

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	March 18, 2010 at 18:01
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Gallant called the meeting to order at 6:01 PM.

Present from the Board: Commissioners Paul Auger, Pat Clark and Tom Gallant.

Also Present: Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine; Firefighters: Captain Brad Ober, Captain Greg Michaud, Captain David Hall, Lieutenant Tim Ames, Matthew Gilman, Duane Harbour; Public: Scott Davis, Richard Belrose, Grace LaPlant, Joe LaPlant, Kevin Waldron; Reporter: Donna Rhodes (Winnisquam Echo).

Welcome

Commissioner Gallant welcomed new member Pat Clark to the Board of Commissioners.

Election of Chair

Commissioner Clark made nominated Commissioner Gallant as chair. Commissioner Auger seconded the motion. There being no further nominations the vote was taken. Vote was unanimous.

Public Comment

Commissioner Gallant stated they had changed the format of the meetings around a little bit. It was discussed at their last meeting and decided it was a good idea by both Commissioner Waldron and Auger. Public comment will be accepted at the beginning of the meeting.

Richard Belrose, Northfield. He has been in town 15 years. He complimented everyone on a fabulous job. He did not get up and speak at the District meeting but he does have a few recommendations. His perception on the reason why Tilton and Northfield wanted to split was all money. Everybody has hardships now. Revenues are down. The budget passed this year is almost the same as last year with a token reduction. Could it have gone further to satisfy the people? He doesn't know but would like to sit in on meetings to see what he can do for input. Article 14, the \$115,000 for the hydrants, is there a way of extending that to get a longer term of payment? Is that an option or is it set in stone or do we pay it every year. Commissioner Gallant explained that every year the amount changes. It is the annual contribution so it needs to be based over that period of time. We pay quarterly. It changes each year based on the number of hydrants out there. Richard asked if the budget for next year will stay flat or match this year. Commissioner Gallant stated he couldn't comment on that. He thinks if there are any more reductions in our budget we will be in trouble. It has been pretty flat for the last two or three years. There are items within the budget that we cannot control yet the budget came in less than it did last year so there were cuts. Richard asked if the warrants that were voted on go on top of the \$1,342,000. Commissioner Gallant replied yes. Richard asked if there was an issue if he sat in on the meetings. Commissioner Gallant told him he was more than welcome every month.

Kevin Waldron, Northfield. He wanted to talk about what he believes is conduct unbecoming for certain members of the Tilton-Northfield Fire Department. He has a printout from Facebook on Tuesday night. User name is Craven Moorhead which he found out is Christopher Harris. Kevin then read the printout also naming Joe Keeler, Jeff Sheltry, Brian Dumka, Alan MacRae and Bob Laraway. He doesn't believe this is what we should be seeing from our people. It is highly inappropriate. Commissioner Gallant does not agree with what was done. Commissioner Auger asked if any of these people are on the fire department. Kevin replied they all are. Commissioner Auger believes that they should do something about it. It is very unbecoming, very unprofessional. Chief Carrier replied he will look into it. Kevin gave each Commissioner and the Chief a copy of the printout. He questioned if the professionals

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will do their job if he has an emergency at his house. Commissioner Gallant stated that was a point well taken. Commissioner Auger stated something will be done. Commissioner Clark stated there have been a lot of really strong and hard feelings in the past year and especially in the last six months. He's hoping with the aftermath of the District meeting they can get over that and move forward in a positive fashion. He will focus on that. He's sorry this happened. Commissioner Gallant stated they will take this up under RSA 91A at end of meeting.

Correspondence

There was a request from Captain Ober to carry over 16 hours of vacation time past his anniversary date of May 2nd. He would like to use it May 16th and 17th. Chief Carrier commented that it shouldn't be an issue. We don't cover his position so it should be no cost to the District. Commissioner Gallant read the memo.

Commissioner Auger made a motion to allow Captain Ober to carry 16 hours of his vacation time over to use May 16th and 17th. Commissioner Clark seconded the motion. Discussion: Commissioner Auger asked that if you do have time that carries over that it doesn't go beyond a year. There being no further discussion, vote was taken. Motion carried unanimously.

Public Comment

Commissioner Gallant stated he wanted back up under public comment for a moment. They have had public comment from members of the District and employees of the District. He feels they should include in there in any one of the three of the Commissioners that want to address the people or each other this would be a good time to do it.

