

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

**Minutes for Meeting of August 1, 2016
6:30 pm, Municipal Building**

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

STAFF PRESENT: Shane P. O'Keefe, Town Manager; Heath Marsden, Co-Manager Airport

COMMUNITY MEMBERS PRESENT: David Kibbey, Bert Spaulding, Sr.

CALL TO ORDER: Chairman Kessler called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.

AGENDA REVIEW: Add non-public session (NPS) RSA 91-A:3,II(e) Litigation, and Move Action Item *Establish new Parlin Field Airport property rental rates* to after Informational Item *Sugar River bank erosion at Parlin Field* (by O'Keefe). The Board agreed to the changes.

MINUTES FROM PREVIOUS MEETING: July 11, 2016

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board approved the minutes of the July 11, 2016 meeting as presented. The motion passed 5-0-0.*

Minutes from Non-Public Session (NPS) #1 of July 11, 2016:

On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted to approve the minutes of the first NPS of July 11, 2016. The motion passed 5-0-0.*

Minutes from NPS #2 of July 11, 2016:

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *the Board voted to table the minutes of the second NPS of July 11, 2016 until the August 15, 2016 BOS meeting. The motion passed 5-0-0.*

CONSENT AGENDA: On a motion by Selectman Hoyt, seconded by Selectman Wilmot; *the Board voted to approve the Consent Agenda for August 1, 2016. The motion passed 5-0-0.*

Chairman Kessler addressed Mr. Nitzel and asked for an introduction of the substitute videographer. Mr. Nitzel addressed the Board and introduced Ms. Melody Corley, the new NCTV station manager. He stated her experiences and explained that she had initially come to NCTV as an intern from Colby Sawyer College. Ms. Corley was videotaping the Selectboard meeting for the regular videographer, Louis Cassorla.

PUBLIC HEARINGS:

1. Proposed new Parlin Field Airport property rental rates

Pursuant to RSA 41:9-a, IV, the establishment of amended and/or new Parlin Field Airport property use fees as follows: \$450.00 for weddings or other private events requiring 10 or fewer vehicles and Parlin Field airport management or designated appointee; and, \$1,200.00 for weddings or other private events requiring the closure of Runway 12/30 and parking immediately adjacent to Runway 12/30.

Chairman Kessler read the Public Hearing Notice into the minutes of the meeting and opened the hearing to the public. He acknowledged Selectman Wilmot, BOS Representative to the Airport Advisory Board, and asked him to speak to the hearing.

Selectman Wilmot stated that the Corbin Covered Bridge park area was becoming increasingly popular for weddings. If an event had a large number of people involving parking on the grass near runway 12/30 (the grass strip), it became a safety issue for the airport and potential aircraft wishing to land on 12/30. The airport management had found it necessary to close the airport runway during these intervals. In order to accommodate the public's desire to use the area for social events and the Town's need to maintain a safe area and to recoup its costs, the airport management had come forward with appropriate fees for the use of the area. He requested that Airport Co-manager Heath Marsden provide further information.

Co-manager Marsden stated that the airport had several requests a year for renting the covered bridge area at the end of runway 12/30. By establishing these rates pricing would be consistent for everyone. Co-manager Marsden stated that Parlin Field did not receive Federal funding, but that the airport tried to maintain the same safety zones as was required of a federally funded airport. He explained the boundaries to the Selectboard.

Selectman Wilmot explained to the Board that grass runways were rare and pilots loved to use them. Co-manager Marsden stated that pilots flew from all around New England in order to use the grass runway (12/30) at Parlin Field.

Chairman Kessler asked what the current rental fee schedule was at Parlin Field. Co-manager Marsden stated there was no set rate. He also explained that there was no alcohol permitted at the covered bridge park area and gave other stipulations in place for its use.

Selectman Hoyt asked how a runway was noted as closed. Co-manager Marsden stated that the airport posted a notice to airmen (NOTAM) with the FAA. During the event there was also an individual manning the radio to inform pilots that runway 12/30 was closed.

Selectman Hoyt asked if a fence would assist with the problem. Co-manager Marsden stated no. The fact that Parlin Field did not have a fence was attractive to local and visiting pilots as well as residents of Newport. They wanted to retain the rural character of the airport.

Town Manager O'Keefe asked why the proposed fees were so high. Marsden explained what the fee went towards at the airport and also the Buildings and Grounds Department. The cost had been developed by the Airport Study Committee.

