMUNITY MEMBERS PRESENT:** Scott McCoy, Laura Finke McCoy, Bruce Burroughs, Goldie Burroughs, David Kibbey and Bert Spaulding, Sr.

**CALL TO ORDER:** Chairman Kessler called the meeting to order at 6:31 p.m. followed by the Pledge of Allegiance.

**AGENDA REVIEW:** Add Action Item: “Request to serve Alcohol on Town Property-Airport for Library Arts Center (LAC)” (by O’Keefe)

Chairman Kessler moved Action Item: Request to Serve Alcohol on Town Property-Airport to before Informational to accommodate the representatives from the Library Art Center (LAC).

**MINUTES FROM PREVIOUS MEETING:** August 8, 2016

On a motion by Selectman Wilmot, seconded by Selectman Fratzel; *the Board voted to approve the minutes of the August 8, 2016 BOS meeting as presented. The motion passed 5-0-0.*

**CONSENT AGENDA:** On a motion by Selectman Fratzel, seconded by Selectman Hooper; *the Board voted to approve the Consent Agenda for August 15, 2016. The motion passed 5-0-0.*

**OPEN FORUM:** none

**COMMUNICATIONS:**

Selectman Wilmot reminded everyone that there would be an Open House/Fly-In at the airport on Saturday, August 20, 2016 from 8 a.m. to 11 a.m. The local Boy Scout troop would be serving a pancake breakfast. There would be Young Eagle flights for youngsters 8-17 years of age. It was a good opportunity to visit Newport’s airport. He also reminded the audience that there would be a Home Hazardous Waste (HHW) drop-off at the Department of Public Works on Saturday, August 20, 2016 from 9 a.m.-12 a.m. (a list of accepted items was on the Town website).

Selectman Hooper stated he had attended the Newport Historical Society’s program (held in conjunction with the Sunapee Historical Society) on Billy B. Van on Tuesday, August 9, 2016. It had included a silent movie by Billy B. Van and had previewed a book on the life of Billy B. Van written by a local author. It was good to hear about the origin of the name “Sunshine Town”. It was well attended and an excellent program. He and Selectmen Fratzel also had gone to an Election Law Summit held Thursday, August 11, 2016 in Walpole, NH. They learned about how elections were supposed to be held in Town. It was very informative.

Selectman Hoyt had nothing to share at this time.

Selectman Fratzel wanted to thank and congratulate the people at Parlin Field on their 2016 ACE camp. He stated it was hard to imagine the amount of hard work that went into planning, holding and orchestrating the entire affair. He told the BOS that this year it cost \$850 for students to attend the ACE camp in Laconia. Through the generous donations from corporate, civic and private sponsors and all the volunteer assistance at the airport it cost \$50 for students to attend the ACE camp at the Newport Airport. He stated it was a wonderful opportunity and amazing experience for students to be exposed to the airport and aviation.

Chairman Kessler added to Selectman Fratzel's comments. He read aloud a posted comment of the ACE camp from the Parlin Field Facebook page. He gave additional information on the camp and stated that it was one way that Newport students were exposed to hands-on Science, Technology, Engineering and Math (STEM) fields. He stated it was a great step in exposing Newport students to these important subjects.

He requested that Town Manager O'Keefe write letters of thanks to the ACE camp sponsors and all the camp volunteers. He stated that the whole BOS should sign them after they were drafted.

Chairman Kessler concluded by sharing that the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) had posted their final version of the Regional Plan online. It had been the final project completed by the departing Executive Director. He emphasized the impact written in the document (Chapter 4, page 20-21) concerning what would happen if Sturm Ruger Company closed in Newport.

Town Manager O'Keefe added that:

- Electronics were also being accepted at the Household Hazardous Waste day for a fee.
- The Town was still on a voluntary water reduction program.
- There has been a disruption with some of the computers at the Town Office that day, possibly from a recent storm.
- The Fire/EMS study initial phase was complete. Individuals from JLN had met with some volunteer firefighters, Town staff and Board members. They would compile their initial findings and return for more information.

Chairman Kessler stated that during the storm on Saturday there had been flooding on South Main Street south of the Salt Hill Pub. He questioned the flooding, and asked if the drainage system had been fixed in that area by the State DOT. The Board members, Finance Director Brown and Town Manager O'Keefe discussed the significant flooding that had occurred in that area.

