

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**January 10, 2022**

**In Attendance:**

**Selectmen:** F. Robert Leary, Sr., Vice Chairman; Richard W. Lascelles; Kevin A. Lynch; and Kimberly M. Queenan

**Town Administrator:** Troy Brown

**Absent:** Steven J. Webber, Chairman

**In Attendance:** Captain Thomas Scotti

**1. Call to Order:**

a. 6:30 pm - Vice-Chairman Robert Leary called sub-granted to order, followed by the Pledge of Allegiance.

**2. Review and Approval of Consent Items:**

a. A/P Manifest: 12/21/21 - \$137,050.89

b. P/R Manifest: 12/23/21 - \$57,791.98

c. Veterans Tax Credit (1) - \$1,200.00

d. Purchase Order #M-22-01 Camera Broadcast Equipment - \$22,295.00

**Motion:** (Selectman K. Queenan / Selectman R. Lascelles) Motion to accept the Review and Approval of Consent Items.

**Discussion:** Town Administrator Troy Brown mentioned that the purchase order came from the Cable Revolving Fund. IT Manager John Brunelle has a contract and secures equipment to set up the community room in the fire station. The equipment would allow LCTV to bring in a laptop and broadcast from the community room.

**Vote:** (4-0-0) The motion carried.

**3. Request for Additional Items / Other Business:**

a. None

**4. Business:**

**a. Meeting Minutes:**

i. December 22, 2021 Meeting Minutes

**Discussion:** No Discussion

**Motion:** (Selectman K. Lynch / Selectman R. Lascelles) Motion to accept the December 22, 2021, Meeting Minutes.

**Vote:** (4-0-0) The motion carried.

**b. Public Hearing - Emergency Management Performance Grant (\$50,000):**

Town Administrator Troy Brown mentioned that Captain Thomas Scotti was at the meeting, as he was the one who was the author of the grant application. He added that because the grant was for more than \$10,000, the Town of Litchfield must hold a Public Hearing. A notice was published that informed residents that the Select

Board would conduct a public hearing on Monday, January 10, 2022, at 6:30 pm at the Town Office Meeting Room, 2 Liberty Way, Litchfield, NH, to discuss acceptance of an Emergency Management Performance Grant for \$50,000 to purchase generators for the Town's Critical Communication System.

Captain Scotti commented that these were funds that were sub-granted to them by the HSCM through the State of New Hampshire. He noted that the funds were for critical infrastructure, and the Town needs standby generators in case there is a power outage. Captain Scotti stated that the grant was a matching grant, and this means that the State or Federal government supplies \$25,000, and the Town uses the \$25,000 already spent on the project as the match.

Mr. Brown stated that Mr. Brunelle wanted to be here for the presentation, but a family situation made that impossible.

Selectman Rich Lascelles asked Mr. Brown what type of plans the Town has if a resident runs out of oil, the furnace breaks, or something else was to occur. Mr. Brown stated that the Town has funds available for a situation similar to what was described. Because of the extremely cold temperatures, the Town of Litchfield would not be referring them elsewhere, and the Town would assist then work with them to get them on a regular program.

Mr. Brown said that if the community were dealing with extremely cold weather, ice storms, and a power outage for three days, the Emergency Management Director would formalize the Emergency Management Response Team. The Emergency Management Response Team would activate the plan, and Campbell High School would be used as a shelter.

Mr. Leary asked for a motion to open public comment.

**Motion:** (Selectman R. Lascelles / Selectman K. Queenan) to accept the terms and conditions of the Emergency Management performance Grant as presented in the amount of \$25,000 with a local match requirement of \$25,000 for the critical communication generator project.

**Discussion:** No Discussion

**Vote:** (4-0-0) The motion carried

**Motion:** (Selectman R. Lascelles / Selectman K. Lynch) Motion to close the Public Hearing at 6:41 pm.

**Discussion:** No Discussion

**Vote:** (4-0-0) The motion carried

**Motion:** (Selectman K. Lynch / Selectman K. Queenan) Motion to accept these funds.

**Discussion:** No Discussion

**Vote:** (4-0-0) The motion carried

**c. Public Input @ 6:42:**

i. Joe Cabral, Brickyard Drive

Mr. Cabral stated that he still has residents who come up to him and tell him that they are not happy with certain things. He mentioned that one of the comments was that a resident was unhappy with Chief Fraitzl, but he would not get into that topic. The second topic was that a resident was disappointed with the utility vehicle. He noted that everyone feels that the utility vehicle should be fully marked so that residents can see the vehicle.

