

Board of Selectmen

March 10, 2010

Present: Mark P. Duffy, Chairperson; Kenneth S. Paul; John J. Blackwood; Robin L. Frost, Town Administrator; and Toni Bodah, Secretary.

Also present were: Judy Nason; Jerome Libby; David Mankus; Fred Elliott; Howie Knight; Denny Miller; Al Huntoon; Dick & Margaret Wessell; Skip & Sandy Culleton; Jerry O'Connor; Donna Faucette; Leola Blackwood; Linda Blackwood; Peter Kasprzyk; Steve Brown; and Relf Fogg. Joining the meeting in progress were Paul Morrill and Officer Paul Bois.

Mr. Duffy called the posted meeting to order at 7 p.m., at which time he led those present in the Pledge of Allegiance. This being Mr. Blackwood's last Selectmen's meeting, Mr. Duffy recognized Mr. Blackwood's many years of service to the Town (written statement attached) and presented him with a plaque in gratitude.

1. Appointments

a) Judy Nason re: Expenditures from Capital Reserve Funds ("CRF") – Ms. Nason requested that the Trustees of the Trust Funds (Howie Knight, Denny Miller and Al Huntoon) and the Cemetery Trustees (Dave Mankus, sexton, present representing the Cemetery Trustees) join her at the Board's table. She referred to her on-going numerous concerns regarding expenditures from various CRF's. Ms. Nason recently watched a meeting of the Cemetery Trustees broadcast on the PEG channel, raising questions about the perpetual care fund and how the funds are allotted to various plots. Ms. Nason expressed concern regarding \$3200 in work done in the Alden Young plot section of the cemetery, which should have been covered by the Alden Young Trust; however, the funds were taken from the CRF for cemetery maintenance. She questioned why taxpayers' money was used instead of the established trust fund.

Mr. Mankus indicated that this issue should actually be addressed at a meeting of the Cemetery Trustees and questioned why it is being brought before the Board of Selectmen. He noted he has discussed the issue with Ms. Nason, but he does not believe this is the correct venue. Ms. Nason stated that the issue involves the Board of Selectmen as agents to expend, and it involves the Trustees of the Trust Funds as the responsible agents of that money. She reiterated that she does not believe the funds should have been taken from the CRF established for cemetery maintenance. Ms. Nason noted that a perpetual care fund was established by Alden Young, which apparently has not been paid from since 2005, and questioned, therefore, why the work was done at all.

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Mr. Mankus stated that the Cemetery Trustees are agents to expend and have sole discretion over all the funds under the cemetery. He went on to say that the Trustees authorized that work to be done because it had not been done in 4 years. The referenced Trust seems to have had an arrangement with the Lovell Lake Cemetery Association, whose minutes indicate it was always difficult to receive funds from that trust.

Mr. Mankus noted it is the responsibility of the Trustee of the Alden Young Trust to see that the work is accomplished. He further noted that the Trustee would pay the individual performing the work directly. The Lovell Lake Cemetery Association is now dissolved, and no funds have been received from that trust since the Town took over that cemetery. Mr. Mankus stressed that the Cemetery Trustees have the responsibility to maintain all cemeteries, regardless of perpetual care. According to Mr. Mankus, the Cemetery Trustees made a verbal request for funds to the Trustee of the Alden Young Trust in 2005. That Trustee responded by directing the Cemetery Trustees to Jim Keating, as owner of that section of the cemetery. Mr. Keating stated he has no involvement with the cemetery.

Mr. Mankus indicated that the Alden Young Trust owes the Town \$6000 (\$1500 per year). The Trustee of that Trust has moved out of state and is difficult to contact. He further indicated that the Cemetery Trustees, as agents to expend, made the decision to do the work and get it done at a cost of \$3200. The Attorney General has been notified in writing, as has the Trustee of the Alden Young Trust (via registered mail). The Cemetery Trustees have recommended that the Attorney General appoint a different trustee, or that the principal (originally \$40,000) be turned over to the Trustees of the Trust Funds, as were other funds associated with the Lovell Lake Cemetery Association.

Mr. Mankus believes that the work done was in accordance with maintenance of the cemetery. This work is now part of the maintenance contract and will be addressed every other week (during the season). He added that the work was important for the use and appearance of the cemetery. The Cemetery Trustees are still waiting for a response from the Attorney General's office. Mr. Mankus has been told that the Trustee of the Alden Young Trust will be in the area this summer, and he suggests she be invited to a meeting to discuss this issue.