Selectman Fratzel asked what department or general fund the money went into (*Paid to the Parlin Airport fund was on the papers given to the Selectmen*). He asked if the airport was reimbursing the Buildings and Grounds Department for their extra work. Marsden stated that the mechanism (of reimbursement) had not been worked out yet.

Selectman Hooper asked about the price increases the BOS had been given. Marsden stated that the fees were established through discussions with the Airport Study Committee, of which Ken Dennis was a member. Marsden relayed Mr. Dennis's input.

Town Manager O'Keefe stated that monies should be allocated to different departments.

The Selectmen addressed potential ways to allocate the fees to the different departments.

Mr. Spaulding, Sr. addressed the Board with his opinion on the fee topic.

There were no further questions or comments from the public.
Chairman Kessler closed the public hearing.

2. Accept and expend grant from the NH Department of Safety per RSA 31-95B

Pursuant to RSA 31:95-b, the acceptance of unanticipated funds in an amount of up to \$25,000 to be given as a grant to the Town by the New Hampshire Department of Safety Center's Intelligence Liaison Officer Program.

Chairman Kessler read the Public Hearing Notice into the minutes of the meeting and opened the hearing to the public.

Town Manager O'Keefe addressed the Board and stated the \$25,000 grant for the liaison officer was for the same program as the \$30,000 grant the Town had been presented with and approved in January 2016. He stated that the program had worked out nicely and that the additional monies were for an extension of the program.

Chairman Kessler asked if the funding was for the same person. He was told yes. Continuing, Chairman Kessler asked if by accepting the grant the Town was not obligated to continue employment of the liaison officer if the grant was not extended further. Town Manager O'Keefe stated that was correct.

There were no questions or comments from the BOS members.
There were no questions or comments from the public in attendance.

Chairman Kessler closed the public hearing.

Due to a potentially long discussion involving the Open Forum and Communications portions of the meeting, the two agenda items were moved to after Action Items.

INFORMATIONAL:

Sugar River bank erosion at Parlin Field

Town Manager O'Keefe stated that a few months earlier the subject of Parlin Field and erosion had come before the Board. The Town had hired Pathways Consulting, LLC to assess the conditions at the airport and give alternatives for solutions to the problem.

Co-manager Marsden gave a synopsis of the airport's efforts to find the best solution to the erosion problem at the airport.

Chairman Kessler addressed Marsden and asked if for the short term he was stating that just not cutting within fifteen feet of the bank had slowed the erosion. Marsden stated that it seemed to have helped; in the future it might begin to erode again. Nothing proposed would stop flooding, the alternatives given by the consulting firm were to stop eroding.

Selectman Fratzel asked if Pathways Consulting, LLC was able to identify funding for the project. He was told there might be grants available; it was an action item Co-manager Marsden would pursue.

Town Manager O'Keefe told the BOS that he and the airport management had reviewed the report with Public Works Director Larry Wiggins. Mr. Wiggins' recommendation was to stabilize the bank the best they could subject to funding availability. Co-manager Marsden was looking into funding for the project.

Chairman Kessler restated that the vegetation had seemed to stabilize the erosion. Co-manager Marsden agreed. The Chair asked if there was something to assist the growth on the bank. He was told that the Town forester suggested planting additional willow.

Chairman Kessler acknowledged Mr. Spaulding, Sr. Mr. Spaulding, Sr. gave a synopsis of his idea of the best way to stabilize the riverbank off of runway 18/36.

Chairman Kessler said that he would like to see how well the natural investments such as willow worked before expending large amounts of money on the riverbank. He offered an option of using the Army Corps of Engineers instead of private contractors. Co-manager Marsden stated he could contact them and find what Parlin Field's options were. There was a short discussion about using the Army Corps of Engineers.

Selectman Fratzel addressed co-manager Marsden and asked if Pathways Consulting, LLC had given him sketches of the three alternatives they had provided (Selectman Fratzel could acquire bids if he had them). Co-manager Marsden stated that there were descriptions in the report that had been provided to him but not sketches.

Selectman Fratzel said that the Newport Golf Club had done extensive erosion control work. He was interested in their cost, what they did, how it was funded and if it was something that Parlin Field could also do.

The BOS members continued to discuss the erosion problem among the Board.