Mr. Brown mentioned that if the Town is going to look at marking the utility vehicle, the Board then has to mark the other Town vehicles. The Board agreed that everyone should be treated the same, except for the Police Detective vehicle.

Public Input ended at 6:46 pm.

**d. 2022 Warrant Article Review / Approval:**

Town Administrator Troy Brown updated the Warrant Articles for the Town. He noted that the Budget Committee approved all the Warrant Articles except for Article Nine, the fire engine. The Budget Committee wanted to show support for purchasing a fire engine but understood that they could not approve the Article, as it would put the Town over the tax cap.

Mr. Brown noted that the Planning Board would have four Articles, and this will cause him to renumber the Articles. The Town also received a Petition Article to increase the Veteran's Credit from \$500 to \$750. Town Clerk Theresa Briand received the Petition Article and confirmed that the signatures were from registered voters and residents of Litchfield. Mr. Brown also requested that the Select Board vote on the Operating Budget tonight, and he noted that Tuesday, January 11, 2022, is the deadline for Petition Articles.

**Article 4 - Operating Budget:**

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$7,413,037. Should this article be defeated, the default budget shall be \$7,364,547, which is the same as last year with certain adjustments required by the previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2022 tax rate impact: \$0.09.

**Motion:** (Selectman K. Lynch / Selectman K. Queenan) Motion to recommend Article Four - The Operating Budget.

**Discussion:** No Discussion

**Vote:** (4-0-0) The motion carried

Recommended by Board of Selectmen (4-0-0) (Chairman Webber was absent)

Recommended by Budget Committee (9-0-0)

**Article 5 - Human Services and Health Agencies:**

Shall the Town vote to raise and appropriate the sum of \$21,255 to support Human Services and Health Agencies providing services to the Town of Litchfield. Estimated 2022 tax rate impact: \$0.02.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

**Article 6 - Full-Time Highway Position:**

Shall the Town vote to establish a full-time Highway position effective July 1, 2022, for an estimated annual wage, benefit, and other related costs of \$85,607 and further vote to raise and appropriate the sum of \$41,736 for wages, benefits, and other related costs for the period of July 1, 2022, to December 31, 2022. Estimated 2022 tax rate impact: \$0.03.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

**Article 7 - Full-Time School Resource Police Officer Position:**

Shall the Town vote to change the part-time School Resource Police Officer position to a full-time position effective July 1, 2022, at an estimated annual increase in wages, paid benefits, and other related costs of \$41,067 and further vote to raise and appropriate the sum of \$0.00 for wages, benefits and other related costs for the period of July 1, 2022, to December 31, 2022. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

**Article 8 - Part-Time Clerk Position:**

Shall the Town vote to establish a part-time clerk position to assist the Town Clerk / Tax Collector effective July 1, 2022. This position would be assigned to a 20 hour work week with no paid benefits at an estimated annual wage and other related costs of \$18,323 and further vote to raise and appropriate the sum of \$9,144 for wages and other related costs for the period of July 1, 2022, to December 31, 2022. Estimated 2022 tax rate impact: \$0.01.

Recommended by Board of Selectmen (4-0-1)

Recommended by Budget Committee (9-0-0)

**Article 9 - Fire Engine Lease Purchase:**

(CIP Plan Action YR 2022 - Replace 1995 Fire Engine)

Shall the Town vote to authorize the selectmen to enter into a five year lease-purchase agreement for the sum of \$703,984 for the purpose of lease purchasing a fire engine with equipment and attachments for the Fire Department and to raise and appropriate the sum of \$147,948 for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2022 tax rate impact: \$0.12.