Mr. Duffy questioned whether the Alden Young Trust is separate from other trust funds. Mr. Knight stated it is a separate trust and has nothing to do with other cemetery trust funds.

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Mr. Knight also noted that the original warrant article named the Board of Selectmen as agents to expend, not the Cemetery Trustees. Although the Cemetery Trustees could have been named, they were not. He stressed that the Trustees of the Trust Funds are ultimately liable for mis-use of trust funds, in conjunction with the Board of Selectmen. Mr. Mankus referred to his discussion with Terry Knowles, who confirmed that the Cemetery Trustees are agents to expend. He suggested this individual be invited to a meeting. Mr. Mankus then referred to the tight budget for the cemeteries, which covers the contract for regular, routine maintenance, leaving only a small amount for water, mileage reimbursement, etc. Mr. Knight stated there is approximately \$3200 in two trust funds—one specifically to finish the new cemetery and the other for Town cemetery maintenance.

Mr. Duffy questioned whether the referenced work was above and beyond the regular maintenance. Mr. Mankus explained the work did not involve a burial lot; rather, it addressed Town property along the shore. Some dead birches were cut as they were in danger of falling onto people. Mr. Duffy expressed concern about work done along the shore. Mr. Mankus indicated that John Ciardi, while still Shoreland Protection Officer, ok'd the work. Although Ms. Nason disagreed with that assessment, noting that spraying herbicides and cutting bushes should have required a permit, she is willing to defer to Mr. Ciardi's decision.

Ms. Nason stated that she researched the CRF at Town Hall and noted that funds were spent from the CRF to repair sunken graves, which should be part of the regular maintenance contract. Mr. Mankus noted that much of that work had previously been let go, adding that Mr. Elliott recently witnessed a lady fall into a sunken grave. Ms. Nason stressed that the work is still listed as part of the contract. She also noted that payments were made for repair of headstones, for which the Town is not supposed to be responsible. Ms. Nason noted that the CRF's represent taxpayers' money and added that the referenced warrant article does list the Board of Selectmen as agents to expend. Ms. Nason offered a suggestion that the Board of Selectmen change their policy regarding CRF expenditures. She suggested that any time funds are to be taken from a CRF, the proposed expenditure should be noticed on the Selectmen's agenda as a topic for discussion. At their meeting, the Board can discuss the expenditure, vote on the expenditure, and record the vote in their minutes. Mr. Mankus questioned whether this policy would be applied to all CRF's. Ms. Nason confirmed that is her suggestion.

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She noted that the Trustees of the Trust Funds are getting bills to reimburse without any minutes as back-up. Ms. Nason stated that the minutes of the Cemetery Trustee meetings since 2002 were not on file at Town Hall, adding that all Town board/committee minutes should be accessible to the public. Mr. Mankus believes that other committees also have that problem, noting that the CAB does not have a secretary and the Conservation Commission went without a secretary for a period of time. He noted that budgets are very tight and lapses do occur. Currently, the wife of one of the Cemetery Trustees types the minutes as a volunteer. Mr. Duffy expressed his understanding of the issue, but he stressed the RSA requirement to file minutes at Town Hall in a timely manner.

Mr. Duffy has no problem with bringing expenditures from the CRF's to a Selectmen's meeting in a public forum. Mr. Knight stated that the Trustees of the Trust Funds are also in agreement with Ms. Nason's suggestion. Mr. Mankus advised that the Cemetery Trustees recently instituted the use of vouchers every time they expend funds. All 3 Trustees execute the voucher. Mr. Mankus noted that the current Cemetery Trustees have only been on board beginning in 2006.

Ms. Nason questioned why CRF money was spent on sunken graves. Mr. Elliott noted there are still a lot of sunken graves at Lovell Lake Cemetery as they seem not to have been maintained over the past several years. He has filled 15-20 on his own, and he had advised the Cemetery Trustees of the drastic problem. He covers 15 in the contract; however, there are over 100 out there. Ms. Frost noted the contract does not specify a number to be addressed and questioned whether the cemeteries were viewed prior to submittal of a bid. Mr. Knight suggested perhaps the issue should be addressed during the next budget cycle. Mr. Elliott stressed that the bid package was standard; however, the former contractor neglected to address the sunken graves.