Commissioner Gallant wanted to go on record at this meeting indicating that he has served the District for 21 out of the last 23 years. He has never been any prouder of the District than he was last Monday night. That turnout was phenomenal. He thinks the highest turnout they ever had was 185 people and there were 428 people there. He thinks that everybody should walk away with that they thought enough of the issue of keeping the District together as a whole to come and vote and to vote in large numbers. He would say that it is their mutual responsibility to go forward this year in a positive manner.

Minutes

February 18

Commissioner Auger made a motion to accept the minutes as written. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion was carried unanimously.

March 8

Commissioner Auger made a motion to accept the minutes as written. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Minutes were accepted unanimously.

Commissioner Gallant stated that dealing with the February 18th minutes, discussion had come up on the Comstar account and how much we were carrying and what categories those items carried fell into. Chief Carrier provided them tonight with an aging. It shows us carrying \$79,589 in receivables for transports. Of which roughly \$26,000 is current; 30-60 Days is \$16,000; 60-90 is \$10,000; 91-120 is \$7,000; Over 120 is \$19,000. Just because something gets out to the 90, 100, 120 days does not mean they are not going to collect it but it does mean we are probably going to have some write offs. Roughly \$60,000 of the \$80,000 is what we would consider being current because it runs out through 90-120 days.

Treasurer's Report

Roland told everyone they all have a copy of the financial reports.

Balance Sheet

Roland reviewed the Balance Sheet.

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The cash accounts as of March 18th are listed on the Balance Sheet.

Discussion ensued about the NHDIP Accounts. Roland is to contact the Trustees of the Trust Funds regarding closing these accounts.

We have had our year end review with Melanson Heath & Company. Kathy received some year end adjusting entries that have been posted to the balance sheet. Everything else should be in order.

The TAN Franklin Savings Bank is the \$100,000 we borrowed back in February.

Commissioner Gallant asked when we are going to pay the Tax Anticipation Note back. We are going to be getting a chunk of cash from Northfield at the end of the month. Roland replied that it is 90 day note due June 1st at 1.65%. It costs us \$4.52 a day to keep the note. He has signed a check for the Town of Northfield for \$127,200 which will be deposited, if it hasn't been received today, by the end of the week. He has the repayment in May. It looks like no matter what month we pay it off we will have enough cash to get through. The total interest would be about \$400 if we went to term.

Commissioner Gallant stated the Balance Sheet shows we have equity of \$2,123,593.33. Roland replied that it is because they have the buildings and equipment in there.

Apparatus & Equipment Fund

Roland reported this includes ambulance charges through two months.

Operating Budget vs. Actual

Roland referred everyone to the cash flow spreadsheet he passed out. This is the controlling factor that tells us what we have for money. This is only for the Operating Account. We have not received the check from Northfield yet for \$127,200 but he has signed it. What we requested of the towns is 90% of what we have budgeted. The last payment in December makes up the difference. January and February are actual figures whereas the rest are estimates.

Roland reported one of the comments from Melanson Heath & Company on our review was that we have a custodian credit risk. We did not have a policy for custodian risk. He contacted the bank. They have given us what is called security insurance up to \$750,000. This is quite common in any municipality. You have to request this. He has taken care of it.

Commissioner Auger made a motion to pay off the TAN. Commissioner Clark seconded the motion. Discussion: Commissioner Clark asked if they were comfortable that this would get us through June. Commissioner Auger commented that we had never had a problem with that. There being no further discussion, vote was taken. Motion carried unanimously. Roland is to handle.

Chief's Report

Chief Carrier reported he attended a portion of the seminar the Professional Firefighters Association put on Monday before the Fire District Meeting. He was very impressed with what they did and the caliber of the seminar. They did a nice job with that. It was held at Tilton School. They had about 80 participants.

They had another meeting with representatives from DHHS and the Arches. They are continuing to work with the Arches to be sure they are following what has been laid out to them. Right now it's more of a DHHS issue rather than a fire code issue. They have had the ability to occupy the second floor for over a month now.