## **INFORMATIONAL:**

### Ash Landfill Firing Range update

Town Manager O'Keefe stated that the Guidelines that had been approved by the Selectmen on the ash landfill firing range were now signed by the whole Board and have been shared with Sturm Ruger. On July 29, 2016 the Town had been informed by the NH Department of Environmental Services (DES) that they needed to file a permit modification to conduct shooting range activities. Nobis Engineering was hired to do that permitting process for the Town. The scope of the work was unknown at this time. On Thursday, August 10, 2016 NH DES had met with a Nobis representative and Paul Brown, Newport Finance Director.

DES was clear that there can be no non-landfill activities allowed until the permit modification was approved. Town Manager O'Keefe reiterated it was his understanding that the Town could not use the

ash landfill for a firing range until the NH DES has approved the modified permit. Town Manager O'Keefe addressed Finance Director Brown and asked him to add any information from the meeting with NH DES.

Finance Director Brown addressed the Board members and stated that the NH DES representatives had outlined what they were looking for in the permit process. It had all seemed procedural information they were requesting and he hoped to have the permit application submitted by the end of the week. He explained there was new NH DES staff, that they were now by-the-book and explained the steps he had taken to assist with the swift completion of the process. When the permitting was complete they would be "good to go".

Town Manager O'Keefe stated when everything had been done they had a license agreement ready that had been drafted by the Town Attorney. He could share it with Sturm Ruger now, but he preferred waiting until he had any conditions imposed by DES inserted into the agreement.

Chairman Kessler asked that he keep on top of it, as the permit and license were critical.

#### **ACTION ITEMS:**

##### **Request to serve Alcohol on Town Property-Airport**

Chairman Kessler stated that the Board had before them a request to waive the provisions of drinking alcohol on Town Property on September 17, 2016 to support the Library Arts Center (LAC) at Parlin Field. Chairman Kessler stated that it was similar to a request made last year. He asked for a representative to speak on the topic.

Mrs. Laura Finke McCoy representing the LAC addressed the Board members and thanked them for hearing her on such a short notice. She stated that she had returned to them with the request that the Town Ordinance restricting alcohol on Town owned property be waived for a 24 hour period (September 17, 2016) at Parlin Field with the same provisions as last year.

She stated that the event, "Casablanca Night", would be from 5-10 p.m. A helicopter bingo would be part of the same event. Mrs. McCoy explained the proposed proceedings would be the same as last year: cocktails, dinner and dancing. Tickets needed to be purchased ahead of time.

(From the BOS minutes of August 3, 2015:

On a motion by Selectman Kessler, seconded by Selectman Hoyt; ***the Board voted to waive the provisions of the Town Ordinance on drinking on Town Property on September 12, 2015 to support the Library Arts Center event at Parlin Field and to authorize Town Manager O'Keefe to sign any documents necessary to effectuate this decision. The motion passed 4-0-0.***)

Chairman Kessler addressed Police Chief Burroughs and asked for his assessment of the LAC event at the airport in 2015. Police Chief Burroughs stated there had been no problems last year, he expected the same result this year.

Town Manager O'Keefe informed the BOS that the Ordinance did not list Parlin Field or Meadow Park as Town Properties where alcohol could not be consumed. He requested that that part of the Ordinance be revised to reflect inclusion of the areas.

Chairman Kessler addressed the LAC representative and stated that the Board was pleased to assist them on short notice due to the cause.

After a short discussion, on a motion by Selectman Wilmot, seconded by Selectman Hooper; ***the BOS voted to waive the provisions of the Town Ordinance on drinking on Town Property on September 17, 2016 to support the Library Arts Center event at Parlin Field and to authorize Town Manager O'Keefe to sign any documents necessary to effectuate this decision. The motion passed 5-0-0.***

The Chair wished Mrs. Finke McCoy and the LAC luck

#### NHMA Legislative Policy recommendations

There was a short discussion with little input on recommended changes to the proposed NHMA Policy.

Chairman Kessler stated he did not have any recommendations.