Mr. Duffy stressed the point that the expenditures should be addressed in a public forum, where these types of issues would come forward. Mr. Mankus again referred to the Cemetery Trustees being the agents to expend. Many disagreed. Ms. Frost noted she has a written opinion from Town Counsel. Mr. Mankus stressed that the Cemetery Trustees have regular posted meetings, at which level approval already exists. If the Selectmen want to duplicate that process—fine.

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He again referred to specific discussions he has had with Terry Knowles at various time. Ms. Frost noted that the Trustees of the Trust Funds have the final determination as to whether to expend from the CRF's.

Mr. Mankus still believes this discussion is occurring at the wrong meeting, and he still believes the Cemetery Trustees have the responsibility to expend these funds. Ms. Nason stressed that she is questioning whether the funds should have come from the CRF or from perpetual care. Mr. Mankus indicated that the perpetual care is expended completely on the maintenance contract. He also referred to the amount available for expenditure in the Alden Young Trust (for perpetual care). Ms. Nason stated that the cost of requests made under perpetual care should not exceed the funds available. She believes the work done was over and above perpetual care and was a misuse of the CRF. Ms. Nason is asking that such expenditures be reviewed at a Board of Selectmen's meeting, with a vote, prior to being expended.

Mr. Huntoon stated that the issue with the Alden Young Trust needs to be resolved. Mr. Knight questioned whether the cemetery CRF could be replenished if reimbursement were made by the Alden Young Trust. Ms. Frost advised that funds can only be added to the CRF's by vote of the Town. Mr. Mankus suggested that, if a check for \$3200 were received, and if it were made out directly to the contractor, then he could do additional work in the line of maintenance. This suggestion was met with much dissention. Mr. Knight referred to significant audit issues with such an arrangement. Ms. Nason stressed that there must be a record of all funds coming in and going out of the Town of Wakefield, noting that we cannot be swapping funds around.

Ms. Nason then referred to a check received for \$500 to cover the cost of flowers for an individual's grave and asked how that came about, adding her belief that it should have gone into perpetual care. She wonders whether it would be appropriate to establish a revolving account for funds coming into the Town for work being done on the cemetery. Mr. Mankus indicated there are 11 perpetual care funds that require flowers on graves. For \$8.23 Mr. Elliott buys potted flowers, takes them to the assigned graves, then removes them 6 weeks later. As the Cemetery Sexton, Mr. Mankus had correspondence with the Nichols family. A will had left \$1000 for perpetual care, with an additional \$500 that had to be spent on flowers. Instead of purchasing another basket of flowers, Mr. Mankus suggested that the ground be prepped and perennials be planted, which would require no care. The family agreed with this suggestion and paid \$500 to Mr. Elliott directly, outside of any work he does for the Town.

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The Cemetery Trustees only forwarded the check to Mr. Elliott, who was acting as an independent contractor for the family.

Ms. Nason referred to work done on a separate basis and read from minutes of a Cemetery Trustee meeting, which included discussion of a \$50 charge to reset a stone. Mr. Elliott spoke to the work done at the Nichols site, which went beyond the planting of perennials. Mr. Duffy stated that the Cemetery Trustees should not be involved with work between the private contractor and the individuals. Ms. Nason referred to reference to repair of a stone for a Mr. Hall, noting that, according to the Cemetery Rules and Regulations, the Town is not responsible for stone repair. She stressed the need to follow appropriate accounting processes. Ms. Nason stated emphatically that Mr. Elliott is doing a wonderful job at the cemeteries, adding that her issue is the way funds are handled by the Town. Mr. Knight questioned why the Cemetery Trustees would get involved, and stressed the need for an audit trail of revenues and expenses. Mr. Elliott noted that the stones fixed were “leaners” and presented a danger. Mr. Duffy suggested that the owner be referred directly to the contractor.

Mr. Mankus stated that there are many leaning stones over 100 years old, with their owners being long gone. These stones are fixed as part of the overall maintenance. If there is a problem with newer stones, the owners are contacted. Ms. Nason, again referred to Cemetery minutes, referred to the Trustees charging \$70 for stone repair, from which they pay Mr. Elliott \$30 or \$40, and questioned what happens with the rest of the money. Mr. Mankus indicated this never happened. He stated one owner believed that a shrub was endangering a stone. Mr. Mankus suggested that the Cemetery Trustees prohibit the planting of shrubs as they can get out of hand and require much maintenance.