Captain Ober took him to a couple of meetings with the high school in reference to their biomass plant and Spaulding Youth Center to discuss their evacuation of the dormitory buildings during real fire emergencies. Both meetings were good for him to be there as they are both major projects and major undertakings. It was nice to interact with both groups of people and he thinks Brad is right on top of those issues. Those are a couple of major projects that will be coming up.

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We continue to be without a ladder truck. It is still in Hooksett being repaired. At the last time meeting you gave him the authority to look at the items that needed to be evaluated after the truck was sent down. As long as he remained within the purchasing policy for repairs he could authorize additional repairs to be made. He did that. He believes the will come in around \$2,500. The antifreeze issue is just a cap.

We have registered all our vehicles.

Engine 3 still has a problem with water leaking around the shaft. Desorcie knows about that and will be looking at it soon.

The rear tank fill valve on the tanker has been fixed.

Again in February we had a busy month responding to 142 incidents virtually the same number of incidents they responded to in January. As of this week it has started to slow down a little bit which seems to be normal for March. Both of those are pretty high months.

Commissioner Clark asked what mva is under medical. Chief Carrier replied that it is motor vehicle accidents.

Commissioner Auger asked about the ladder truck and the company working on it. He wanted to know if all they did was work on ladder trucks. Chief Carrier explained they work on lift trucks.

Commissioner Auger wanted to know if they would work on our other trucks. Captain Ober explained they primarily work on cranes and lifts. Chief Carrier is to make inquiry and get back to them.

Fire Prevention Report

Captain Ober reported the numbers are for two months of activity as Captain Ober was not able to attend the February meeting.

There is a little bit of activity as far as new development and a couple of renovation projects going on. That is good news. Lochmere Meadows is off Laconia Road behind Fast Cash. They should be breaking ground in a couple of weeks. Discussion ensued on who the general contract is.

In January he attended the Fire Inspector Level II class. It was hosted here at Tilton School. It was a satellite class for NH Fire Academy. He successfully completed the class.

Commissioner Auger asked where Circle K is. Captain Ober explained that is the Irving. Circle K bought them out. They are doing an interior renovation. The latest fad in convenience stores is beer caves so they are going to have a beer cave in their store.

Deputy Robinson commented that fire prevention inspection of buildings within the community remains a priority and has to remain a priority. We worked together on a project a Home Depot where we discovered two thirds of the building was shut off on the sprinkler system. Nobody knew why and how long it had been that way nobody knows. It just emphasizes the importance of having somebody in the inspection field making sure people are staying up with what codes are required. Chief Carrier added it also emphasizes the fact that even if you have a fully protected building it doesn't mean it's always protected. We have heard a lot of that over the past few months that the buildings are newer and they are protected. Absolutely, they certainly are. We try to reduce our risk by putting those systems in place but like Mike just said sometimes you just never know and it could be for a number of different reasons.

Commissioner Gallant stated it behooves the District to educate the selectmen of both towns and as well as the members of the District as to what Brad Ober and company due because they have no idea. The Chief and Deputy have just pointed out a couple of good points. They don't attach any significance to the importance of the Fire Prevention Officer's job. We need to educate them as to what we do in each community, to let them know who we are. Chief Carrier responded that they have collected data from both communities. It's pretty interesting to see that there is a significant amount of work that goes on in Northfield as well even though it is residentially based.

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Commissioner Clark commented that people had come to him with questions while they were working on the by-laws. Brad had given him a report showing that the calls were proportionate on a 60/40 level like they have with the fire calls right now. He recommended that Brad's fills a shift it is always listed as Tilton. It should be segregated as it is District coverage.

Commissioner Clark commented that the insurance rating was brought up at the District meeting. Chief Carrier stated our rating is 5/9 and explained how the ISO rating works. Commissioner Gallant asked if we have the right to request a review. Chief Carrier replied we can. Discussion ensued.

Commissioner Clark suggested that Captain Ober video tape some of what he does so people will be able to see what he does. He also suggested that training sessions be taped as well. We could put these on community tv to get the word out on what we do and what level we are trained to.

Old Business

Web Site

Commissioner Gallant reported that he has had conversations with Tim Pearson. We can use the website for this very purpose. We should make it a priority.

