

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
September 24, 2012

PRESENT: Gary Daniels, Chairman
Tim Finan, Vice Chairman
Katherine Bauer, Member
Mike Putnam, Member
Mark Fougere, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING

INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:30 p.m. Chairman Daniels introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels noted that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS:

5:30 p.m. – Department Update - Finance. Jack Sheehy, Finance Director, presented the Finance Department update. Mr. Sheehy indicated that Kathy Doherty, Tax Collector, is looking at the SQL test database for on line tax payments and it is hoped that will be on line by the December billing. Mr. Sheehy explained that he is now a NH representative on the Executive Board of the New England States Government Finance officers Association and will attend the annual meeting in Connecticut at the end of the month. Chairman Daniels asked what type of things have been learned at those meetings. Mr. Sheehy said that most of it is the reporting requirements, the reporting for GASB Board. The MS-4 has been completed and was submitted to the DRA at the end of last week. Selectman Putnam asked how it is looking to change from calendar year to fiscal year reporting. Guy Scaife said we were looking to change legislation to change that, he is hoping something will happen to allow that. Guy Scaife asked about tax deeding. Mr. Sheehy said the Tax Collector did not have any deeded properties this year; however, there are some payment plans in place. Mr. Sheehy indicated the deeding is a lot of work for Kathy Doherty and she does a good job, she has to do a lot of contacting of the people that are in difficult circumstances, she spends a lot of time with that. There were no further questions from the Board.

5:45 p.m. – Departmental Update – Community Media. Community Media Director Mike McInerney said it has been a few months since his last update; the Community Media Policy and Procedure manual is now complete, it was presented to the School Board and they had no questions and gave Mr. McInerney the go ahead and it is on the Consent Calendar for Board approval tonight. Mr. McInerney will bring the by-laws to the next Board reading for review. ComCast has now activated the third channel; Mike will be talking with ComCast for any equipment needed. Mike is now looking into a Mobile Production Kit which will save time for anything conducted outside of the Board of Selectman room, which currently takes time to process. Covering school sports has worked out well with the recent weather. The Budget Advisory Committee (BAC) has been contacted for taping the meetings each Wednesday. Broadcasts are being done live from the soccer field and since they are done about 30 times each year, Mike is looking into a better system. A new hire videographer has come on board to replace Justin. On the website, Mike is tracking usage using Google Analytics, there are about 7,700 visits to the website per month; primarily the Police, Human Resources, and Recreation departments. By tracking usage, it will enhance the design of the site and streamline the site. Searchable .pdfs will be one new ability on the site, however, if a document is scanned it will not be searchable, it depends on the use. Chairman Daniels asked if we use any other format. Mike McInerney said we have stayed with .pdf format for security reasons. Chairman Daniels said in the Community Development part of the website, there are forms on line, but if people want to use them they must print the form and submit a hard copy or e-mail it. Mike said there might be some forms that could be done electronically but there needs to be certain proof from contractors and a fee, but that is being talked about.

Municipal codes are on the website, 33 are currently up on the site, in an online book, water utilities and zoning are under those departments; as Mike receives the code he uploads them on to the site. It is a work in progress and always changing. Chairman Daniels asked when the website layout will be done. Mike answered by next week October 1. Selectman Fougere asked if every department is in charge of their content, or who manages how it gets on or how information is generated. How does that get coordinated, since that is important? Guy Scaife responded it is a

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shared responsibility, most departments that have a lot of movement updated regularly. It is for the most part done by each department. Mike McInerney said the Town Clerk’s office has activity only a couple times per year, so he maintains that for them, it is just a quick update. Community Development is done by them, there is back and forth, he tries to get people information to do it on their own. If there is dated material that needs to be taken down by a certain date, there is a box they can check off when it will be “unpublished”. Chairman Daniels asked about the committees and who does those uploads? Mike McInerney thinks they go through Dawn Griska to have Mike put that information on the web. The smaller, less active committees he uploads. Selectman Bauer asked about the BAC and the Facilities Committee, how do you get their minutes on line? Mike said they would send them to him in .pdf form and he would upload. Those pages are built out but once he gets confirmation on committee members for the coming year, that will get updated.