Mr. Duffy recapped Ms. Nason’s concern regarding the process to make expenditures from the CRF’s. **Mr. Duffy moved that all proposed CRF expenditures be reviewed at a Board of Selectmen’s meeting prior to any expenditure being made. Mr. Blackwood seconded the motion.** Mr. Paul noted that this process might not be possible in the event of an emergency situation, considering the Emergency Management CRF just established. Mr. Duffy stated that the Cemetery Trustees should not “filter” any funds unless a specific account is set up. Rather, individuals should be directed to the contractor. Mr. Kasprzyk noted that he keeps hearing about information from Terry Knowles. He would like to see written documentation, as memories can prove to be faulty. **The motion then passed 3-0.**

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2. Unscheduled Matters/Public Comment

--Mr. Mankus noted that the Trustees are close to selling plots in the new cemetery this spring. He suggested a joint meeting of the Cemetery Trustees, Trustees of the Trust Funds, Budget Committee and the Board of Selectmen to determine how to price the plots and decide how funds will be split. He noted that some towns put only 30% of the sale price into perpetual care. Mr. Knight stated that splitting the funds will not work in the long term, and added that the Cemetery Trustees and the Trustees of the Trust Funds met last year and agreed that 100% of the sale price would go to the perpetual care funds. Ms. Frost noted there is no other mechanism in place, adding that the voters are the only people who can put money into CRF's. Mr. Miller indicated that the Trustees of the Trust Funds are the only ones with authority to set up perpetual care funds. He added that the goal is to maintain the cemetery without using taxpayer money. Only the interest can be spent on perpetual care, and in order to generate sufficient interest, 100% of the funds must be considered. Mr. Knight read aloud from the applicable RSA. Mr. Mankus noted it may be necessary to have another warrant article to complete the cemetery, which would be at the taxpayers' expense. Mr. Duffy agreed. Mr. Knight referred to the possibility of adding to the CRF via a warrant article.

--Ms. Blackwood stated that she watched a recent Board of Selectmen's meeting at which it was stated that no campaign ads would be aired (on the PEG channel) unless all candidates were offered equal time. However, this past Saturday Mr. O'Connor had an advertisement on the PEG channel. Ms. Blackwood contacted Peter Kasprzyk (another candidate), who indicated he had not been offered air time. Ms. Blackwood stated that Mr. O'Connor had referred to the opportunity to submit campaign videos posted on the PEG channel. She believes each candidate should have been contacted personally, noting that not everyone has time to watch the PEG channel or has access to it. Ms. Blackwood would like to see the Board of Selectmen establish a policy of no personal campaign ads on the PEG channel. She is in favor of Candidates' Night being aired, as well as other meetings.

Ms. Blackwood asked for the removal of Relf Fogg and Jerry O'Connor from the Cable Advisory Board ("CAB") as station managers responsible for what is aired on the PEG channel. She noted that ethics has been a hot topic of late and added that no candidate should be a member of the CAB.

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Mr. Duffy referred to the Selectmen's meeting in question, noting that he feared not everyone would get the opportunity and would, therefore, complain. He had suggested that a final date for submission be posted and that each candidate be advised of that date. Mr. Duffy is not personally in favor of using the PEG channel for political videos. He is the liaison to the CAB and hopes it will be discussed further. Mr. O'Connor believes he acted within his rights, although one could "split hairs."

Mr. Duffy stated it would not be appropriate to act on the suggestion to remove two members this evening. Rather, the CAB is owed the courtesy of first addressing the complaint. He noted that the position of Station Co-coordinator is a difficult one if you are going to be a candidate, as you will be seen as having an advantage. Mr. Duffy noted that both individuals mentioned have done much good work for the PEG channel. He stressed, again, that the issue should first be discussed by the CAB. Mr. Duffy agreed that Ms. Blackwood made a good point that not everyone has access to cable. Ms. Blackwood suggested the CAB should have thought it odd that no one else responded to the notice placed on the PEG channel. Mr. Duffy will suggest to the CAB that political videos not be allowed.