Captain Ober stated we set an in-house deadline of June 1st deadline to get the new website up. We have to do some hardware fixes to our server. Brian Dumka will be coming in within the next two to three weeks to do that. He will have to take the server off line for a weekend to do that. Once that is up and running we would like to get the new website out there. It's always going to be a work in process. He has a lot of information for Fire Prevention. Tim doesn't have a lot of information on there yet. We have some email issues with employee email. Commissioner Gallant asked who was spearheading this. Captain Ober replied that he and Kathy are. He is prodding Brian Dumka to get in and get the hardware issue taken care of. The rest of it should fall into place fairly quickly.

Commissioner Gallant feels we should have a bio on everybody that is on the department. It is important for people to be able to put names and faces together. He feels that there should be one Commissioner, Brad and the Chief on the committee to spearhead this whole thing to get the website up and running. It was unanimously decided that Commissioner Gallant would be the Commissioner on the committee.

Commissioner Clark stated that Glenn Smith or Steve Bluhm mentioned that they have a list of email addresses where if something important is coming up they are sending emails to people letting them know.

Captain Ober stated they can launch the web page today as it is much better than what we have. They are proposing we host the web page and the email on the server we have here. Things will be able to run a lot smoother. We just need to get some hardware issues resolved before we can do that. Chief Carrier commented we are currently with Go Daddy and Tim feels that is not appropriate any longer. He feels we can handle this through Google.

Captain Ober stated that on April 14th our Go Daddy account expires. That will make us speed up a little bit to get faze one up and running. We would like you to approve the Chief in approving anything that would come under the umbrella of operations for the Department so we can update that and add things to the web page without going to the Board for permission as we go along. Commissioner Gallant stated he did not have a problem with that as long as they are informed. He would like to have a board member be the interface when anything goes on. If that committee is going to consist of the three of them, he will keep the board informed. All commissioners agreed that Commissioner Gallant will fill that role.

Scott Davis asked if there was any way the audio can be attached to the minutes so if someone can't make the meeting they can listen to the meeting. Commissioner Gallant requested Kathy look into that.

Commissioner Gallant stated he is ashamed of the web site they have now. It's pretty poor. They will get into who is going to maintain the information that is going on, what are secure areas.

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Benefit and Wage Study

Commissioner Gallant stated the Benefit and Wage Study has come back in its completed form. It has not been reviewed. What he would like to do is set up a work session to deal with this. It's a public document so anyone is welcome to the information. Kathy will be the source for that. There is a lot of good information in there. There are things the Commissioners need to look at. There are things that members of the Department will want to comment on; certainly members of management will want to comment on.

Discussion ensued about the meeting. Chief Carrier asked if the April meeting date could be moved to the fourth Thursday rather than the third. His Chief's meeting has been moved to the third Thursday. It was decided that the regularly scheduled meeting will be changed to April 22nd at 6:00 PM and they will meet the following Tuesday evening, April 27th, at 6:00 PM to deal with the Pay & Classification Study.

Commissioner Clark stated the public and firefighters are encouraged to give feedback on the study so when they have the work session they have that to look at as well. Commissioner Gallant stated the work session is not meant to be one way.

New Business

Review District Meeting

Commissioner Clark felt very positive about the meeting. He talked with a lot of people leading up to the election and District meeting. People went back and forth. Gradually more information came out. There is some goodness that came out of it. Four hundred people showed up and paid attention to what the fire department is all about. When he went there he had no idea. He didn't think it would pass but he thought it would be closer to 50/50. He didn't think it would be 70%. That is very good.

Commissioner Auger commented he believes the public spoke out highly on how they wanted things addressed. They are concerned about money and we have to watch that. As a Commissioner I will watch that closely.

Commissioner Gallant responded there is no fat in the budget as far as he is concerned. It has been scrutinized to death. We took an even more conservative approach than the Budget Committee did. What he thinks came out is the people in the District need to be educated. They came out and had preconceived notions of who the District is and what we do. The overwhelming majority of people in there said do what you can. Continue to do what you have been doing. They are very happy with it. If we are going to ask them for more, you better make sure they understand what you have.