Chairman Kessler addressed co-manager Marsden and asked him to see what he could acquire from Pathways Consulting, LLC and to also acquire an opinion from the Army Corps of Engineers on the stabilization issue.

Establish new Parlin Field Airport property rental rates

Town Manager O'Keefe addressed the BOS and stated it was recommended that the Board formally adopt the rental rates as presented.

On a motion by Selectman Wilmot, seconded by Selectman Fratzel; ***the Board voted to adopt the amended and/or new Parlin Field Airport property use fees as follows: \$450.00 for weddings or other private events requiring 10 or fewer vehicles and Parlin Field airport management or designated appointee; and, \$1,200.00 for weddings or other private events requiring the closure of Runway 12/30 and parking immediately adjacent to Runway 12/30.***

Selectman Fratzel asked that the record state his request that the allocation of funds from the rental fees with the Buildings and Grounds Department be looked at during budget season.

Chairman Kessler asked for Finance Director Brown to come before the BOS and explain the distribution of fee monies between departments. He then called for a vote. ***The motion passed 5-0-0.***

Before leaving, Co-manager Marsden told the BOS that during August 8-12 there would be increased air traffic at Parlin Field due to the Aviation Career Academy (ACE) being held. He explained the various aircraft that would be flying in and out of Parlin Field. There were 32 students in the ACE camp. Cost was \$50 per student (as opposed to \$800 in another NH airport). He explained the reasons for the intentionally low number of students, the affordable cost for Newport residents and gave a synopsis of the coursework they would be exposed to. The Newport School District had loaned them the use of two school buses to be used for out-of-town field trips as well as computers for flight simulator labs. Co-manager Marsden stated that the ACE camp was only possible through the active pilot volunteers that

they had at the airport as well as the generous monetary contributions made by Hypertherm, Newport Rotary and private donations. Concluding, Marsden said that it was an excellent community partnership.

Chairman Kessler requested that Marsden return with a recap after the ACE camp was over.

The Airport Open House was scheduled for August 20, 2016. Marsden stated that the airport would again be hosting a Young Eagles event on that date and explained what it was.

Request for Proposals (RFP)-Building Analyses

Town Manager O'Keefe presented the BOS with a revised Request for Proposal (RFP) for Town Buildings Assessment. He stated they proposed to have it sent out August 12, 2016 and gave the anticipated timeline for the process. Anticipated completion date was in October 2016.

The Board reviewed the RFP packet and asked general questions. Chairman Kessler asked if the School would be receiving alternative quotes and they would see if they were interested in participating. Town Manager O'Keefe agreed.

Town Manager O'Keefe stated that many times these RFPs were chosen by qualification-based selection. The Town was not going by that in this assessment; it would be through the bid price selection process. Continuing, he explained to the BOS the method of the RFP's dissemination.

Chairman Kessler asked if the quotes would be available for opening at the next BOS meeting. He was told no, they were due September 2, 2016. Town Manager O'Keefe explained the process to the Chair and Board members.

After further general discussion on the assessment process, the BOS agreed to have the Town Manager send out the RFP to potential consultants.

Discuss Collective Bargaining Unit negotiations

Town Manager O'Keefe stated that there were two collective bargaining units within the Newport Municipality and that their contracts with the Town extend to June 2017. It was now time to begin to negotiate new contracts. He had had a preliminary meeting with the Public Works representatives to discuss the process and establish potential dates to meet. He addressed the BOS and asked if there were Selectmen who would like to participate with either group (Public Works or Police Department).

Chairman Kessler stated that most recently there had not been a BOS representative on the negotiating team. Prior to that there had been. There was a short discussion among the Board members on the teams and representatives. Selectman Wilmot volunteered to sit in on the negotiations for the Public Works unit and Selectman Hooper volunteered to sit in on the negotiations for the Police Department. Town Manager O'Keefe would contact each Selectman with dates and times for the meetings.

Town Manager Evaluation process

Chairman Kessler reviewed the evaluation process for the BOS, stated what had already been done, what the Selectmen needed to do and what still needed to be done.

ACTION ITEMS:

Accept and expend grant from the NH Department of Safety per RSA 31-95B

Chairman Kessler asked for comments from the Board. Selectman Hooper stated he had read through the document and stated that the program was set to expire next month. He asked if the Department of Safety anticipated the program to continue after the timeframe of this next session. He asked if they would reallocate the money every year. Chairman Kessler stated the program was federally funded. He stated Newport currently has a similar grant and explained the liaison position the employed police officer did.