6:00 p.m. – Public Hearing for Acceptance of Unanticipated funds Over \$5,000 Per NH RSA 31:95(b). (Listing of Unanticipated Funds). Chairman Daniels opened the public hearing at 6:00 p.m. and read the listing for acceptance of unanticipated funds over \$5,000 as follows:

| <u>AMOUNT</u> | <u>SOURCE/USE</u> |
|---------------|---|
| \$10,000.00 | Federal Grant – NHDES FY2011 Watershed Restoration Grant Amend funding for the Souhegan River Restoration Project in Milford: Phase I Feasibility Study. This is a 60/40 grant with a match of \$6,520 from salaries And wages |
| \$ 7,500.00 | Federal Grant – NHDES FY2011 Watershed Restoration Grant Amend funding for the Souhegan River Restoration Project in Milford: Phase I Feasibility Study. This is a 60/40 grant with a match of \$5,050 from contractual. |
| \$ 3,750.00 | Federal HUD Grant – NH Community Planning Grant Funding for project to develop new or revised land use regulations. A local match of \$1,250 is required. Match to be funded by “in-kind” labor and The 2012 Community & Development Budget. |
| \$ 354.60 | Specialized Fire Training Grant. Funding through the Division of Fire Standards & Training & EMS for Jon Park, Call firefighter, to attend training at the Fire Academy in Concord NH. |

There were no public comments. Chairman Daniels closed the public hearing at 6:05 p.m. Selectman Putnam moved to accept the listing of unanticipated funds as listed. Selectman Fougere seconded. All were in favor. Motion passed 5/0.

6:05 p.m. – Request to Submit a Cottage Street Traffic Safety Issue to the Traffic Safety Committee. Dave Osborne, Cottage Street, explained that he is having an issue on Cottage Street with speeding cars. There are no signs telling people the speed limit and there are kids living within 100 yards of the corner. Now that school is open, the kids are using it to get to Union Street; Mr. Osborne has talked to neighbors who are also concerned. The concern is at the Mill Street intersection and by the cemetery where there have been many close calls. They are not asking for police patrol, but they hope with additional signs, the speeds will slow down. Guy Scaife asked where the signs are recommended to be placed. Mr. Osborne suggested there are two telephone poles where they could be mounted. Chairman Daniels said those are considered private property and would need PSNH approval. Chairman Daniels asked if this request is to send this to the Traffic Safety Committee. Mr. Osborne said yes if that is proper. Selectman Putnam agrees that there are three streets that converge, Mill, Cottage and Cherry and it is dangerous. Selectman Putnam moved to submit this request to the TSC for consideration. Selectman Fougere seconded. All were in favor. Motion passed 5/0.

6:20 p.m. – Downtown Parking. Selectman Bauer asked Ricky Riendeau to attend tonight’s meeting in case the Board has questions about the downtown overnight parking. Selectman Bauer indicated that instead of a winter parking ban, she and Ricky talked about possibly using a warning light when it snows. Ricky feels that light would cost about \$5,000. Ricky said it is hard to clean the oval in winter; we have to start early and go until it is late. Selectman Bauer said there is some parking places on the oval that are designated for the Red Arrow. Ricky said it is this whole side of the oval. If the town does away with the parking ban, Selectman Bauer said instead there would be a warning light system, but there is a cost. What Guy Scaife suggested for consideration was to look at an area

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1 where there would be a light that was manually operated by DPW so that if there is a snow ban for that evening, the
2 light would be activated by 4 p.m., so if the light is on by 4, the ban is on that night. If the light is not on by 4, the
3 roads are open for overnight parking. There is a cost associated with any kind of fix. If we make a change, Guy
4 Scaife would want to market it and the impact. The degree of difficulty many take several years to determine. It
5 would be having DPW call the shots as far as putting on the light and turning off the light. The Garden Street lot is
6 left open. Selectman Bauer said they also talked about using the Putnam Street lot, but there are problems with that,
7 because it has to be cleared for employees coming in. If a light system is used, Chairman Daniels suggested that it
8 needs to be visible from the oval; if it is the Putnam lot, you cannot see the light until you go down Middle Street.
9 Selectman Bauer agrees there needs to be more visibility; she is in favor of the Garden Street lot being used for the
10 overnight parking. She is in favor of knowing how everyone feels about moving forward and we need to educate the
11 public, at the next Board meeting in October, she would like to hear what other Board members think.
12