By-Laws

Commissioner Clark highlighted the By-Laws. They are answers to a lot of questions the people had. They need to be filed with the Secretary of State. A letter needs to be sent with a copy of the By-Laws and the District Meeting minutes to the Secretary of State. We have a year to do it. Commissioner Gallant made motion for Commissioner Clark to handle getting in touch with Clerk to have the letter drafted and get it back to them for signatures. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Gallant commented that the bank needs to be contacted, Kevin Waldron removed as a signer on the accounts and Patrick Clark added. Kathy stated the bank has already been contacted to remove Kevin. Matthew Witham will be dropping off the paperwork for Commissioner Clark to sign.

Commissioner Gallant noted that the By-Laws state under Section III Clerk Duties it says the Clerk shall keep a true and accurate record of all annual meeting, monthly meetings and special meetings of the Commissioners. The Clerk shall see that all minutes are on permanent file. The Clerk shall perform such other duties as are generally associated with the office. Commissioner Clark commented that goes into effect next year. When the Clerk ran for the Clerk's office she was running on the current arrangement. These got passed at District Meeting. They don't go into effect for a year. Discussion ensued. Scott Davis commented the discussion that went on in the By-Laws Committee was that the individual running for the position would have the duties as they were in the past. At the time that they

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ran the by-laws had not been approved nor were they given a copy of them to look at before they signed up for the position. He would have to agree with Pat that it was the consensus of the group that the position would not change until the 2011 election. Further discussion ensued.

Pay Raises

Chief Carrier stated we waited until after the District meeting to put the raises into effect. They were based on 0% to 1% this year as approved by the Budget Committee. He is asking permission to make them retroactive to January 1st and put them into effect immediately. Commissioner Gallant stated that has always been their policy. They didn't vote the raises as they didn't feel it was prudent to do so not because the men didn't need it. The Budget Committee carried it.

Commissioner Auger made a motion to make pay raises retroactive back to January 1st. Commissioner Clark seconded the motion.

Discussion: Chief Carrier pointed out he budgeted on 53 week year rather than a 52 week year so we should have a surplus in that line of approximately \$11,000.

There being no further discussion, vote was taken. Motion was approved unanimously to make pay raises retroactive back to January 1st.

Paramedic School Request

Commissioner Gallant read a letter from Matthew Gilman requesting permission to attend paramedic school at NHTI. Discussion ensued.

Commissioner Auger asked Matt his age. Matt replied he is 22. Commissioner Auger asked how many years he has been on the department. Matt replied just over a year. Commissioner Auger asked how many hours of school does it actually take to become medic. Captain Michaud replied around 2200 hours. Commissioner Auger thinks it great that he wants to do that but he doesn't feel he's been on the department long enough to satisfy him. Captain Ober pointed out that Commissioner Auger was asking questions he can't be asking. He's starting to step over the line. Age and marriage have no bearing on what is in front of you.

Commissioner Clark asked about policy. Commissioner Auger stated it is piece of paper they sign that won't stand up in a court of law. There is no contract. Commissioner Gallant stated they are being asked to Captain Michaud explained for him it was an average of two shifts per month the way the schedule and classes fall. It is minimum in the way the schedule works out. For him it was an average of two 8 hour days when he was in school and then he came back. Discussion ensued.

Commissioner Clark made a motion to authorize the educational cost of medic school for Firefighter Gilman. Commissioner Gallant seconded the motion.

Discussion: Commissioner Auger wants to see him on the department a little longer before we do this. There being no further discussion, vote was taken. There were two yeas and one nay. Commissioner Auger voted against. The motion carries.

Purchasing Requests

Green Insurance sole source approval request as approved at the meeting on February 18th.

Paramedic School Request for Matt will be submitted in the form of a purchasing request.

Stryker Model 6500 Power Pro Ambulance Cot that was voted in through the Apparatus & Equipment Fund. We have a request for the cot.

Sole Source Approval Request to sole source service for our cots thru EMSTAR. Commissioner Clark asked if we had looked at any other potential sources. Discussion ensued. Request for sole source was withdrawn. Captain Michaud will research and get back to them.

Commissioner Gallant stated the Stryker power cot was discussed in detail at the District Meeting. The people felt it should be purchased. Commissioner Clark made a motion to buy the power cot. Commissioner Gallant seconded the motion.

Discussion: Commissioner Auger stated he is against the power cot. The people did vote it in. He brought this up one time that just because the people voted it in doesn't mean they can't turn it down. However, the people did vote for it so he guesses they are ones that have to pay for it. He has no

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choice. Commissioner Gallant pointed out that it is being paid for out of the Apparatus & Equipment Fund. There being no further discussion, vote was taken. Two yeas, one nay. Purchase has been approved most importantly because the taxpayers decided they wanted it.