Recommended by Board of Selectmen (5-0-0)

Not Recommended by Budget Committee (3-6-0) (Could not recommend because of the tax cap)

**Article 10 - Property Revaluation Expendable Trust Fund:**

Shall the Town vote to raise and appropriate \$25,000 to be placed in the Property Revaluation Expendable Trust Fund established in 2021. This sum is to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (4-1-0)

Recommended by Budget Committee (6-3-0)

**Article 11 - Technology & Communication Expendable & Communication Expendable Trust Fund:**

Shall the Town vote to raise and appropriate the sum of \$12,000 to be placed in the Technology & Communication Expendable Trust Fund as previously established? This sum is to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

**Article 12 - Fire Vehicle and Equipment Repair Expendable Repair Trust Fund:**

Shall the Town vote to raise and appropriate \$25,000 to be placed in the Fire Vehicle and Equipment Repair Expendable Trust Fund as previously established? This sum is to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (4-1-0)

Recommended by Budget Committee (6-3-0)

Mr. Lascelles asked Mr. Brown what the Town would need to do regarding using an alternative funding mechanism for the purchase of a new fire engine. Mr. Brown stated that the Town learned that ARPA funds could be used to purchase police and fire equipment. The guidelines gave an example of purchasing a fire engine.

Mr. Brown mentioned that one of his concerns was keeping Article Nine on the Warrant and having most voters vote against purchasing a new fire engine. Typically 'no' means 'no,' and the Town would not be able to discuss the purchase of a fire engine for another year. But he wondered if 'no' also meant 'no' regarding the use of ARPA funds to purchase a new fire engine. Mr. Brown stated that he will reach out to legal counsel about possibly adding a sentence to the Article that reads, 'no means no does not apply to this if other funding is available.' Mr. Brown noted that he would like to know what would happen if the Article passes, but the Board then decides to use the ARPA funds instead.

**Article 13 - Public Works Expendable Trust Fund:**

Shall the Town vote to raise and appropriate the sum of \$80,000 for deposit into the Public Works Expendable Trust Fund as previously established? This sum is to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (7-2-0)

Mr. Brown commented that if Article 13 passes, the Town might look into purchasing a couple of used plow trucks. He noted that three plow trucks are currently out of service, and the fleet is old. Mr. Brown stated that:

- i. The 2010 International, one of the newer trucks, has an issue with the fuel system. Road Agent Kevin Brown was only able to get the truck to go about 30 mph. The truck is currently in the repair shop.
- ii. The older State surplus truck has an issue with the rear axle. Mr. Brown stated that the spring c-clamp that holds the axle together snapped and broke.
- iii. The other State surplus truck is out of service due to rust and other issues that will likely cause it not to return to the fleet.

Selectman Lascelles asked about the flash-freeze last week. Mr. Brown stated that there was an accident right when the flash-freeze occurred. One of the Town trucks was on Albuquerque and slid off the road, and the sander fell out of the truck. Once the sander fell, it snapped and was considered totaled. Mr. Brown said that the Town filed an insurance claim and secured a new sander from Massachusetts. The truck is 100% back in service.

**Article 14 - Conservation Fund Cap Amendment:**

Shall the town vote to amend the 2014 vote regarding the deposit of Land Use Change Tax funds into the

Conservation Fund to allow the balance of the Conservation Fund to accumulate up to \$2,500,000. The current limit is \$1,000,000.

Recommended by Board of Selectmen (5-0-0)

Recommended by Conservation Commission (0-0-0)

**Article 15 - Farmland Capital Reserve Fund:**

Shall the Town vote to raise and appropriate the sum of \$35,408.71 to be placed in the Farmland Capital Reserve Fund as previously established? This sum is to come from the Land Use Change Tax Fund as previously established, which represents land use change tax revenue received as of December 31, 2021, but not transferred to the Conservation Fund in accordance with the \$1,000,000 cap established in 2014. No amount to be raised from new taxation. Estimated 2022 tax rate impact: \$0.00.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Recommended by Conservation Commission (0-0-0)

**Article 16 - By Petition:**

To see if the Town will vote to increase the Veterans' Tax Credit and the All Veterans' Tax Credit from \$500 to \$750 per year? Mr. Brown said that assuming the Town has the same number of eligible recipients (400), this will cost an additional \$100,000 with an estimated 2022 tax rate impact of \$0.08.

Because of a conflict of interest, the Selectmen did not vote to recommend the Petition Article.