13 Selectman Fougere said part of the problem is we have new landlords that did not know the rules, which leads to the
14 tenants not knowing the rules. First we need to make sure the landlords know the rules. The Garden Street Parking
15 lot is reasonable for people to use. It is a five minute walk. We can figure out how to coordinate the light so it
16 works. Having a parking ban with a winter like last year is not right, but the winter before it was snowing every
17 week. We do need to make a decision in order to let people know. Selectman Bauer thinks the switch should be at
18 MACC Base and someone would just call them to flip it on or off. When Bill Ruoff and Selectman Bauer looked at
19 this, they did talk about that scenario. Guy Scaife asked if Selectman Bauer is suggesting this light would control
20 the parking ban in the whole town. Selectman Bauer said she feels it should. Guy Scaife indicated if it is the whole
21 town, when there is a significant snow event, the DPW may need a few days to clean up the whole town, so the light
22 would remain on, which bans all parking on all roads.
23

24 Right now the winter parking ban begins November 15 and goes through the winter. Selectman Bauer said parking
25 needs to be available if you leave down town. There is the Garden Street lot so we can use that lot, she would rather
26 designate that lot or the Putnam Street lot. Brendan Philbrick, landlord, said there is a parking ban in effect that is
27 well marked, he does not know if it is legal, but the building behind town hall has designated parking for the Red
28 Arrow. Mr. Philbrick has three babies under one year old in his apartments, the Garden Street lot is far from his
29 apartments, for someone to walk in the snow from the Garden Street lot is not as easy as it sounds. The Putnam
30 Street lot is a good idea. There is light activity for the Fire Department at the end of Middle Street. It is difficult, no
31 storms are easy, but it does bother him that the MACC Base employees are able to park on Middle Street and do not
32 get towed but the tenants get towed. If it snows during the day, employees are there in the lot. Guy Scaife appreci-
33 ates the input but finds it hard to believe people will be walking to their apartment in the middle of the night with an
34 infant or with groceries in a snowstorm; the Putnam Street lot was never proposed to be immune to the parking ban.
35 If everyone goes to the Putnam Street Lot it creates another problem. If people adhere to the light and it is totally
36 out of DPW's control there should not be any additional cost because people are adhering to the light. Ricky said the
37 parking ban is only 2 a.m. to 7 a.m., other businesses in town are open until 2 a.m. Selectman Bauer indicated there
38 is no perfect solution; we are trying to find a better solution than what is now being done. Selectman Bauer would
39 like to see a warning light system in front of town hall and let people know that the Garden Street lot is available for
40 overnight parking.
41

42 Chairman Daniels said by 4 p.m. it should be determined if there would be a parking ban. Having MACC Base 24/7
43 to be in control of the light would be beneficial. Chairman Daniels said that the Garden Street lot would be the most
44 desirable for overnight parking. Ricky said that lot is not covered in the parking ban now anyways. Brendan
45 Philbrick asked how residents will know if the parking ban is in effect if they do not go through the oval. Selectman
46 Putnam said the Nixel system can be used as well as the website. Brendan Philbrick said there are already lights in
47 place on Middle Street, why can't those be used? Guy Scaife explained that those lights are for emergency vehicles,
48 Fire and Ambulance, and they should not be utilized for another use. Guy Scaife suggested that staff come to the
49 Board of Selectman with some ideas of how to roll out this plan. Chairman Daniels wants to make sure the light we
50 use is a different color from anything currently being used. Selectman Bauer feels a strobe light would work and
51 would like Guy Scaife to get a cost for wiring into MACC Base versus Town Hall. Guy Scaife concurred that he
52 will get those costs.
53

54 Selectman Putnam asked Ricky Riendeau when the Johnson Street issue will be fixed. Ricky Riendeau said it will
55 be fixed, but right now it is not a top priority, there are a lot of things going on. Selectman Putnam needs a date for
56 when it will be done. Ricky said he will look at it and get a commitment in the next couple of days. Chairman Dan-
57 iels also asked Ricky Riendeau if the Federal Hill Road speed limit signs have been posted, to which Ricky respon-
58 ded that he will check on that, it was on the schedule to be done.