--Ms. Faucette referred to the contract for cemetery maintenance being awarded annually. If funds are paid directly to the contractor (from individuals), she wonders what would happen if that contractor is no longer awarded the contract.

--Mr. Wessell referred to the discussion at a recent Selectmen's meeting about people making videos and whether they could be filmed inside of Town Hall. He does not understand what the problem is as everyone running for office was aware of the situation. Many recent candidates in the audience indicated they had not been aware of that opportunity. Mr. Duffy stressed that the problem is the perception that the CAB members had an advantage. Mr. Kasprzyk stated that not everyone saw that meeting; however, he noted that a higher State official was offered the opportunity to produce a video. Mr. Fogg indicated it is each candidate's responsibility to produce his own video. He suggested that perhaps Nick Scala had spoken to someone he knows about creating such a video. Mr. Fogg believes most candidates had an opportunity to be aware of the ability to air a video. Mr. Kasprzyk believes the CAB should have contacted each candidate. Mr. Paul agreed that the issue should go back to the CAB, and he noted his initial surprise that producing these videos was allowed under the rules.

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Mr. O'Connor stated he was surprised not to get any requests from candidates to air their videos. He also indicated he had spoken with the Town Administrator on Friday (the day before his video aired), and had emailed her about his intent to produce a video. The Town Administrator had wished him luck and had suggested that Nick Scala contact Pete Kasprzyk. Then on Saturday evening, Dave Tibbetts (CAB Chair) received telephone calls about Mr. O'Connor's video and asked that it be removed. Mr. Duffy again stressed the public's perception. Ms. Frost clarified that Mr. O'Connor had indicated to her that he intended to create a public service announcement, not a campaign video.

In the now famous words of Al Mayrenen, Mr. Duffy stated that what is done, is done. He will discuss it further with the CAB. Mr. Fogg stated that perhaps CAB members should not be involved in politics. Ms. Faucette believes that airing candidates' night is sufficient. Mr. Fogg noted it is important to get public input received at the CAB meeting. Ms. Nason, having been advised that the station manager is also a member of the CAB, questioned whether that individual is then, in effect, supervising himself.

Mr. Duffy stressed that the current CAB group has dedicated much time, adding that no one is knocking on our doors for the position of station manager. Mr. Kasprzyk stated the PEG channel should not be the only source to disseminate information as not everyone has access to it. Ms. Nason noted that all candidates should be invited to participate, or none should be allowed to do so. Ms. Blackwood stressed that not everyone sees the meetings being aired. Information must be made available to the public by other routes.

3. Unfinished Business

a) Pending Projects Spreadsheet

--Canal Road Bridge: Ms. Frost is researching the procedure to get on the bridge aid list.
--Transfer Station Design: The old compactor is being ramped up for use with plastics.
--WWTF Gate: No new information.
--WWTF On Site Land Application: Ms. Frost will prepare the RFP, which will be due early April. Mr. Duffy was assured it is acceptable to accomplish this work in the spring.

b) Silver Star Banner Day – Ms. Frost has discussed this with Lyman Holmes of the VFW. Mr. Holmes did some research and is comfortable with the proclamation. Mr. Duffy then read the proclamation aloud (attached).

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Mr. Duffy moved to execute the Proclamation, as read, declaring May 1 as Silver Star Banner Day in Wakefield. Mr. Blackwood seconded the motion, which passed 3-0.

4. New Business

a) Lease Renewal with Faith Renewal Fellowship Church – Mr. Duffy noted that this organization has done a terrific job of maintaining this building (located at 1892 Province Lake Road). **Mr. Paul moved to execute the lease renewal as presented. Mr. Blackwood seconded the motion, which passed 3-0.**

5. Correspondence

--Connie Twombly has submitted her resignation from the Heritage Commission. **Mr. Duffy moved to accept, with regret, the resignation of Connie Twombly from the Heritage Commission. Mr. Blackwood seconded the motion, which passed 3-0.**

--Ms. Frost has received a written response from Michelle Clark, our municipal account advisor at DRA, regarding the Town's bid process. Ms. Clark referred to a citizen inquiry, received by telephone by the Attorney General's office, who referred the matter to DRA. The inquiry was made on March 12, 2009. Ms. Clark referred to RSA 95:1, which requires expenditures over \$200 to be awarded by an open bid process if an elected official intends to bid. This \$200 threshold was established many years ago, but we must adhere to it. Mr. Duffy reiterated that the Board of Selectmen made a mistake in not putting the cemetery work out to bid and will not make the same mistake again.