The grant was for one year. The Town of Newport was under no obligation to hire the police officer when the grant is terminated.

On a motion by Selectman Fratzel, seconded by Selectman Hoyt; ***the Board voted, pursuant to RSA 31:95-b, to accept and expend funds from the grant from the New Hampshire Department of Safety Center's Intelligence Liaison Officer Program in an amount of up to \$25,000 and to authorize the Town Manager to execute the grant paperwork on behalf of the Town. The motion passed 5-0-0.***

Amendments to Personnel Plan

Chairman Kessler stated that some Selectmen had given input to the proposed amended Personnel Plan. He asked if the Board would like to review it tonight or postpone it.

Town Manager O'Keefe recommended a work session so the BOS could work on it for a length of time. The Selectmen concurred. A televised BOS work meeting was scheduled for Monday, August 8, 2016 at 6:30 p.m. There was a general discussion between the Board and Town Manager O'Keefe concerning the Personnel Plan.

Guidelines for use of Police Department firing range

Chairman Kessler addressed the Board members and asked if they had comments or questions concerning the proposed guidelines.

Town Manager O'Keefe stated that since the last BOS meeting the Guidelines for the Firearms Shooting Range had been reformatted, reviewed by appropriate staff and the Town Attorney. His recommendation was that the Board approve the guidelines at this BOS meeting. Town Manager O'Keefe stated that the question had arisen at the July 11, 2016 BOS meeting whether the Sturm Ruger attorneys had reviewed the guidelines. He stated they have not reviewed them, but their safety regulations were incorporated in the Guidelines for Use of Municipal Firearms Shooting Range draft. Chairman Kessler stated that after the BOS approved the draft, Town Manager O'Keefe would forward it to Sturm Ruger. O'Keefe agreed to do so.

There was a general discussion between the Town Manager and the Board members on different aspects of the guidelines as presented to the BOS. Selectman Hooper stated he had reviewed the six pages of guidelines and listed the many redundancies within the document as well as questions on common police department range practice, terminology and technicalities as stipulated in the draft as well as additional revision in the formatting that he had found.

Chairman Kessler asked if the Board would like the draft to be corrected and returned to the BOS for a vote. Town Manager O'Keefe stated that they could adopt them with the corrections as noted. Board members could go to the Town Office to sign the amended draft when it was available. Town Manager O'Keefe offered to send out a red-lined version for the Selectmen to double-check and he would have it at the Town Office for their signatures.

On a motion by Selectman Fratzel, seconded by Selectman Hooper; ***the Board voted to approve the Guidelines for the Firearms Shooting Range draft with the changes noted. The motion passed 5-0-0.***

Sale of tax deeded properties

Town Manager O'Keefe explained the process the Town must go through to sell two parcels acquired by Tax Collector's deed located at 8 Central Street and 13 Sullivan Street. He noted that the required 90-day notice of intended sale had been issued and suggested that the Board advertise a sealed bid. He explained the procedure and timetable for doing this. He asked the BOS for clarification on a recommended minimum bid amount. Chairman Kessler asked if the current proposed bid was what was owed for back taxes. He was told that was correct. There was a discussion on the two properties and the realistic

amount for a minimum bid for each property. The Board members concurred on the amount of \$15,000 for a minimum bid for each property. Town Manager O'Keefe would advertise the two parcels and have closed bids to be opened at the August 29, 2016 BOS meeting.

On a motion by Selectman Hoyt, seconded by Selectman Hooper; *the Board authorized the Town Manager O'Keefe to advertise the parcels of land at 8 Central Street and 13 Sullivan Street for sale. The motion passed 5-0-0.*

OPEN FORUM: (1:08:02)

Mr. Bert Spaulding, Sr. addressed Chairman Kessler and stated that earlier in the meeting he had questioned what might be said. He reminded the Chair that limiting content before it was heard was an unconstitutional trespass.

Mr. Spaulding, Sr. then addressed the BOS and stated he had seven complaints with the Newport Planning Board. He listed and explained his position on each one to the Board. Among them were: He had challenged three Board members as to whether they should sit on a case. He had made a motion denied due to a Point of Order.