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1 **6:50 p.m. – Follow Up Discussion on Osgood Pond Dredging Project.** Bill Parker and Fred Elkind provided a
2 follow up to the previous discussion on the possible dredging of Osgood Pond. Fred Elkind put together the costs
3 for a 5- and a 3-acre dredge and is looking for Board of Selectman concurrence. The 3-acre dredge costs estimates
4 are \$111,000 and the 5-acre dredge costs estimates are \$175,000, with \$95,000 in the fund already. In order to move
5 forward, we would need approval or get a consensus to go forward and that funding for conservation and permitting
6 would come from the capital reserve fund. Selectman Putnam would prefer to go with the 5-acre dredge. Selectman
7 Putnam and Selectman Bauer are in favor of the 5-acre dredge. Chairman Daniels asked if there was a certain acre-
8 age required for the Army Corps of Engineers to be involved. Fred Elkind indicated the lowest acreage is 12 acres
9 for them to be involved. The 5-acre dredge was not of interest to them. Mr. Elkind explained the difference in the
10 3-acre versus the 5-acre dredge; if the Army Corps of Engineers were involved, it is only with the permitting, not
11 with the work. There is \$10,000 of permitting and their jurisdiction would be with permitting for either a 3 or a 5
12 acre dredge. The \$10,000 permitting fee is based just on permitting. The permitting is based on the square footage.
13 Selectman Fougere is also in favor of the 5-acre dredge, but asked where the rest of the money comes from since
14 there is only \$95,000 in the fund.
15

16 Guy Scaife said depending on how much money there actually is, and depending on the size, DPW might bring in-
17 kind services to the table, if it is a high number, we need to ask the voters who knew we were setting aside this mon-
18 ey. Bill Parker indicated we can look for grants as well. Chairman Daniels asked if there would be a Phase II for
19 the other 12 acres of the pond. Fred Elkind indicated that could be in the future; there are a lot of things we could
20 look at to control some of the costs. The numbers are conservative. It is possible we can negotiate some truck con-
21 tractors for a lower cost. Management will be in house and we will have day to day discussions with the contractors.
22 Chairman Daniels asked how this will be explained to voters, if we go out to get a plan, and we take 10 feet, the
23 pond will continue to fill in. Fred Elkind explained we were looking at the amount of time it settled in and the depth
24 of sediments; the numbers have not changed, it will occur and would need to be careful to make sure more is not
25 taken than has to be. The Board concurred that the 5-acre dredge is what should be permitted. Guy Scaife asked
26 that it get voted on by the Board. Selectman Fougere moved to support the 5-acre dredge option to dredge Osgood
27 Pond. Selectman Putnam seconded. All were in favor. Motion passed 5/0.
28

29 **7:05 p.m. – First Public Hearing on Ordinance 2012-007 to Enact Modifications to Milford Municipal Code**
30 **6.32.100 – Ledgewood Drive Speed Limit.** Chairman Daniels opened the public hearing at 7:16 p.m. to enact
31 modification to Milford Municipal Code 6.32.100 – Ledgewood Drive Speed Limit. Chairman Daniels explained
32 this is only for the speed limit for the main thoroughfare from Tonella Road to Ledgewood Isles. Chairman Daniels
33 asked for public input. There were no public comments. Chairman Daniels closed the public hearing at 7:18 p.m.
34 and asked for Board input.
35

36 Selectman Fougere asked where this came from. Guy Scaife said at the last meeting, he indicated this issue was
37 raised at the annual meeting at Ledgewood and all that were present felt the speed was too high and the people in
38 attendance concurred that it should be lowered. Guy Scaife indicated there are delivery trucks coming down the hill
39 and they are speeding down so this would help control that. 30 mph is too high. All Board members concurred to
40 add another sign on the other side of the curve. There was no further discussion. This will move to its second hear-
41 ing at the next Board meeting.
42