6. Unscheduled Matters/Public Comment #2

--Mr. Mankus referred to a recent Selectmen's meeting at which the Board discussed inviting the 6 business haulers in to discuss the Transfer Station layout. Ms. Frost expressed her belief that she was directed by the Board to discuss the possibility of a separate day/time for these haulers with the Transfer Station Manager. She has done this, and the TS Manager has suggested these haulers be allowed to access the facility on Thursdays from 8a.m. to noon. Mr. Mankus hopes this day/time is in addition to the regular hours, as both his business and the Poor People's Pub does much business on the weekend. He did not expect the decision to be handed to them, rather he had thought the haulers would be part of the discussion. Mr. Duffy stated that the Board is just receiving this information this evening and added the intent is to discuss this issue with the haulers. Mr. Blackwood still believes that the private businesses should have their own dumpsters, as the Town should not subsidize their businesses.

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Mr. Kasprzyk suggested that perhaps the gate could be opened ½ hours early, or closed ½ hour later, for these haulers. Mr. Mankus stressed that the other haulers will wish to be part of this discussion. He referred to the old system, with which many were satisfied.

--Mr. Fogg was advised that there is a separate revenue line for the precious metals marketed by the Transfer Station Manager.

--Mr. Morrill apologized for missing the presentation made to Mr. Blackwood. He had served on the Board for about 9 years with Mr. Blackwood, which experience he deemed to be an honor and a pleasure. Mr. Morrill stated that Mr. Blackwood has served the Town well and he is pleased to see that Mr. Blackwood will continue with public service.

7. Administrative Matters

a) Liaison Reports – Mr. Paul: Meridian is completing the work on the roof and is still working to remove the slate, which WPI plans to laser print for sale on Pride Day.

Mr. Blackwood: Planning Board approved an insignificant change of use for a business on Meadow Street. Arthur Capello sought direction from the Planning Board regarding pop up storage tents (which must meet setbacks) and box trailers (which are not allowed in the residential zone). Planning Board will not meet on March 11.

Mr. Duffy: The Chamber of Commerce is hopeful that the Selectmen will represent the Town at their business expo planned for March 14. Mr. Duffy and Mr. Paul will try to attend.

b) Administrator's Update

--SB 492 proposes to extend the property tax exemption on wooden poles and conduits for 4 more years. Ms. Frost has emailed Jeb Bradley asking him to vote against this bill so that the taxpayers in Wakefield can realize some of that revenue.

--There was some water damage in the connector as a result of the recent storm. Serve Pro is on site. Perhaps it is time to think about a generator so that the pump will work even when the power is out. The water appears to have come in from the front of the Gafney Library. Mr. Duffy suggested having the storm drain scoped. Ms. Frost will investigate.

--Kate Miller of Donahue Tucker and Ciandella will meet with the Board of March 24 at 7 p.m. Mr. Duffy will so advise the CAB.

--The GWRC Board will meet with the Selectmen during the first meeting in April.

c) Building Permit Releases – **Mr. Blackwood** moved to approve a building permit release for Wadleigh on No. Shore Road. **Mr. Duffy** seconded the motion, which passed 3-0.

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d) Sewer Warrant – Mr. Blackwood moved to approve the Sewer Warrant for the 2nd billing of 2009 (\$27, 419.59). Mr. Paul seconded the motion, which passed 3-0.

e) Minutes – Mr. Duffy moved to approve the minutes of February 24, 2010, as presented. Mr. Paul seconded the motion, which passed 3-0.

f) MS-2 – The Board executed the MS-2, to be filed with DRA.

g) Request for Use of Conference Room – The Census has requested use of the Conference Room from April 26 through April 30, from 8 a.m. to 4 p.m. in order to conduct training. The Board agreed to this request by consensus.

h) Non Public Session – Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Blackwood seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Blackwood – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board entered Non Public Session at 8:56 p.m.

The Board returned to public session at 9:11 p.m., at which time the meeting adjourned.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Mark P. Duffy, Chairperson

Kenneth S. Paul

John J. Blackwood