Selectman Wilmot stated there was a lot of information in the policy. There were several areas the NHMA was looking for input. He did not know where the BOS should start or how deep they should go. Selectman Wilmot asked what an Electronic Poll Book was. The Town Clerk would be consulted.

Selectman Hooper stated that from the Election Law Summit he had attended; there is a huge amount of information the Town Clerk and others that work the polls need to know. It was an eye opener.

Town Manager O'Keefe stated he did not have any recommendations, although there was a discrepancy in the area of storage of records. The Town could not store information in "the cloud". Information needed to be stored within the confines of the Town boundaries. For some municipalities it was a minor issue; others a major issue. There was a discussion between the Chair and Town Manager O'Keefe about "the cloud" and RSA 91-A.

The Chair passed over the action item and sending any recommendations to the NHMA.

#### Amendments to Personnel Plan

Chairman Kessler stated that the BOS had gone through pages 1-34 of the Personnel Plan at the August 8, 2016 BOS meeting.

They would continue on page 35 with Retirement Benefits.

Page 35. C. Retirement Benefits Chairman Kessler stated that the Town followed the requirements of the NH Retirement System. Town Manager O'Keefe stated that a booklet was no longer being handed out. He would revise that section to reflect that. It was suggested that the plan could direct employees to the NH Retirement System website for information. There was a short discussion on annually providing a small booklet to Newport Municipal employees that stated their benefits.

Page 36. LONGEVITY Police Chief Burroughs had a statement and question on longevity. He stated that personnel in the unions earned longevity at a different rate than what was listed in the current personnel plan. He stated that for those individuals that had gone up through the ranks and were no longer in the union, the union compensation had historically continued to apply to them. There was therefore a discrepancy. He wanted clarification as to what the BOS would do.

Chairman Kessler stated that his thought was that once an employee became management and was no longer a part of the union bargaining unit, the personnel plan would take precedence. He asked Finance Director Brown for clarification.

Finance Director Brown stated that historically the employees that had gone through the ranks had retained their union compensation.

Chairman Kessler asked if it had been spelled out. Police Chief Burroughs stated that it had not been spelled out to him when he was promoted or others that who had gone through the ranks beyond the union. It was simply stated that the "benefits that you receive will continue." Burroughs explained it was another example of an unwritten rule that carried forward. Police Chief Burroughs stated he understood

that the Board was trying to “clean up” the personnel plan, but he did not know if they wanted to consider it or not.

Chairman Kessler recommended that the BOS look at both bargaining agreements and the regular personnel plan LONGEVITY section within each and compare them.

Selectman Fratzel asked if they knew the magnitude. Police Chief Burroughs stated \$200 difference per line. It affected every line item.

Mr. Ernest Rowe addressed the Board and stated he wanted to add to what the Police Chief said. Mr. Rowe said that some differences in the two contracts were the personnel plan started at 1-4 years. The union contract started at 3-5 years. He questioned why the Town gave a bonus to someone who had only worked for the Town for one year and not wait and give the incentive to employees who had stayed for more years.

He answered the question of cost differential. 3-5 years was \$500; 6-9 years was \$650; 10-14 years was \$800; 15-19 years was \$950; 20 years-retirement \$1100.

Selectman Fratzel asked for a summary of the two union contracts and the personnel plan for comparison. Selectman Wilnot stated that maybe they could do something with the non-union employees and their tiers. He asked for the definition of a part time employee. He asked if they received a bonus at the end of a year. Finance Director Brown stated yes they did.

Selectman Fratzel stated they needed to review this section.

Page 40. SAFETY.

Town Manager O’Keefe gave a general review of the new Safety Section. There was a short discussion on E. 1. Seatbelts and lengthy discussion on 2. Handheld mobile devices.

Mr. Spaulding, Sr. gave his opinion on handheld cellular use.

There was a lengthy discussion by the BOS and Police Chief Burroughs on handheld mobile devices used by Town employees.

Page 41. Workplace Security

#2 Possession of Firearms. Town Manager O’Keefe stated it was an important discussion to have. He did not have any recommended changes. Police Chief Burroughs passed out a paper with the RSA concerning having firearms and knives. He read aloud the RSA that stated a Municipality could not create a policy that stated that an individual could not carry a firearm or knife.

