

**Board of Selectmen  
Emergency Meeting - May 19, 2017**

Present: Richard C. Edwards/Chairperson, Connie Twombley/Selectwoman, Lino Avellani/Selectman, Kelley Collins/Town Administrator

Chairperson Edwards called the meeting to order at 10:03 a.m.

Selectwoman Twombley made the motion to go into Non Public Session under RSA 91-A:3, II (a) and (c) at 10:03 a.m. Selectman Avellani seconded. Roll Call Vote: Chairperson Edwards – yes; Selectperson Twombley – yes; Selectperson Avellani – yes.

Valerie Ward/Town Clerk joined in session.

The Board met to review a personnel matter. The reason for the emergency meeting was to refund an overpayment as quickly as possible.

Selectperson Avellani made a motion to cut a check for \$110.20 to refund an overpayment and to follow up by updating policies and procedures for handling credit/debit cards and to update the policies and procedures for processing refunds of overpayments. Selectwoman Twombley seconded. Roll Call Vote: Chairperson Edwards – yes; Selectperson Twombley – yes; Selectperson Avellani – yes.

Selectperson Twombley made a motion to leave Non Public Session and seal the minutes indefinitely at 10:55 a.m. Selectperson Avellani seconded. Roll Call Vote: Chairperson Edwards – yes; Selectperson Twombley – yes; Selectperson Avellani – yes.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:

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Richard C. Edwards/Chair

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Connie Twombley

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Lino Avellani