Mr. Spaulding's second comment was in reference to a court case involving the Town of Sandwich, NH, it's Zoning Board of Adjustment and a resident of that Town. He read aloud from a newspaper article which described the illegal activities that had been done. He addressed the BOS and queried whether the problems might have began as his complaints of the Planning Board and then escalated.

Addressing the Board, Mr. Spaulding, Sr. asked what they would do. He asked that they take action. He had already come to the BOS and asked for action. Mr. Spaulding, Sr. had settled the suit with the Town. He was not telling the Board what to do; he was asking them to do something. He gave them examples of courses of action he considered appropriate to avoid civil suits.

Mr. Spaulding, Sr. then told Chairman Kessler about an email that he had sent to Town Manager O'Keefe asking him to forward to the Boards his email. He read aloud the email to the BOS and O'Keefe's response and stated his displeasure with the lack of action on his request.

Secondly, he made statements to and about Town Manager O'Keefe. He told the BOS that a police officer had been at a Planning Board meeting twice, that Town Manager O'Keefe had allegedly interrupted his speaking during a Planning Board meeting, and that he had had several meetings with O'Keefe concerning his concerns of the Planning Board.

Mr. Spaulding, Sr. stated that he had sat in on one meeting. No one had as yet asked him to look at any lists to prioritize. He complained that the schedule had already been set before he was appointed to the Board.

Mr. Spaulding, Sr. told the Board he had an article written concerning Town Manager O'Keefe. He stated that the BOS had not done their due diligence when recruiting a new town manager and read aloud some sections of the article.

(1:41:02) Mr. Spaulding, Sr. made a request pursuant to RSA 91-A for the Town Manager's contract with all amendments, side documents, or anything else that you would name with another name that has anything to do with his contract; be it a side agreement for vacation this vacation that, whatever it is. Every document that concerns his employment with this community. He asked also for all evaluations he has received up to this date (August 1, 2016).

Chairman Kessler stated that he did not believe evaluations were available. Mr. Spaulding, Sr. stated that Town Manager O'Keefe was management, not personnel.

Lastly, Mr. Spaulding, Sr. stated it was his understanding that Mr. O'Keefe had basically told Sturm Ruger to go out-of-town (*from the minutes of the July 11, 2016 meeting: Mr. Spaulding, Sr. openly admitted that this information was hearsay*). He told the BOS that if true, it was unacceptable. He reiterated a dialogue from previous meetings, stating the importance of Sturm Ruger Company to the Town of Newport.

Town Manager O'Keefe invited Mr. Spaulding, Sr. to visit with him in his office and he would gladly talk about his concerns. He stated that Open Forum was during the Selectmen's meeting; he would respond to questions in his office; not at the Selectmen's meeting.

Chairman Kessler addressed Mr. Spaulding, Sr. and stated he had been invited to the Town Manager's office to discuss the issues raised. He asked Mr. Spaulding, Sr. to respond.

Mr. Spaulding, Sr. stated that he had had meetings with the Town Manager. He would continue coming to the BOS meetings. He again asked them to direct the Planning Board. He gave additional complaints about the Planning Board.

Chairman Kessler addressed the Town Manager to make the Planning and Zoning Boards aware of what happened in Sandwich, NH. He also asked that all members of the land-use boards learn the requirements of RSA 91-A.

There was a discussion among the Board members concerning procedures moving forward. Selectman Hoyt addressed the Chair and gave his opinion of the problems with the Planning Board. He stated it was his opinion that something more intense needed to be done with the Planning Board. The BOS members further discussed their thoughts and some shortcomings of the all-volunteer Planning Board members and the Planning and Zoning Administrator.

There was further discussion among the BOS members concerning the procedures of the various land-use boards.

Mr. Spaulding, Sr. addressed the Board and gave his opinion as to how Boards should conduct business. Chairman Kessler thanked Mr. Spaulding, Sr. for attending the BOS meeting and airing his concerns. Mr. Spaulding continued his dialogue on how BOS and other Board members could improve themselves.

(1:58:24) Chairman Kessler acknowledged Mr. David Kibbey. Mr. Kibbey stated he was an alternate on the Planning Board. He had not been allowed to sit and participate at one Board meeting because there was a quorum. He wanted the BOS to be aware of it. Also, in conjunction with the comments of Mr. Spaulding, Sr., go look at the (Newport) septage issue, allegations and questions concerning predetermination before the vote was taken. If the BOS wanted to look into the Planning Board, that would be one example. He thanked the Board.