The Selectmen agreed to strike Part 2 under Workplace Security.

#5 Search of Employees Town and Personal Vehicle. Police Chief Burroughs addressed the BOS and gave a synopsis of #5. He asked how the Town would get around Article 19 of the Constitution (Search and Seizure of personal property).

Chairman Kessler agreed that the Town did not. The Town needed to make sure they complied with the NH State and United States Constitutions. Addressing the Board he said they had to make sure they were not violating anyone’s civil rights.

Mr. Spaulding, Sr. gave his opinion of civil liberties to the BOS.

F. 6 Inspection of Employees. Chairman Kessler stated that it needed to be revised for the same reason as #5.

G. Workplace Accidents. Selectman Fratzel asked about application of this section on employees “on the clock” using personal vehicles. There was a discussion among Board members on whether the Town or Police Department should handle the incident. Police Chief Burroughs explained the procedure for the Police Department involvement in a motor vehicle accident. He thought #3 was trying to cover any loophole with minor accidents that might happen. The BOS continued their discussion on whether the Town or Police Department should handle the incident. Rewording was suggested for #3.

#1 Accidents must be Reported Immediately. Mr. Bruce Burroughs stated that it might be reworded to say accidents that require medical attention. Chairman Kessler stated the reason for not having the specific wording. Both the Chair and Selectman Fratzel explained that for workers compensation it could not be specific and that there was a timeframe (by worker’s comp) for reporting accidents. There was a discussion among the Board and Town Manager to clarify #1. Town Manager O’Keefe stated that the reference in the personnel policy was incorrect. It should be XII.E.

Page 42. #5. Use ‘may’ instead of ‘will’. Rewrite #5.

Page 43. Use of Town Vehicles. There was a discussion among the BOS members about #2.

Police Chief Burroughs asked about an addition to Section; #4. ...shall report damage over \$1000 to the vehicle of personal property...he explained that if damage is over \$1000 the Police Department needed to be notified; it was under the State statute for motor vehicle accident. There was a discussion about any damage being reported. Burroughs stated those should be reported to the Supervisor. Continuing, Police Chief Burroughs stated there should be a clear reporting process for accidents including a motor vehicle. It was not clear in the current personnel plan. He was asked for his recommendation for an addition concerning reporting damage. He gave a synopsis of how it could be worded. Chairman Kessler asked that it be worked into the personnel plan.

#3 Use of Town vehicle and valid operator’s license. Selectman Hoyt asked about the fire trucks and other large vehicles and machinery that required higher licensing to do the job. The Board members had a lengthy discussion on the exemption in the law for operators not needing a Commercial Driver’s License (CDL) when driving a fire truck. Town Manager O’Keefe stated he would look into the licensing status of the Town’s fire fighters and whether the Fire Department truck operators hold a CDL.

Mr. Spaulding, Sr. gave his opinion of the legal ability to drive a fire truck without a CDL.

A lengthy discussion continued on the subject. There was a debate as to whether to financially support call fire fighters in getting their CDL. Selectman Wilnot asked to table discussion on the CDL requirement and support to get their CDLs. Selectman Fratzel agreed. Costs and requirements for CDLs were given to the BOS. Chairman Kessler asked that Town Manager O’Keefe, Police Chief Burroughs and Fire Chief Conroy meet and discuss all aspects of the subject.

There was a discussion on rewriting #3 and making an exception for the Fire Department for the time being. Finance Director Brown suggested inserting “..., unless otherwise exempt by state law.”

A lengthy discussion continued on the subject.

C. Travel Reimbursement Policy

Selectman Fratzel asked who approved travel expenses for the Town Manager. Town Manager O'Keefe said he believed it was in his contract. Selectman Fratzel stated it should be in the personnel plan for a check and balance. There was a discussion on the subject among the BOS members. Selectman Fratzel reiterated his request.

B. Use of Personal Vehicles. Selectman Hoyt addressed the use of personal vehicles for volunteers and employees going to an emergency about the insurance requirements for them. He stated he would leave any potential changes to the Board. He was considering possible liability issues. Town Manager O'Keefe would check on insurance and liability.