**d. Preliminary Discussion Regarding Personnel Policy Changes:**

Mr. Brown stated that he was only presenting the personnel policy changes and not asking the Board to act on the changes. He will bring the policies back at a later meeting for a vote.

**i. Earned Time Buyout Minimum:**

Mr. Brown reviewed the Town Buyback and the Union Buyback policies. He mentioned that the Union Buyback requires that the employees will be eligible for buyback provided that they have at least ten days remaining banked. He commented that non-union employees had sold their Earned Time back to the Town and later found themselves without any Earned Time to use when they needed it.

Mr. Brown mentioned that the Union Buyback policy works well because the employee has to leave ten days banked in case something happens. He would like the Non-Union Buyback Policy to be the same as the Union Buyback Policy regarding the ten banked days.

**ii. Two Week Notice Requirement:**

Mr. Brown reviewed the Town Two-Week Notice and the Union Two-Week Notice policies. He mentioned that the Union Buyback requires employees to provide a two-week notice, or their Earned Time Buyback would be reduced by 50%. Currently, the Non-Union employees can walk into the office and say they quit and not provide a two-week notice without a penalty. Mr. Brown described the management issues that can occur when employees do not provide proper notice.

Mr. Brown mentioned that copying the Union Two-Week Policy would provide an incentive for the employee to

provide a two-week notice and not be penalized. He noted that the Select Board would be provided language that gives them discretionary authority. If an employee cannot provide a two-week notice, the Select Board would have the authority to waive the requirement. This would be on a case-by-case basis.

Selectman Leary commented that he was not in favor of taking away 50% of something that someone has earned. He pointed out that if an employee is fired, that employee can still get all 100% of their Earned Time paid out. Ms. Queenan asked if this would only affect new employees and the older employees would be grandfathered under the current policy. Mr. Brown mentioned that this would be a revised policy, and all employees would be made aware of the revision. The policy would be effective on the date that the Select Board provided.

**e. Review Credit Card Policy:**

Mr. Brown commented that the employees would have to have check requests in the past. He noted that since the pandemic started, and everything has moved electronically, the Town has done many transactions with credit cards. The Town has \$30,000 in credit, and below are the employees who have access to a Town Credit Card.

Employee	Amount
John Brunelle	\$ 10,000.00
Ben Sargent	\$ 5,000.00
Kevin Brown	\$ 2,500.00
Frank Fraitzl	\$ 2,500.00
Karen White	\$ 2,500.00
Troy Brown	\$ 2,500.00
Vicki Varick	\$ 2,500.00
Theresa Briand	\$ 2,000.00
Gerry Pilon	\$ 500.00
Total	\$ 30,000.00

**Purpose:**

To establish those procedures under which Department Heads will control the use of the Credit Card assigned to them. These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit cards is accomplished in accordance with the policy and procedures established by the Board of Selectmen.
2. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
3. To ensure appropriate internal controls are established within each department, procure with credit cards so that they are used only for authorized purchases.
4. To ensure that the Town bears no legal liability from inappropriate use of Credit Cards.

**Use of Credit Cards:**

The credit card is to be used for town purchases only. Cash advances through bank tellers or automated teller machines are prohibited.

The credit card will not be used for personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Town is prohibited.

Each credit card is embossed with the cardholder's name and shall not be lent to any other person. Cardholders are responsible for the security of the credit card. All precautions shall be used to maintain the confidentiality of the cardholder's account numbers and the expiration date of the credit card.

All purchases made with a credit card must adhere to purchasing requirements in the Town's purchasing policy.

**f. Review Fund Balance Policy:**

Town Administrator Troy Brown commented that law requires that the Town have a Fund Balance Policy. The Fund Balance has different categories:

- i. Nonspendable Fund Balance
- ii. Restricted Fund Balance
- iii. Committed Fund Balance
- iv. Assigned Fund Balance
- v. Unassigned Fund Balance