COMMUNICATIONS:

Selectman Hoyt stated there was another round of Brownfields grants available to do an assessment and clean-up of hazardous material. Chairman Kessler stated that had come from the Upper Valley Lake Sunapee Regional Planning Commission. He asked if the Town could look at acquiring one for the Ambargis site. Selectman Hoyt was told that Town Manager O'Keefe had the information on the grants and would look into it. Also, he had received complaints on the dirt roads in Town and their maintenance. He asked that it be looked into.

Selectman Fratzel had nothing to share at this time.

Selectman Wilmot wanted to thank the Fire Department and the Town Manager. Both he and Selectman Hooper had sat in on the interviews of the applicants for the firefighter position. It was good to see the caliber of people that were interviewing for the position. On August 20, 2016 the household hazardous waste day would be in Newport at the Department of Public Works (DPW) from 9 a.m. to 12 noon. Selectman Wilmot listed the items that would be accepted at the DPW that day. Information would be posted on the website.

Also on August 20, 2016 was the Airport Open House.

Selectman Hooper stated he was also impressed with the firefighter interviews. There were very qualified candidates. Also, individuals had asked him about the water level of the Sugar River that ran along Sunapee Street into Guild. He asked who controlled the water level. There was a long discussion among the Selectmen as to who was in charge of the dams that controlled the water level. Selectman Hoyt directed Selectman Hooper to a Mr. Collins.

Chairman Kessler had nothing to share at this time.

Town Manager O'Keefe reported that:

- Gilman Pond and well water levels are in good shape.
- There were two new Town employee positions: Water/sewer foreman (internally hired, interim position) and the Town is advertising for an assistant DPW director/engineer
- The preliminary year-end 2016 Budget was in the BOS packets. The Town was in the black.
- Ambulance billing information would be available at the August 15, 2016 BOS meeting.
- The Town was under contract with JLN Associates, LLC for the Fire/EMS study. He relayed the preliminary steps they would be taking in doing the study.
- There were hazardous buildings at 12 Ash Street and 24 Sullivan Street.
 - A demolition order had been sent to 12 Ash Street. They have not razed the building. The Town's next step was to demolish it for them. He explained the legal process the Town would have to go through.
 - A demolition permit was pulled for 24 Sullivan Street. He would have more information at the next meeting.
- Tax assessment.
 - Tekoa Missions purchased buildings on Schoolhouse Road and other properties. The properties not at Schoolhouse Road were not eligible for charitable exemption from taxes for this year due to timing of the purchases.
 - New London Hospital/Newport Health Center have requested a charitable exemption from taxes
 - Valley Regional Hospital has requested a charitable exemption from taxes (located on John Stark Highway)

The Town attorney and Town tax assessor had gone through the parcels in question and would report to the BOS at the August 29, 2016 meeting.

- The Town was working on a formal Payment in Lieu of Taxes agreement with Orion House as well.

Town Manager O'Keefe reiterated that the Town attorney and tax assessor would be at the August 29, 2016 BOS meeting.

- In December Eversource would be doing a 1.3 mile stretch of right-of-way clearing in the northwest corner of the Town. He gave a short explanation of their entire project.

NON-PUBLIC SESSION(S):

On a motion by Selectman Fratzel, seconded by Selectman Wilmot; *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 8:45 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 and return to public session. The motion passed 5-0-0. The non-public session ended at 9:05 p.m.*

On a motion by Selectmen Fratzel, 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.*

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(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 9:06 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 9:10 p.m.*

The Board did not vote to seal the minutes.

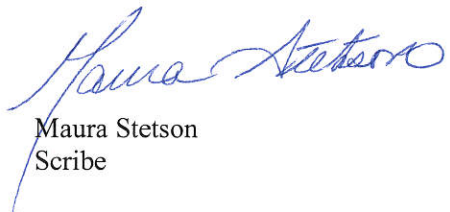
ADJOURNMENT:

There being no further business in the public meeting, on a motion by Selectman Hoyt, seconded by Selectman Fratzel; *the Board voted to adjourn at 9:11 pm.*

A meeting in the form of a workshop is scheduled for August 8, 2016 at 6:30 p.m. The next regular meeting of the Board is scheduled for August 15, 2016 at 6:30 p.m.

Respectfully submitted,


Shane O'Keefe
Town Manager


Maura Stetson
Scribe

Approved on: August 8, 2016