43 **7:15 p.m. – First Public Hearing on Ordinance 2012-008 to Enact Modifications to Milford Municipal Code**
44 **7.04.070 – Open Liquor Container Prohibition.** Chairman Daniels opened the public hearing at 7:21 p.m. to en-
45 act modification to Milford Municipal Code 7.04.070 – Open Liquor Container Prohibition. Chairman Daniels
46 asked if there were any public comments. There were none. Chairman Daniels closed the public hearing at 7:23
47 p.m. Chairman Daniels explained that the language in the other ordinance has what we are trying to accomplish,
48 asking if the town wants to prohibit people from carrying something if they are not breaking the law. Chief Viola
49 explained that if someone is in the oval passed out, if you do not see them drinking, that is where the ordinance
50 comes into play. There was discussion on the language in the ordinance, with Chief Viola stating the original ordi-
51 nance needs to be more direct and understandable. Other towns he has looked at have the motor vehicle and pedes-
52 trian portions separate, so it is discretionary. Chief Viola said the information was from Mike McCall who was do-
53 ing some follow ups on this. It comes to the point of being discretionary but the biggest point of the ordinance is
54 people being on the sidewalk. Selectman Bauer indicated it should not be more difficult. Chief Viola said it is
55 mostly up to the officer at their discretion, it would really depend on how the person is acting. Chief Viola said he
56 thinks the possession of alcohol should be addressed. Chairman Daniels will look into some of the other ordinances
57 in effect to narrow the scope and thanked Chief Viola for the background work. There were no further comments.
58 This code will move to the second hearing at the next Board meeting.

1
2 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments.
3

4 **4. DECISIONS**
5

6 a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the
7 Consent Calendar. No items were removed for discussion. Selectman Putnam moved to accept the Consent
8 Calendar as presented. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
9

10 (1) **Request for Approval of PEG Access Channels Policies and Procedures.** The Granite Town
11 Media Policies and Procedures Manual was approved.
12

13 (2) **Request for Approval of Proposed 2013 Budget & Bond Public Hearing and Deliberative**
14 **Session Dates.** The request for approval of the proposed 2013 Budget & Bond Public Hearing
15 and Deliberative Session dates were approved as follows:
16

- 17 i. Monday, January 14, 2013 (6:30 p.m., Town Hall Auditorium) Budget & Bond Hearing
18 ii. Saturday, February 2, 2013 (9:00 a.m. Town Hall Auditorium) Deliberative Session
19

20 b) **OTHER DECISIONS.**
21

22 **5. TOWN ADMINISTRATOR REPORT:**
23

24 a) **NH Retirement System Employer Contribution Rate Update.** Guy Scaife explained that the employer
25 contributions to the NH Retirement System for all municipal employees fall under two categories. This has
26 been in the works for a while and driven primarily by the rate of 8.25%; one reason why it had not been put
27 in place last year was because municipalities were already absorbing the reduction by the State. We al-
28 ready had a huge increase last year and now this final increase will go into effect. Next year is a half year
29 for Milford to absorb. This is something Milford was anticipating and it is part of righting the ship to bal-
30 ance the fiduciary fund. Legislatures have made some positive steps. This is a 30-year plan and this is the
31 4th year of coming out of the hole. This was an unfunded actuarial liability that was huge. The legislature
32 in 2011 started the correction, they are on track but it will take a long time. There is no more to take away.
33 Last year the employee's contribution rate was increased significantly. This problem goes back to the early
34 90's, in 1991 the legislature changed the type of actuarial measurement. There were three states in the US
35 that went to that method. The rates of return was increased to 9.9%. A special fund was used to fund
36 COLA for employees that already retired. This problem was created in the 90's and beginning next year
37 and ending in 2014 we will take a big hit. Last year the employees took a significant hit.
38

39 b) **Miscellaneous.** At the last meeting, Selectman Fougere brought up an issue on Route 101 regarding the fa-
40 tality; Guy Scaife spoke with DOT about the rumble strips that had been there but are no longer there. The
41 rumble strips are under a separate contract and will be installed starting in December; that job will not be
42 complete until 2013 but it is part of the plan. The work at Hartshorne Pond dam has been completed and
43 DPW did a phenomenal job. All of the dams have been completed.
44