2021 Fund Balance Retention Established at Tax Rate Setting is \$2,430,296.00 or 9.68% retention.

**Uses of the Unassigned Fund Balance:**

- i. Cash flow Town's operations (school, county, Town, grants)
- ii. Avoid Tax Anticipation Notes (TAN's) - \$2k to \$4k fee plus interests 90 days & loss investment income.
- iii. Reduces Banking Fees (minimum daily balance)
- iv. Investment Interests
- v. Tax stabilization one-time capital project costs
- vi. Financial stability resulting in the stable tax rate
- vii. Creditworthiness / reduced interests on loans
- viii. Unexpected revenue losses
- ix. Unanticipated expenditures, emergencies, court orders

**Recommended Retention Guidelines by GASB and the DRA:**

- i. Maintain at least general fund operating expenditures
- ii. Department of Revenue Administration (DRA) recommends 5% to 17%, and Litchfield is currently 9.62%

The Select Board's policy is to strive to maintain an appropriate level of unassigned fund balance in its general fund equal to 8% to 12%.

**g. CMA Engineers Contract - Litchfield Landing Cooperative Feasibility Study:**

Town Administrator Troy Brown reminded the Select Board that Litchfield Landing applied for a grant, but they could not receive the grant. The grant had to be funneled through the Town. Litchfield Landing is looking to have an existing conditions study of their infrastructure in the park. The primary issue is with the water distribution, but they will also look at the sewer, the electric, and other issues.

Litchfield Landing put out an RFP and selected CMA Engineers, Inc. to do the work. The grant was for \$25,000, and CMA Engineers, Inc bid came in at \$23,900.

**Motion:** (Selectman R. Lascelles / Selectman K. Lynch) I move to authorize the Litchfield Landing Cooperative Feasibility Study to CMA Engineers, Inc. in the amount of \$23,900.00.



**Discussion:** No Discussion

**Vote:** (4-0-0) The motion carried

**h. Other Business:**

- a. None

**i. Town Administrator Report:**

Town Administrator Troy Brown mentioned that he had already reported on the plow truck accident and how they were very lucky that nobody was hurt and the truck was not damaged. Mr. Brown added that three plow trucks are out of service, and he hopes that at least one truck will be returned to the fleet.

The Budget Committee hearing is this Thursday at 7 pm. The hearing will be at the CHS auditorium.

The Town has a vacant position for a Deputy Clerk. Ms. Briand has advertised for the position and is meeting with qualified applicants.

Mr. Brown mentioned that the Town received an updated plan from the NH-DHHS regarding isolating/quarantining because of Covid-19.

**a. Persons who should isolate:**

- i. Any person who tests positive for Covid-19 or has symptoms of Covid-19 while awaiting testing - regardless of vaccination status, previous infection, or lack of symptoms.

**b. Recommended Action:**

- i. Stay home and away from others (including people in your household) for at least five days.
- ii. Isolation can end after day five if you are fever-free (off fever-reducing medications) for at least 24 hours and other symptoms improve.
- iii. If the fever has been present in the prior 24 hours, or if other symptoms are not improving, then you should continue to isolate until fever-free and symptoms are improving for at least 24 hours, or until after ten days of isolation.
- iv. For ten days:
  - a. Wear a well-fitting medical face mask when around other people.
  - b. Avoid people who are immunocompromised or at high risk for severe disease.
  - c. Avoid travel, if possible.

Note: per CDC guidance, you can take an antigen test on day five before ending isolation and, if positive, you should continue to isolate for a total of 10 days. Individuals and businesses/organizations can consider but do not have to adopt this testing strategy.

**c. Persons who should quarantine after being exposed to someone with Covid-19:**

- i. Household contacts who either:
  - a. Unvaccinated; or
  - b. Not 'up to date' on receiving all recommended Covid-19 vaccine doses. (including booster dose)

**d. Recommended Action:**

- i. Stay home and away from others for five days after the last exposure.

- ii. Watch for symptoms for COVID-19 for ten days after the last exposure, and get tested if symptoms develop.
  - iii. Get tested at least five days after the exposure, even if no symptoms develop. If positive, move to isolation.
  - iv. For ten days:
    - a. Wear a well-fitting medical face mask when around other people.
    - b. Avoid people who are immunocompromised or at high risk for severe disease.
    - c. Avoid travel, if possible.
- e. Persons who do not need to quarantine after being exposed to someone with Covid-19:**
- i. Lower risk exposures in the community setting (ex. Non-household contacts)
  - ii. Household contacts who are ‘up-to-date’ on receiving all recommended Covid-19 vaccine doses.
  - iii. Unvaccinated household contacts who are within 90 days of testing positive for Covid-19 by antigen or PCR-based testing.
- f. Recommended Action:**
- i. Wear a well-fitted face mask around other people for ten days, especially in indoor settings.
  - ii. If symptoms develop, stay home and get tested for Covid-19.
  - iii. Get tested for Covid-19 on day five, even if you do not have symptoms.
  - iv. If testing is positive, follow the isolation recommendations above.