Page 44. C. 5. Travel Reimbursement. Change to... submitted within 60 days during which the travel took place...

Page 44. D. Use of Technology Chief Burroughs addressed Chairman Kessler and stated that much of the policy in the section contradicted current State statutes. He stated the Selectboard would want to mirror current RSAs. It was suggested that Town Manager O'Keefe and Police Chief Burroughs review the proposed use of technology section. The Selectboard passed over Section D.

Chairman Kessler asked where the Town Payroll Office was. Finance Director Brown stated it was on the second floor. Chairman Kessler stated he had never seen one labeled Payroll. Police Chief Burroughs stated that it was labeled WELFARE.

#5. Passwords. Kristal Rowe of the Police Department addressed the Board concerning passwords. She stated that she had a private password. Because of her work, only the NH State Police and the FBI had her password. No one in the Newport municipality had it. Ernest Rowe of the Police Department addressed the Board members and also stated that he had a private password that was only known by the NH State Police and the FBI. Town Manager O'Keefe and Finance Director Brown stated that the Town Clerk also had a private password known only to the State.

There was a lengthy discussion on passwords, networks, software and RSAs covering privacy.

#11. Confidentiality. Finance Director Brown asked that the section be looked at and revise the section concerning confidential information; especially RSA 91-A. Town Manager O'Keefe agreed it needed to be looked at.

Page 47. Social Media Guidelines. Section was reworded to read Social Media Policy. Town Manager O'Keefe relayed he had had a discussion concerning Town social media information that was on a private Facebook page. There was a discussion on correct usage of social media and the use of both the Rec Center and the Airport in using it. The BOS members stated it was not as important for the other departments to have and use social media, but that the two departments mentioned used it for communication with their customers. There was further discussion on the dos and don'ts when using social media.

Mr. Spaulding, Sr. gave his opinion on a policy of privacy for Town employees.

Chairman Kessler stated that the BOS would work on it and assess the departments that used social media.

Mr. Spaulding, Sr. quoted from the First Amendment concerning freedom of speech for the BOS and continued his opinion of a policy of privacy.

Other comments were for #5 and images obtained from a work place. There was discussion concerning potential rewording of part of the section. Mr. Kibbey stated RSA 91-A kicked in to #5.

Page 49. Bullet at the top of the page. Cyber Bullying. The consensus was that Cyber Bullying would not be permitted.

Page 49. #9 Use of personal social media. Town and personal social media should be kept separate.

Page 49. License and Certificates. Chairman Kessler stated the Board needed to look at #1.

Page 50. Clothing and Equipment. #4. Wearing of flip flops was not allowed under the current policy. Police Chief Burroughs suggested that rewording to state supervisors will deem what footwear is appropriate for their workplace. He listed various types of footwear; he stated appropriate attire as determined by the department head would suffice.

Selectman Wilmot asked if the policy covered tattoos and offensive tattoos. It was a cultural issue that needed to be addressed. Town Manager O'Keefe stated he would rework #4.

Page 51. H. Weather Related Closings. Bullet #4. Selectman Fratzel asked if there was always a policy about paying employees if they are sent home due to weather. Finance Director Brown stated there had been an unwritten policy. There was a discussion on the policy. Selectmen Fratzel and Hooper stated they were against paying them. Selectman Wilmot stated he respectfully disagreed with them. Selectman Hoyt and Chairman Kessler also believed the employees should be paid. Chairman Kessler called for a vote. On a motion by Selectman Wilmot, seconded by Selectman Hoyt, ***the Board voted to keep bullet #4 "In the event that the Town...of overtime hours." The motion passed 3-2-0 (Fratzel and Hooper voted no).***

Bullet #5 was discussed by the BOS. Selectman Wilmot suggested scratching bullet #5 and keeping bullet #4. The Board members concurred to strike bullet #5 from the Personnel Plan.

I. Employee Parking Spaces. Town Manager O'Keefe stated he would like to designate some parking spaces for customers only. The Board members agreed.

J. Smoking and Tobacco. #2. Change wording to read, "There shall be no smoking in any Town vehicle." #4. There was a discussion concerning the different types of tobacco and its use. Selectman Hooper asked about vaping. He was told it was under the RSA for definition of tobacco types.