45 **6. DISCUSSIONS.**

46 a) **Process Consideration for Events on the Oval.** Selectman Bauer talked at the last Board meeting about
47 some events on the oval which caused gridlock downtown. She talked with Dawn Griska for a schedule for this fall
48 which includes the visit from Santa Claus and the Pumpkin Festival. Selectman Bauer thinks we should consider
49 this and before things start speeding up for events in the spring and summer, maybe think about how to decide when
50 a police detail is needed and have a written policy which should be reviewed. Chairman Daniels believes that aspect
51 (police detail) has a number of people associated for when a police detail is required. Selectman Bauer and Dawn
52 Griska talked about weddings at Emerson Park and the parking for guests. She does not see any reason why wed-
53 dings should be considered on the oval at all. The impact is big on downtown with that type of event.
54

55 **7. SELECTMEN'S REPORTS / DISCUSSIONS.**

56 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Fougere
57 indicated that the Ambulance Building Committee met this week on costs. Selectman Fougere would like
58 to attend the next Library Expansion facility meeting. Selectman Bauer said the BAC has been formed and

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will be starting soon, meeting in this room and televised every Wednesday. Chairman Daniels said the Recycling Committee has been meeting regularly, noting the dip in the entrance of the Transfer Station has been filled. The Recycling Committee is working on amending the recycling brochure to have it match the ordinance. At the end of August, the revenue generated by recycling reached \$90,000; there will be two recycling trailers at the Pumpkin Festival for people to recycle bottles and cans. The committee is looking to expand recycling at the elementary school level. There has also been discussion of replacing the existing scale house and possibly looking to double the size of the still good shed. Selectman Bauer asked about recycling in town buildings. Guy Scaife said employees do recycle paper and bottles/cans in the recycling bins. Selectman Bauer asked why the custodian take out the bottles when emptying the garbage? Guy Scaife explained the amount of recycled bottles is so low that people just put them in with the paper recycling so the custodian sorts it when emptying the recycle bins. Chairman Daniels indicated that pizza boxes should be recycled, all people need to do is take out the greasy paper in the box then recycle the cardboard. Selectman Bauer asked if something has been talked about to post the numbers at the transfer station stating how much money the town brings in through recycling, to which Chairman Daniels indicated that number is put up periodically through the year.

b) **OTHER ITEMS (that are not on the agenda).** There were no other items brought up that were not on the agenda.

c) **2012-2013 Board of Selectman Goals and Tasks.** Chairman Daniels indicated this list will be reviewed in detail at the next Board meeting. Selectman Bauer asked if a goal could be added for events on the oval. Guy Scaife said the Board needs to decide if it wants that as a goal before it gets added on the list of goals. Selectman Bauer just wants it to be an item looked at by the Board.

8. APPROVAL OF FINAL MINUTES – August 27, 2012. Selectman Bauer requested an amendment to the minutes of August 27, 2012. Selectman Fougere Bauer moved to approve the amended minutes of August 27, 2012. Vice Chairman Finan seconded. All were in favor. Motion passed 4/0/1 with Selectman Putnam abstaining.

9. INFORMATION ITEMS REQUIRING NO DECISIONS. There were no information items discussed.

10. NOTICES. Notices were read by Chairman Daniels.

11. NON-PUBLIC SESSION. Vice Chairman Finan moved to enter into Non-public session at 7:55 p.m. in accordance with RSA 91-A:3 II (a & c) (Personnel & Reputation) and approval of NPS minutes of August 13, 2012 (Personnel). Selectman Fougere seconded. All were in favor. Motion passed 5/0.

It was decided that the NPS minutes of August 13, 2012 would be tabled until the next regular Board meeting on October 9, 2012. Selectman Fougere moved to come out of non-public session at 8:30 p.m. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0.

12. ADJOURNMENT: There being no further business to come before this Meeting, Selectman Fougere moved to adjourn at 8:30 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Chairman Daniels announced that no votes were taken and no decisions were made in non-public session; the Board discussed a personnel issue and took no action.

Gary L. Daniels, Chairman

Tim Finan, Vice Chairman

Katherine Bauer, Member

Mark Fougere, Member

Mike Putnam, Member