Request for Cones. They had a few damaged in the last storm. They want to replace those and also have some on hand. They were budgeted for in the Apparatus & Equipment Fund.

Request to replace two of the old red ice rescue suits. They have been repaired several times. They are now unrepairable. Commissioner Auger asked how many suits we have. Captain Hall replied there are six. Commissioner Auger asked if they will want more in future. Chief Carrier replied no.

Commissioner Gallant asked why the cones came before them. They are within the purchasing amount. Chief Carrier replied that some are replacement and some are new. Commissioner Auger made a motion to buy the cones. Commissioner Gallant seconded the motion. There being no discussion, vote was take. Motion passed unanimously

Commissioner Auger made a motion to buy two ice rescue suits. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Other Business

Commissioner Clark Commissioner Clark suggested the commissioners come up with goals for the next year. Commissioner Gallant couldn't agree more. Commissioner Auger agreed. It will be under New Business at the next meeting as Goals & Objectives. Commissioner Gallant would like to have them available before the meeting so all can review. It was agreed they would all come in blind.

Grace Laplant, Northfield: The week before the annual fire district meeting. She was quite frustrated with the people of Northfield. She was physically sick thinking the District might split. She couldn't be happier the District is staying together.

Scott Davis stated the Water District sent a letter to Kohl's regarding their water tank. They are asking them to have a representative show up at their commissioners meeting next month. It is a safety issue. They have a tank that has been leaking for the better part of a year. He thinks it would be nice to have the Chief there. Captain Ober stated he sent a letter pointing out they are in violation of fire code. Chief Carrier asked when the meeting was. Scott replied it is the 2nd Monday in April at 7 PM at the Water District office.

Deputy Robinson asked about the new pump station on Winter Street. He wanted to know if there were any guesses on gallon increases in that area and where it will affect. Scott replied not yet. He explained what will be going in. Statistics haven't been run on that yet. The West Main Street project should be completed other than landscaping by the end of the month. Commissioner Gallant asked about flow on theses. Scott replied they will be green so the flow will be better than 1,000 gallons.

Commissioner Gallant brought up the Chief's newsletter. He would like to see the Commissioners utilize a portion of the newsletter for Commissioners Corner where each of them or none of them could contribute once a month. Just inform the people of the District as well as the employees of the District. He would be willing to do that. Commissioner Clark thinks it's a good idea. He believes communication is very important in the year ahead. Commissioner Auger is willing to contribute.

Bills

Commissioner Gallant stated it has come to his attention that they are losing discounts because bills are not being paid but once a month. He suggested that they go to two manifests a month. Discussion ensued about how the payment of bills is handled. It was decided checks would be released with two signatures. It was also decided the manifest would be done twice a month.

Manifest

Discussion ensued about the Desorcie bill. Chief Carrier is to talk to Desorcie about travel time. The bill was released for payment.

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Commissioner Clark brought up talking with each other outside of meetings. Commissioner Gallant stated he had gone to a meeting a couple of months ago regarding this. Discussion ensued. Commissioner Gallant will provide Commissioners Auger and Clark with a copy. He will give it to the Chief and Kathy as well.

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a). Commissioner Auger seconded the motion. There being no discussion roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes.
At 8:26 PM they have gone out of public session.

Commissioner Gallant stated they are back into public session at 8:55 PM. Commissioner Gallant made a motion that the minutes from the non-public session be sealed. Discussions bordered on employee/employer relationships and individuals in particular. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant stated the minutes will remain sealed until the issue may be resolved. There being no further discussion roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes.

Commissioner Gallant stated for the record that these matters have been handled incorrectly in the past. The minutes of the non-public session should not be distributed prior to the meeting. They will ask Kathy to hand them to them at the meeting. They will deal with it at that meeting. They will approve them or not. They will return them to Kathy who will seal those minutes. Commissioner Clark asked if the sealed minutes were kept locked. Commissioner Gallant responded they were.

Commissioner Auger made a motion to adjourn. Commissioner Clark seconded the motion.

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: April 22, 2010 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.