Page 52. L. Drugs and Alcohol.

There was a discussion on drugs and whether any section needed to be deleted. Finance Director Brown asked about prescription drugs requiring a doctors' note for level of activity in the workplace. Chairman Kessler stated it should be clarified in the policy. Town Manager O' Keefe asked Finance Director Brown to help with the rewording of that section.

Page 53. O. Town Purchases.

Selectman Wilmot asked how old the Town purchasing policy was. Finance Director Brown stated it was originally written in 1994. Selectman Fratzel stated it had been rewritten about two-three years ago. Chairman Kessler asked Finance Director Brown to present it to the BOS for their review.

Page 49. Licensing and Certificates. #1 Mr. Ernest Rowe addressed the BOS and asked if they would consider the following wording to be added to the section That, " Reimbursement will be made to the employee after successfully obtaining their CDL". He explained that in this way the Town would not be paying for someone to go for their CDL license numerous times and it would be a greater incentive to



pass the test on the first try. Chairman Kessler said it was a good point. Selectmen Hooper and Fratzel concurred.

Chairman Kessler stated that a review of the Personnel Plan would be continued to a future meeting.

Town Manager O'Keefe outlined a procedure going forward in completing the changes to the Personnel Plan. There was a short discussion on the procedure.

Selectman Fratzel wanted to have another discussion with the Board to have all employees on a 40 hour week. There was a short conversation on the possibility.

After conferring with the Selectboard, Chairman Kessler stated that review of the Personnel Plan would be continued to August 29, 2016.

**APPOINTMENTS:** none

**NON-PUBLIC SESSION(S):**

On a motion by Selectman Fratzel, 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 (d) Consideration of the acquisition, sale, or lease of real or personal property. The motion passed 5-0-0.*

The Board took a break for a few minutes.

The Selectboard entered NPS #1 at 9:10 p.m. Present were the Board members Jeffrey Kessler, Todd Fratzel, William Wilmot, David Hoyt and John Hooper, and Town Manager Shane O'Keefe.

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *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 9:18 p.m.*

On a motion by Selectmen Fratzel, seconded by Selectman Hoyt; *the Selectmen voted by roll call to seal the minutes of the non-public session. The motion passed 5-0-0.*

On a motion by Selectman Fratzel, 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(e), Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the Town. The motion passed 5-0-0.*

The Selectboard entered NPS #2 at 9:19 p.m. Present were the Board members Jeffrey Kessler, Todd Fratzel, William Wilmot, David Hoyt and John Hooper, and Town Manager Shane O'Keefe.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; *the Board voted to leave non-public session #2 and return to public session. The motion passed 5-0-0. The non-public session ended at 9:27 p.m.*

On a motion by Selectmen Fratzel, seconded by Selectman Hoyt; *the Selectmen voted by roll call to seal the minutes of the non-public session. The motion passed 5-0-0.*

On a motion by Selectman Fratzel, 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.*

Town Manager O'Keefe left the meeting at 9:29 p.m.

The Selectboard entered NPS #3 at 9:30 p.m. Present were the Board members Jeffrey Kessler, Todd Fratzel, William Wilmot, David Hoyt and John Hooper.

On a motion by Selectman Hoyt, seconded by Selectman Fratzel; ***the Board voted to leave non-public session #3 and return to public session. The motion passed 5-0-0. The non-public session ended at 10:07 p.m.***

On a motion by Selectman Hooper, seconded by Selectman Wilmot; ***the Selectmen voted by roll call to seal the minutes of the non-public session. The motion passed 5-0-0.***

It was the consensus of the Board to meet on August 22, 2016 at 6:30 p.m. to discuss a matter in non-public session.

#### **ADJOURNMENT:**

There being no further business in the public meeting, on a motion by Selectman Hoyt, seconded by Selectman Wilmot; ***the Board voted to adjourn at 10:08 p.m.***

**A meeting intended solely to discuss a matter in non-public session is scheduled for August 22, 2016 at 6:30 p.m. The next regular meeting of the Board is scheduled for August 29, 2016 at 6:30 p.m.**

Respectfully submitted,

Shane O'Keefe  
Town Manager



Maura Stetson  
Scribe

Approved on: August 29, 2016