Mr. Brown commented that the recommendation for fully vaccinated persons is that they can come to work but they must wear a well-fitted mask for ten days. He believes it is in the best interest of the staff to request that even fully vaccinated personnel stay home for the first five days. After the first five days, the person would need to test negative before returning to work. Once back at work, the person must wear a mask for five days.

**5. Selectmen Reports:**

**a. Selectman S. Webber:**

- i. Emergency Management Team- Nothing to report
- ii. Recreation Commission- Nothing to report
- iii. School Facilities Improvement Committee- Nothing to report
- iv. Capital Improvement Planning Committee- Nothing to report

**b. Selectman R. Leary - Budget Committee:**

Selectman R. Leary commented that the Budget Committee would meet on Thursday in the CHS auditorium for a Budget Hearing.

**c. Selectman R. Lascelles - Heritage Commission:**

Nothing to report.

**d. Selectman K. Lynch - Conservation Commission:**

Nothing to report.

**e. Selectman K. Queenan - Planning Board & NRPC:**

**i. Planning Board-**

Selectman K. Queenan mentioned that the Planning Board would meet on Tuesday, January 12, at 7 pm. The meeting

will be a Public Hearing to consider changes to the Litchfield zoning and site plan regulations. She mentioned that there would be four Articles in March 2022, and one of them will be regarding the floodplain conservation district. The Planning Board just found out they were only including non-residential property. They are going to add residential property. The Planning Board is also looking at all four commercial districts. (two in the north and two in the south)

They are looking at regulating the size of warehouses to 75,000 square feet or less. Anything from 75,001 to 150,000 square feet, you can get a conditional permit, and anything over 150,000 would not be allowed.

The next regular Planning Board meeting is on January 18 at 7 pm.

Mels has requested a site plan adjustment. They want to get their winter light show ready for next year.

**ii. NRPC-**

Ms. Queenan stated that the next Commissioner meeting would be on March 16, at 7 pm. Ms. Queenan added that she would like to get a sub-committee together to work with the NRPC.

**6. Items Removed From Consent:**

a. None

**7. Non-Public:**

Vice-Chairman Robert Leary mentioned that the Board would be entering Non-Public Session under RSA §91-A:3. II(a) - Dismissal, Promotion, or Compensation of Any Public Employee, and a second RSA §91-A:3 II(a) - Dismissal, Promotion or Compensation of Any Public Employee. He asked for a motion to enter Non-Public at 8:00 pm.

**Discussion:** None

**Motion:** (Selectman R. Lascelles / K. Lynch) So moved.

**Roll Call:**

- a. Selectman K. Queenan - Yes
- b. Selectman R. Leary - Yes
- c. Selectman R. Lascelles - Yes
- d. Selectman K. Lynch - Yes

**Vote:** (4-0-0) The motion carried.

**7. Reconvene:**

**Discussion:** None

**Motion:** (Selectman Lascelles/Selectman Lynch) motioned to adjourn the Non-Public Session at 8:42 pm.

**Vote:** (4-0-0) The motion carried.

**8. Adjournment:**

**Discussion:** None

**Motion:** (Selectman Lascelles/Selectman Lynch) motioned to adjourn the Public Session and seal the Non-Public minutes indefinitely because it was determined that divulgence of the information likely would adversely affect the reputation of any person other than a member of the Board at 8:42pm.

**Vote:** (4-0-0) The motion carried.

Respectfully Submitted,  
Matthew Sullivan  
BOS Recording Secretary

Approved by the Board of Selectmen:

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Steven J. Webber, Chairman

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F. Robert Leary, Sr., Vice Chairman

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Richard W. Lascelles

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Kevin A. Lynch

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Kimberly M. Queenan